

Parents Portal User Guide

Myanmar International School Yangon

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Introduction

Engage is a school management system currently being used at Myanmar International School Yangon (MISY). The system supports three different portals; Teacher Portal, Student Portal and Parents Portal which complete the whole ecosystem of the relation of Teachers, Students and Parents. The Parents Portal is for the parents who want to track on their children's activities, performance and attendance.

Prerequisites

To improve the functionality of the portal and its security, user accounts of the parents must hold correct and up-to-date contact information including an active email address. The contact information available on the portal reflects the precise information the school holds. If you are in any doubt that your information may not be correct, please fill out Contact Validation Form at school's reception.

User Account Information

The user account information will be sent out as an automatic email to your primary email address from the system immediately after the account creation. The username is usually your first name and last name separated by a dot. E.g. john.smith would be the username for Mr. John Smith. The default password is usually the same as your username.

Logging In for the first time

There are two URLs you can use to access the portal through the internet browser (such as Chrome, Safari, Firefox, etc.). One is official portal URL which is long and may be hard for you to remember. Another is a shortened unofficial URL.

- Official URL – <https://myanmarangonportal.engagehosted.com/>
- Shortened URL – <https://bit.ly/engageygn>



The login page will appear for you to type in your username and password as shown below.



engage by double first
MANAGEMENT INFORMATION SYSTEMS

Language:

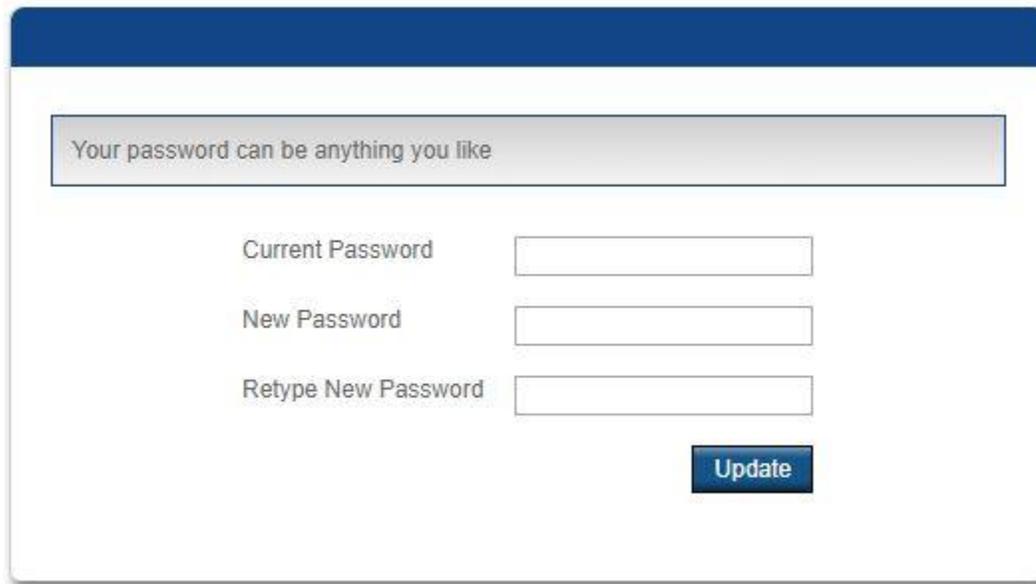
Username:

Password:

Keep me signed in

v. 2019.7.45833 [Forgot Password?](#)

You will need to type in your username and password which was sent to your email. And the system will prompt you to change your password immediately after the successful login.



The screenshot shows a web form for changing a password. At the top, there is a grey box with the text "Your password can be anything you like". Below this, there are three input fields: "Current Password", "New Password", and "Retype New Password". Each field is followed by a white rectangular input box. At the bottom right of the form, there is a blue button with the text "Update".

Click "Home Page" button after changing the password to go to home page of the parent portal and you can start using the portal.

