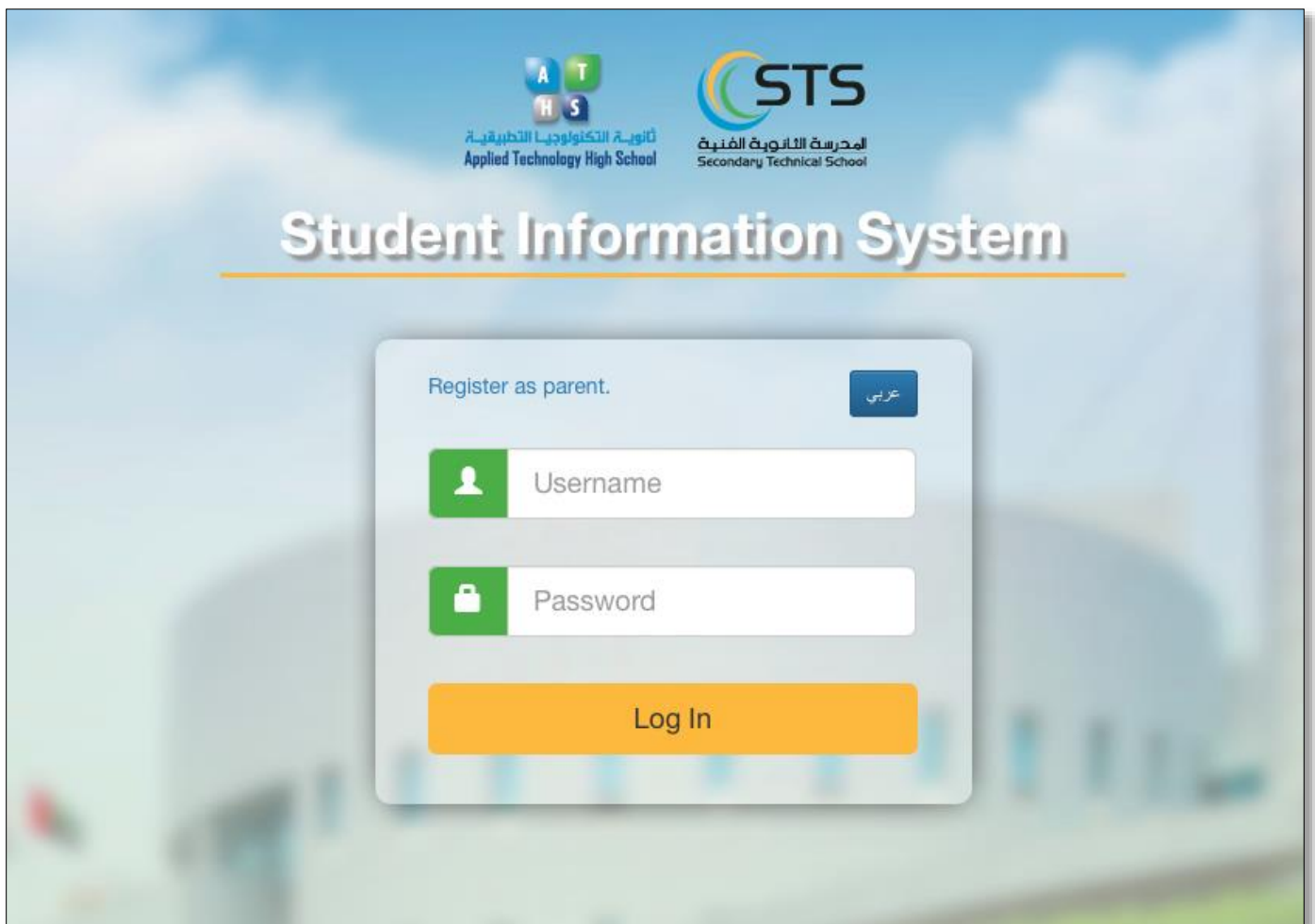


# STUDENT INFORMATION SYSTEM

Institute of Applied Technology

## Parent Portal Manual



The screenshot displays the login interface for the Student Information System. At the top, there are two logos: the Applied Technology High School logo (A T H S) and the Secondary Technical School logo (STS). Below the logos, the text "Student Information System" is prominently displayed. The main content area features a "Register as parent." link with a "عربي" (Arabic) button. Below this, there are two input fields: "Username" with a person icon and "Password" with a lock icon. A large orange "Log In" button is positioned at the bottom of the form.

APPLIED TECHNOLOGY HIGH SCHOOL/SECONDARY TECHNICAL SCHOOL

# Parent Portal Manual

---

© Applied Technology High School  
Abu Dhabi UAE  
P.O Box 111499  
Phone +971 2 695 1111 • Fax +971 2 695 1192

# Table of Contents

Login to the Parent Portal.....	1
Create a New SIS Parent Account.....	2
Add a Student to the Parent Portal.....	4
Student Information Page .....	6
Dealing with Section Page .....	7
Student Assessment Page.....	8
Dealing with Student Attendance .....	9
Dealing with Menu bar .....	10



## Login to the Parent Portal

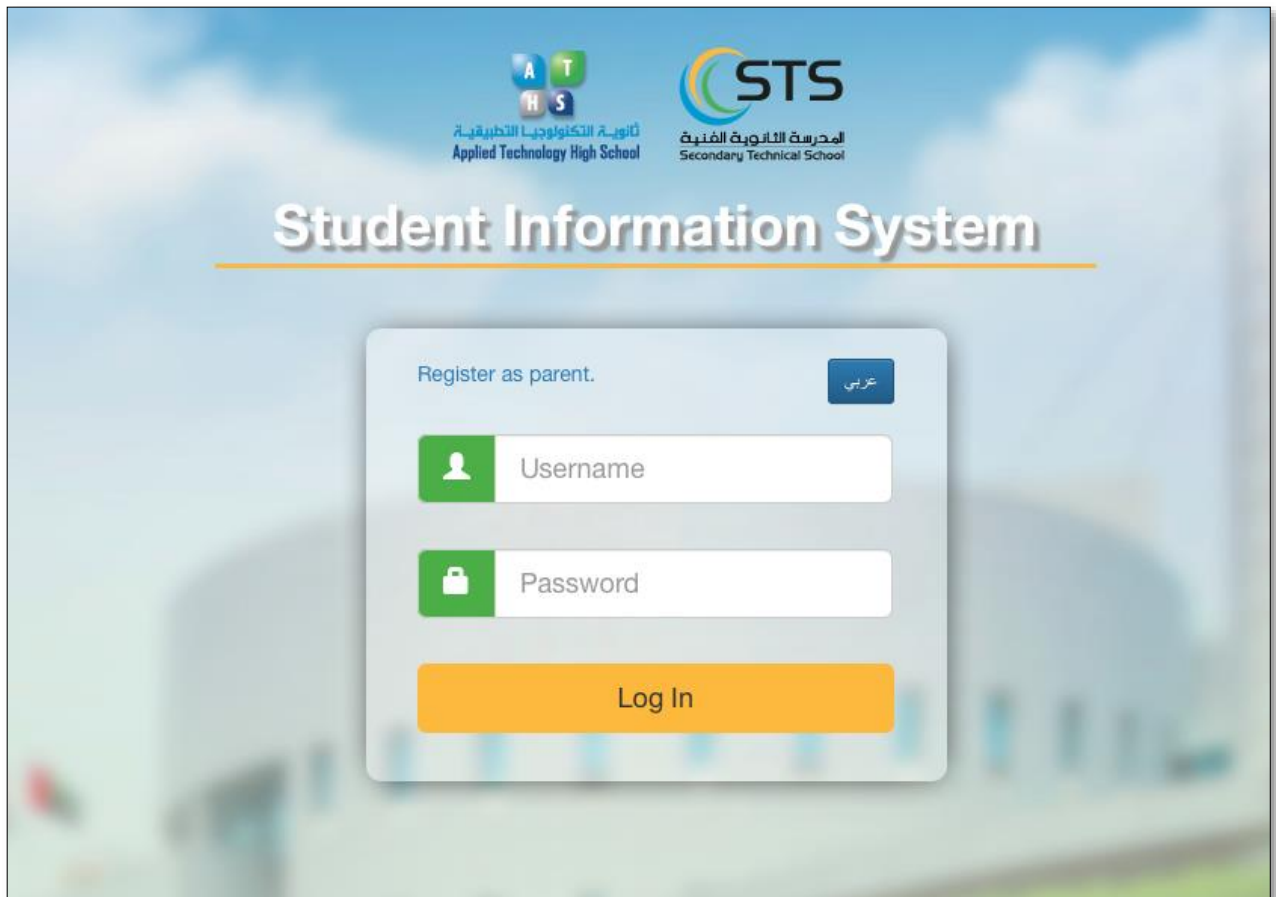
The parent portal is the best way to track your child's academic and behavioral performance on a daily bases. If your child is either in Applied Technology High School (ATHS) or Secondary Technical School (STS) you will be able to create an account and add him to your portal page.