Logging Out of the Portal

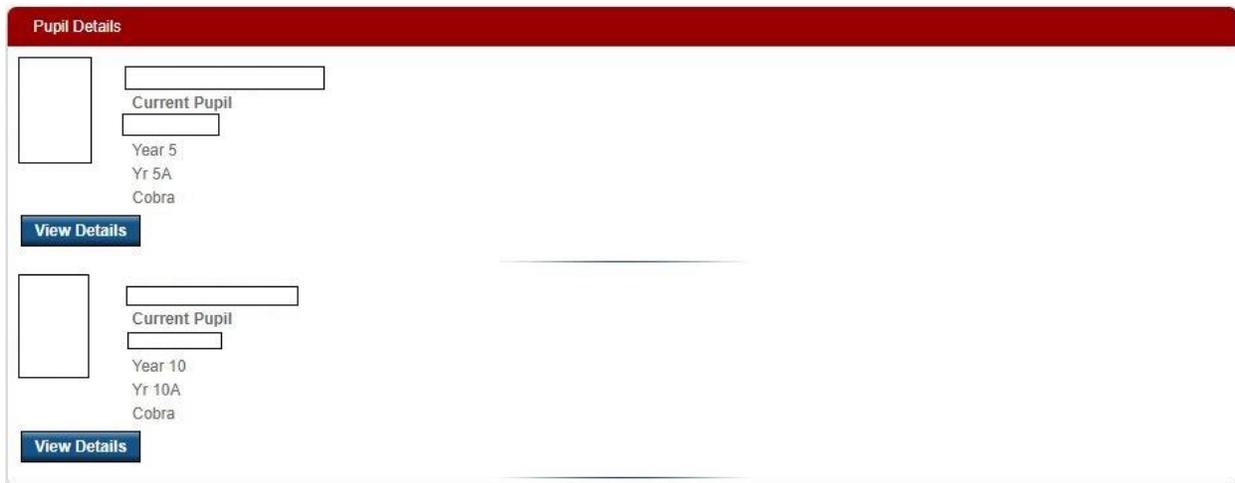
For safety reasons, we recommend that you log out of the portal every time after you used it. You can see the "Log Out" button at the top right corner of the portal after clicking on your name.



Portal Features

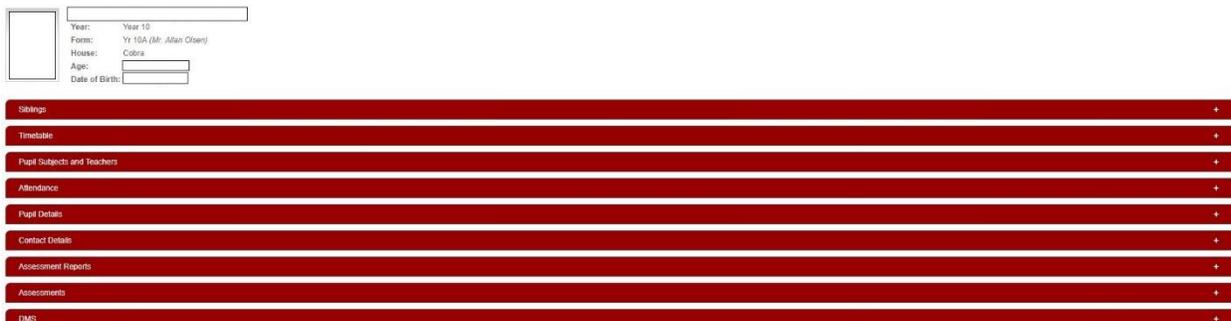
There are dozens of features which can help parents to track the performance of their children; two features are fully functional, and the remaining ones are under configuration.

To see the available information about your children and track their performance, you can click on “View Details” which can be found under the “Pupil Details” section on the “Home Page” of the portal.



It can be more than one student in the section depending on how many siblings are enrolled with the school.

You can see the available information and options on “Pupil Details” screen after clicking on “View Details”. Only timetable and attendance options are fully functional at the moment.



Timetable

You can see the timetable of the child under “Timetable” including the subject name, classroom and the name of the teacher.