To Login to the parent portal you need to use one of the following links:

<http://sis.iat.ac.ae>

OR

<http://sis.adveti.ac.ae>



The screenshot shows the login interface for the Student Information System. At the top, there are logos for Applied Technology High School (ATHS) and Secondary Technical School (STS). The main heading is "Student Information System". Below this, there is a "Register as parent." link with an Arabic button "تسجيل". The login form consists of two input fields: "Username" with a person icon and "Password" with a lock icon. A yellow "Log In" button is positioned below the password field.

You can use your Username and Password to login to your account. Otherwise, you can click on “**Register as Parent**” to create a new user account.

## Create a New SIS Parent Account

When you click on the **Register as a Parent** link in the home screen you will be directed to the registration page where you will fill your information, as shown in Figure 1.

The screenshot shows a web form titled "Register As Parent" with a red header. Below the header, there are two input fields: "Emirates ID" and "Mobile Number". The "Mobile Number" field contains the placeholder text "05XXXXXXXXX". Below these fields is a "Submit" button.

Figure 1: Parent Registration Page

- Write down the parent Emirates ID (15 digit without any symbols) and mobile phone number, and then click on the Submit button.

**Note:** In case you are registered in the system and you forget your username or password, you can retrieve it through entering your Emirates ID and mobile phone number; an SMS will be sent to your mobile that contains your username and password.

- Write your full name, nationality and gender then click on Register as a Parent, as shown in Figure 2.

The screenshot shows a web form titled "Register As Parent" with a red header. Below the header, there are three input fields: "Full Name", "Nationality", and "Gender". The "Nationality" and "Gender" fields are dropdown menus with "Select" and a downward arrow. Below these fields is a "Register as a Parent" button.

Figure 2: Parent details

- When you click on **Register as a Parent**, you will receive a confirmation message on your mobile phone contains the username and password.

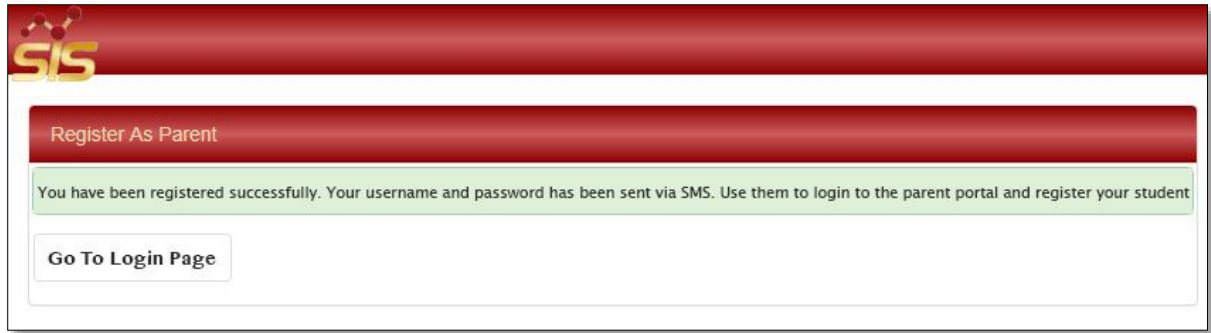


Figure 3: Confirmation page

Click on **Go To Login Page** button, as shown in Figure 3. You need to take care of uppercase and lowercase letters while entering your password. Figure 4 shows the login page where to insert the username and password you received on your mobile phone.

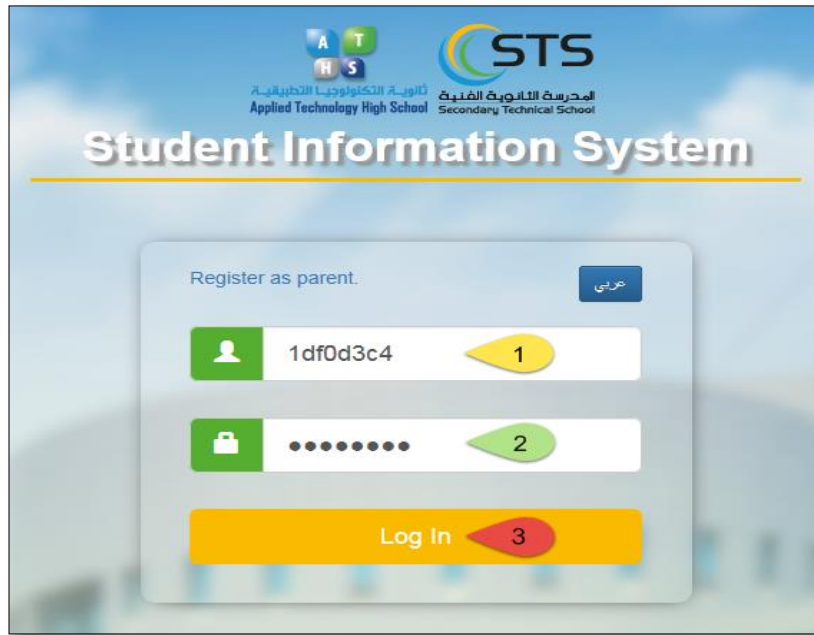


Figure 4: Parent Portal login Page

**Figure key**

- 1 Parent Username    2 Parent Password    3 Login to the parent portal

## Add a Student to the Parent Portal

- After logging in to the parent portal you can add a student through clicking on the **Link Existing Student** button as shown in figure 5.



Figure 5: Link Existing Student

- To search for your child, you need to enter his Emirates ID number and date of birth then click on the **Search** button, as shown in figure 6.

 A screenshot of the Parent Portal search form. At the top left is the 'SIS' logo. At the top right is a 'Logout' link. Below the header is a breadcrumb trail: 'Students / Link Existing Student'. The form contains:
 

- A label 'Student Emirates ID' next to a text input field containing 'Student Emirates ID'.
- A label 'Birth Date' next to three dropdown menus for 'Day', 'Month', and 'Year'.
- A 'Search' button below the date fields.

Figure 6: Search and Add a Student

The system will retrieve the student details (picture and name) after it matches the Emirates ID and the date of birth, as shown in figure 7. After checking your child details click on **Link Student to Your Account** and automatically the student's information will appear on the parent page.

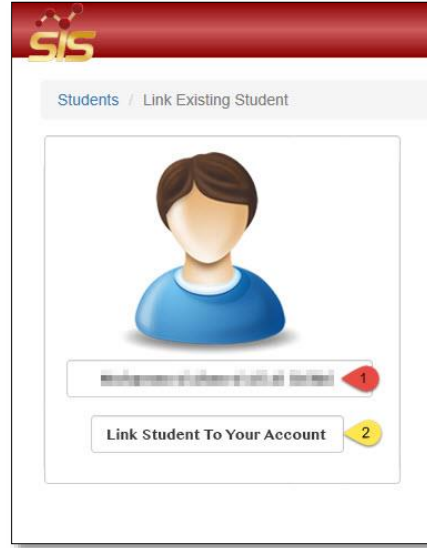


Figure 7: Link Existing Student

**Figure key**

- 1 Student Name
- 2 Click to add the student to the parent portal

- You can repeat the same steps in case you want to add another student to the parent portal, as shown in figure 8.