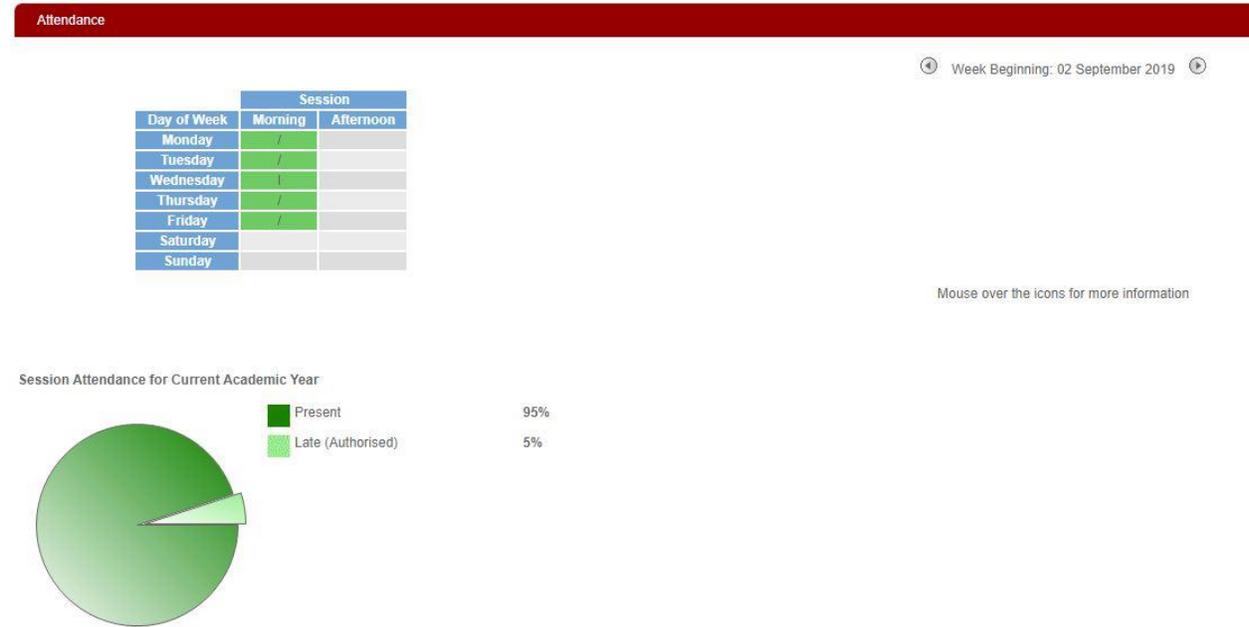
	08:15 - 08:25	08:30 - 09:20	09:25 - 10:15	10:15 - 10:35	10:35 - 11:25	11:30 - 12:20	12:20 - 13:15	13:15 - 14:05	14:10 - 15:00
Registration	Registration 08:15 - 08:25 Registration	1 08:30 - 09:20 Biology Mr. Aoife Cleary 305 Biology Y10A	2 09:25 - 10:15 Myanmar Ms. Wei Zhi Mya, Mr. Liam Hoop 257 Myanmar Y10A		3 10:35 - 11:25 History Mr. Alan O'Sean 314 History Y10	4 11:30 - 12:20 Assisted Studies Mr. Aoife Cleary 311 AS Y10A		5 13:15 - 14:05 English Ms. Pia Weston 302 English Y10 Lit	6 14:10 - 15:00 Business Studies Mr. Bernard Gilman 52 BusStu Y10B
AP/AS/MT	1 08:30 - 09:20 Mathematics Ms. Heung U Hin 305 Maths Y10A	2 09:25 - 10:15 Mathematics Mr. Heung U Hin 305 Maths Y10A		3 10:35 - 11:25 Biology Mr. Aoife Cleary 315 Biology Y10A	4 11:30 - 12:20 Biology Mr. Aoife Cleary 315 Biology Y10A		5 13:15 - 14:05 Chemistry Mr. Nickson Thambusamy 309 Chemistry Y10A	6 14:10 - 15:00 Chemistry Mr. Nickson Thambusamy 309 Chemistry Y10A	
AP/AS/MT	1 08:30 - 09:20 English Ms. Pia Weston 302 English Y10 Lit	2 09:25 - 10:15 Mathematics Ms. Heung U Hin 312 Maths Y10A		3 10:35 - 11:25 Business Studies Mr. Bernard Gilman 52 BusStu Y10B	4 11:30 - 12:20 Myanmar Ms. Wei Zhi Mya, Mr. Liam Hoop 257 Myanmar Y10A		5 13:15 - 14:05 Computer Science Ms. Tin Chee Mar Zaw 203 B CompSci Y10A	6 14:10 - 15:00 English Ms. Pia Weston 302 English Y10 Lit	
AP/AS/MT	1 08:30 - 09:20 PSHE Mr. Aoife Cleary 310 PSHE Y10A	2 09:25 - 10:15 History Mr. Alan O'Sean 314 History Y10		3 10:35 - 11:25 Mathematics Ms. Heung U Hin 310 Maths Y10A	4 11:30 - 12:20 Biology Mr. Aoife Cleary 303 Biology Y10A		5 13:15 - 14:05 Computer Science Ms. Tin Chee Mar Zaw 203 B CompSci Y10A	6 14:10 - 15:00 Computer Science Ms. Tin Chee Mar Zaw 203 B CompSci Y10A	
AP/AS/MT	1 08:30 - 09:20 Chemistry Mr. Nickson Thambusamy 310 Chemistry Y10A	2 09:25 - 10:15 English Ms. Pia Weston 302 English Y10 Lit		3 10:35 - 11:25 Physical Education Mr. Tadh Small Spartanball Court PE Y10	4 11:30 - 12:20 Business Studies Mr. Bernard Gilman 52 BusStu Y10B		5 13:15 - 14:05 Chemistry Mr. Nickson Thambusamy 310 Chemistry Y10A	6 14:10 - 15:00 History Mr. Alan O'Sean 314 History Y10	

The timetable can be exported as a PDF document to keep it as a softcopy or to print it out by clicking the PDF icon at the top right corner of the “Timetable” section.