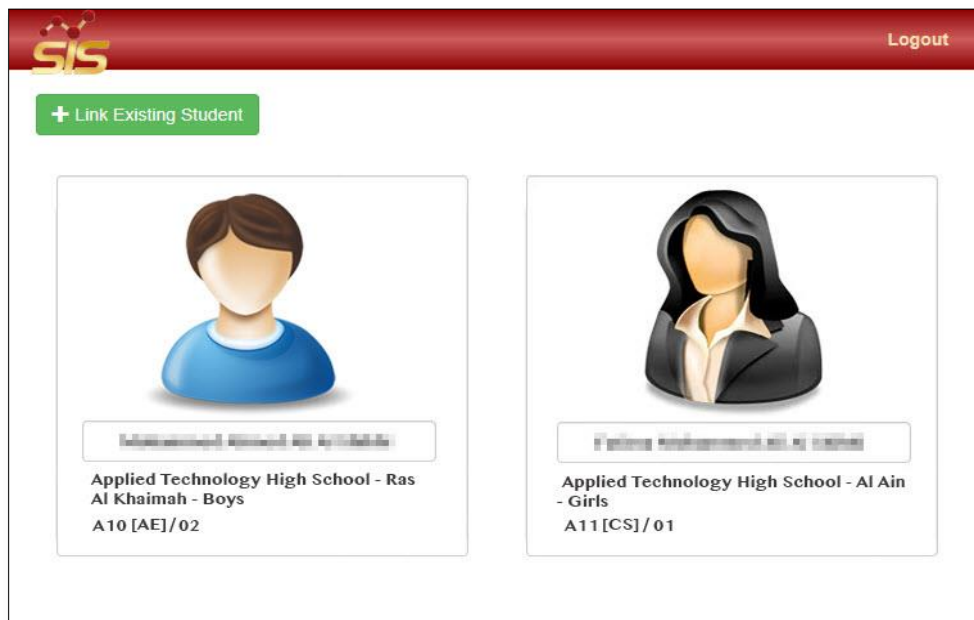


Figure 8: Add more than one student



## Student Information Page

- Click on any student name listed in the parent portal to view his/her details, as show in figure 9.

#	08 Sunday	09 Monday	10 Tuesday	11 Wednesday	12 Thursday
1	ATHS G12 PC Technology	ATHS G12 Islamic Studies	ATHS G12 Arabic	ATHS G12 Mathematics	ATHS G12 Physics
2	ATHS G12 PC Technology	ATHS G12 Islamic Studies	ATHS G12 Arabic	ATHS G12 Mathematics	ATHS G12 Physics
3	ATHS G12 Physics	ATHS G12 Computer Networks	ATHS G12 SAM	ATHS G12 Extra Curricular Activity	ATHS G12 Computer Networks
4	ATHS G12 Physics	ATHS G12 Computer Networks	ATHS G12 Physics	ATHS G12 Computer Networks	ATHS G12 Computer Networks
5	ATHS G12 Graduation Project	ATHS G12 English	ATHS G12 Computer Security	ATHS G12 Computer Networks	ATHS G12 Computer Security
6	ATHS G12 Graduation Project	ATHS G12 Arabic	ATHS G12 Computer Security	ATHS G12 English	ATHS G12 Physical Education
7	ATHS G12 English	ATHS G12 PC Technology	ATHS G12 English	ATHS G12 English	ATHS G12 Mathematics
8	ATHS G12 Mathematics	ATHS G12 Physical Education	ATHS G12 Mathematics	ATHS G12 Chemistry	ATHS G12 English
9	ATHS G12 Mathematics	ATHS G12 Physical Education	ATHS G12 Mathematics	ATHS G12 Chemistry	ATHS G12 English

Figure 9: Student Information Page

### Figure key

1	Student Picture, Name, School and Grade	2	Click to view the student's subjects and marks
3	Click to view the student's timetable	4	Click to view the student's period attendance
5	Click to view the school contact details	6	Weekly Timetable
7	Click to view the school calendar	8	Click to receive and send messages
9	Click to view the school announcement	10	Click to view your profile and change your setting (Username and Password)
11	Click for technical support	12	Click to logout from your account
13	Click to get back to the home screen and choose a different student or add a new student to the list		

## Dealing with Section Page

- To view the student marks, click on **Sections** button, as shown in figure 10.