	08:15 - 08:25	08:30 - 09:20	09:25 - 10:15	10:15 - 10:35	10:35 - 11:25	11:30 - 12:20	12:20 - 13:15	13:15 - 14:05	14:10 - 15:00
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Attendance

You can see the analytics of the child's attendance with Pie Charts while also seeing the details of it for the week.

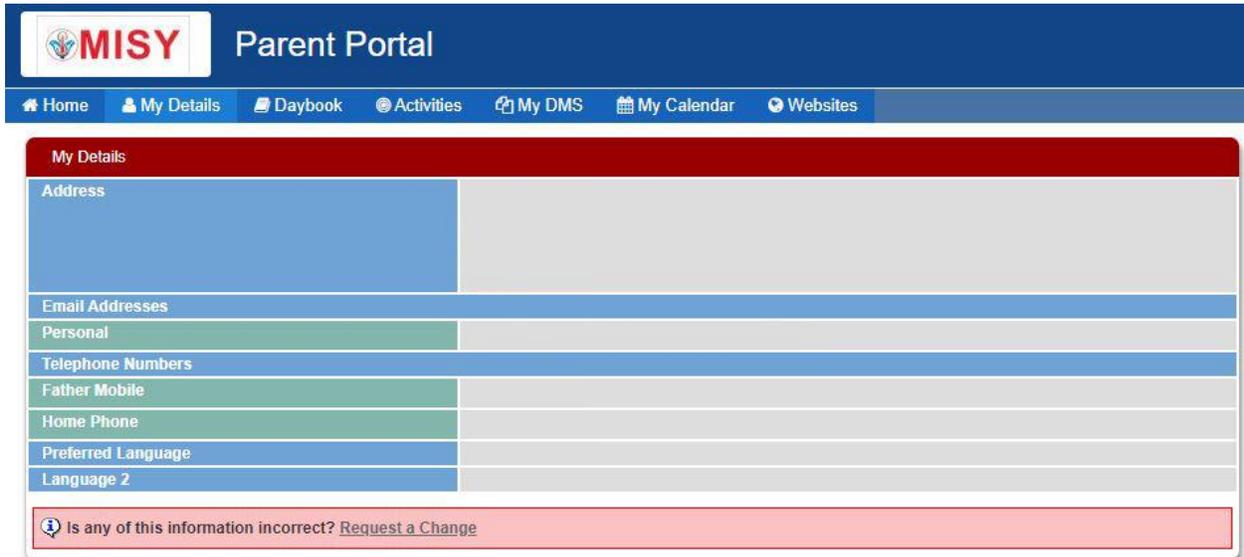


You can go back to previous weeks by clicking the arrows back and forth above the table.



Parents Information

The information that the school holds about you can be seen under “My Details”. It is your responsibility to inform the school if any of your contact information changes to make sure we can reach out to you in case of an emergency.



The screenshot shows the MISY Parent Portal interface. At the top, there is a blue header with the MISY logo and the text "Parent Portal". Below the header is a navigation bar with links for Home, My Details, Daybook, Activities, My DMS, My Calendar, and Websites. The main content area is titled "My Details" and contains several sections: Address, Email Addresses, Telephone Numbers, Father Mobile, Home Phone, Preferred Language, and Language 2. Each section has a corresponding input field. At the bottom of the "My Details" section, there is a red box with a question mark icon and the text "Is any of this information incorrect? Request a Change".

All portal users can now inform the school through the portal to provide up-to-date information by clicking on “Request a Change”.



The screenshot shows the "Request a Change" form. It features a red header with a question mark icon and the text "Is any of this information incorrect? Request a Change". Below the header is a red box with a question mark icon and the text "Please tell us how your details have changed.". Below this is a large, empty text area for providing details. At the bottom of the form is a blue button labeled "Send Update Request".

You can then fill in the information you want to change. To avoid mistakes and inaccuracies, you must provide detailed clarification of the information which should be deleted, modified and added. And Click “Send Update Request”. It may take up to three working days to show up the changes on the portal since we do need to make sure that your information is updated in all records.