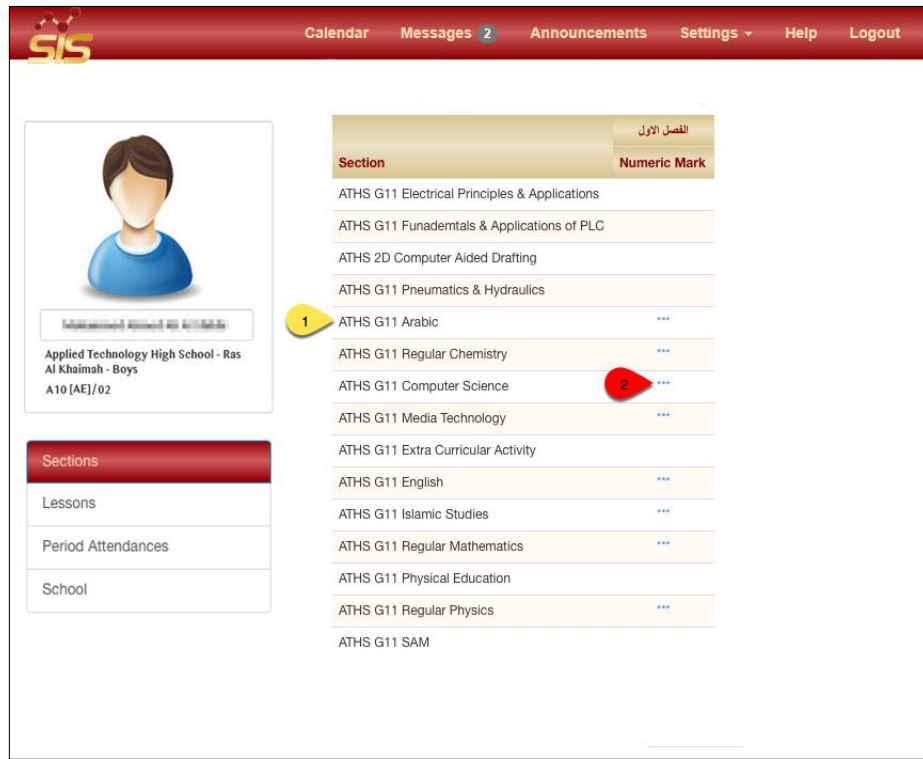


Figure 10: Section Page

### Figure key

- 1 Subject      2 Click to open the assessment page

- To view the student marks click on the three stars **\*\*\*** link to the left of each subject, you will be redirected to the assessment page, as shown in figure 11.

## Student Assessment Page

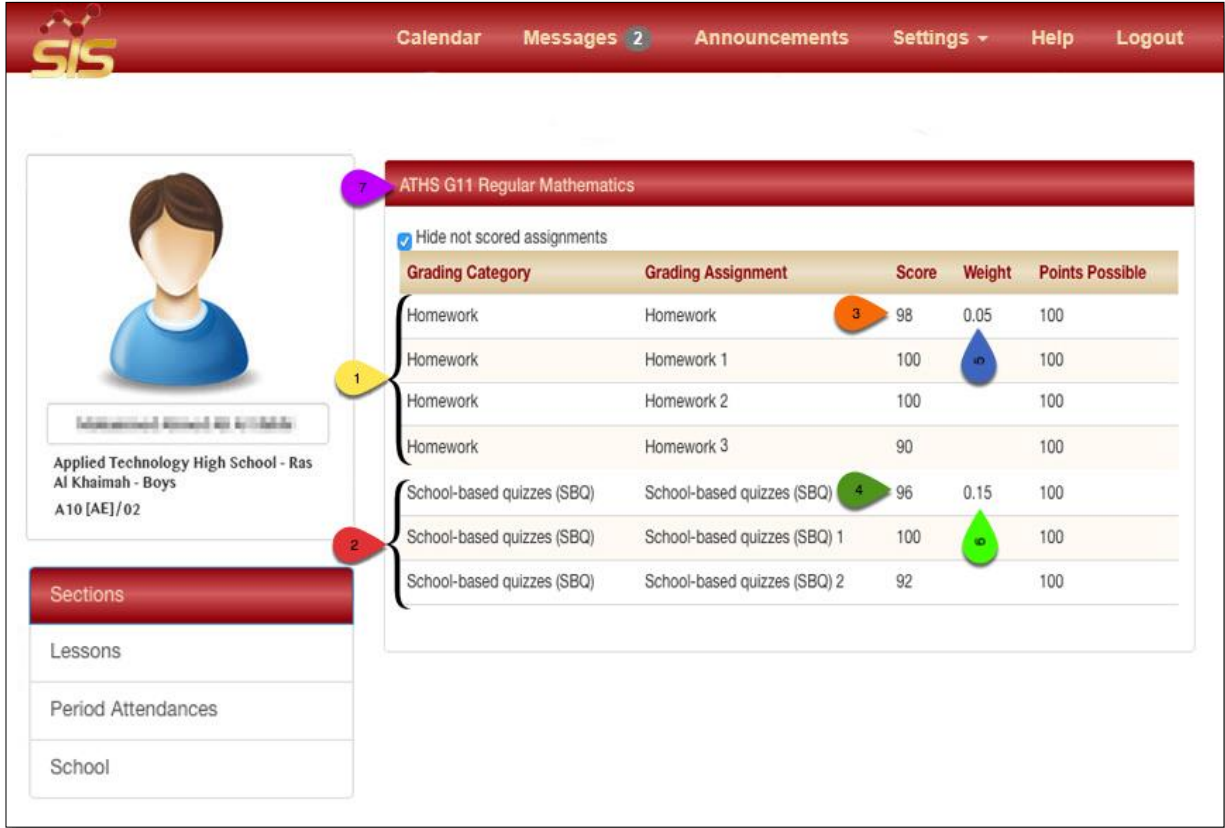


Figure 11: Student Assessment Page

### Figure key

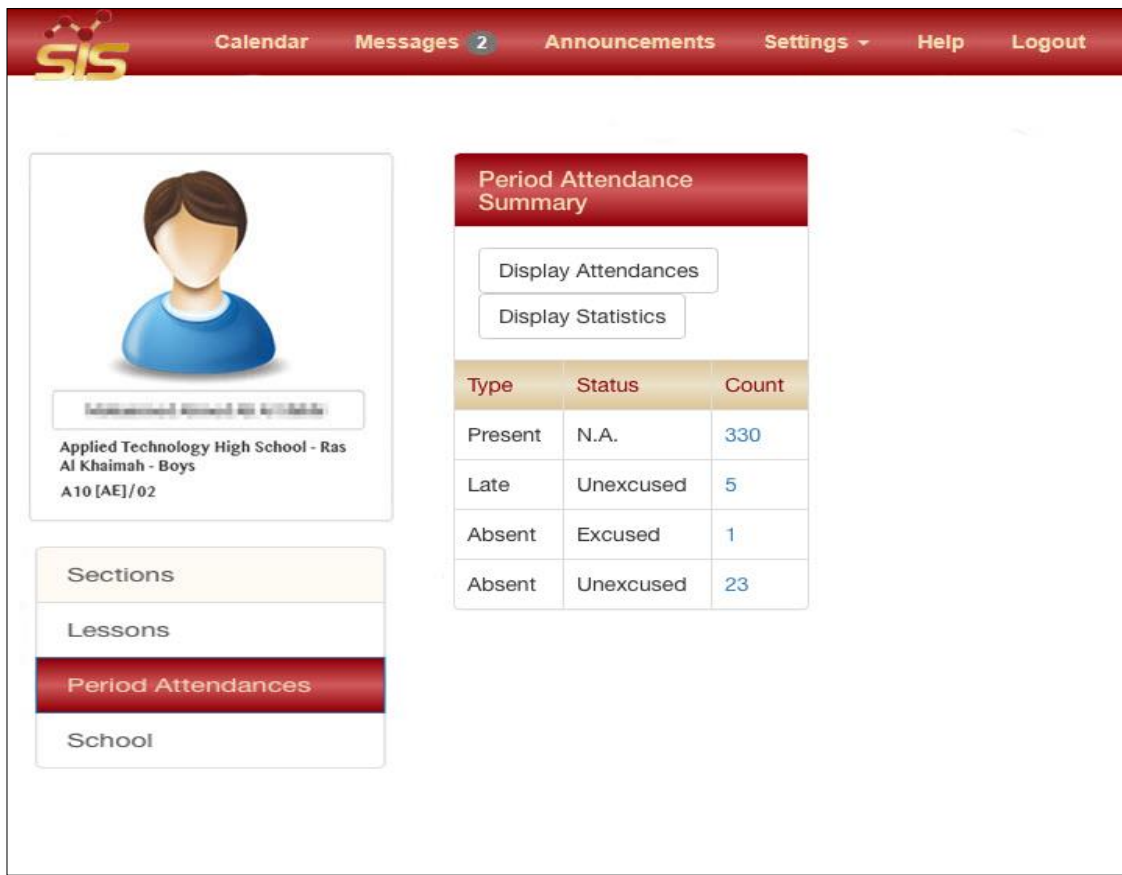
1	Homework Category
2	School-based Quizzes (SBQ) Category
3	Final Homework mark (Average mark of Homework 1, Homework 2 and Homework 3)
4	Final Quizzes mark (Average mark of SBQ 1, SBQ 2 and SBQ 3)
5	Homework mark weight (5% of the total mark in term 1)
6	School Based Quizzes – SBQ mark weight (15% of the total mark in term 1)
7	School, Grade and Subject

**Note:** To find the Average of any mark use the following equation:

$$\text{Homework Average} = \frac{\text{Homework 1} + \text{Homework 2} + \text{Homework 3}}{\text{Number of Homework Assignments}} = \frac{100 + 100 + 90}{3} = 98$$

## Dealing with Student Attendance

- To track the student attendance status, click on **Period Attendance** button, as shown in figure 12. You can choose to view a summary about the period attendance or to view a detailed list with statistics by clicking on **Display Statistics** button.



Type	Status	Count
Present	N.A.	330
Late	Unexcused	5
Absent	Excused	1
Absent	Unexcused	23

Figure 12: Student Attendance Page

## Dealing with Menu bar

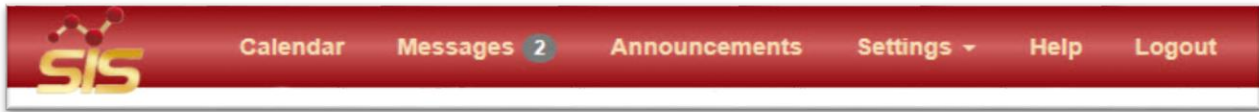


Figure 12 : Student Attendance Page

- **Calendar:** A monthly school event calendar
- **Message:** In this section you will be able to communicate with the school by sending and receiving messages from/to the school admin and teachers.
- **Announcements:** All the school announcements will be published in this section.
- **Settings:** You will be able to choose between view/change your profile and the account settings, as shown in figure 13.
  1. **My Profile:** You can view and change your personal information (Phone number, Email and Address).
  2. **Account Settings:** In this page you can change your Username and Password.

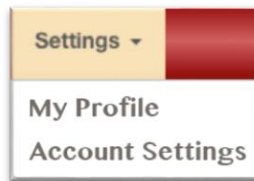


Figure 13: Click on setting to choose between profile and account settings

- **Help:** Click to get a technical support at anytime.
- **Logout:** To close the parent portal and get back to the main login page ( for security reasons it is recommended to logout after you finish )