Parents Portal User Guide

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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://myanmaryangonportal.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.

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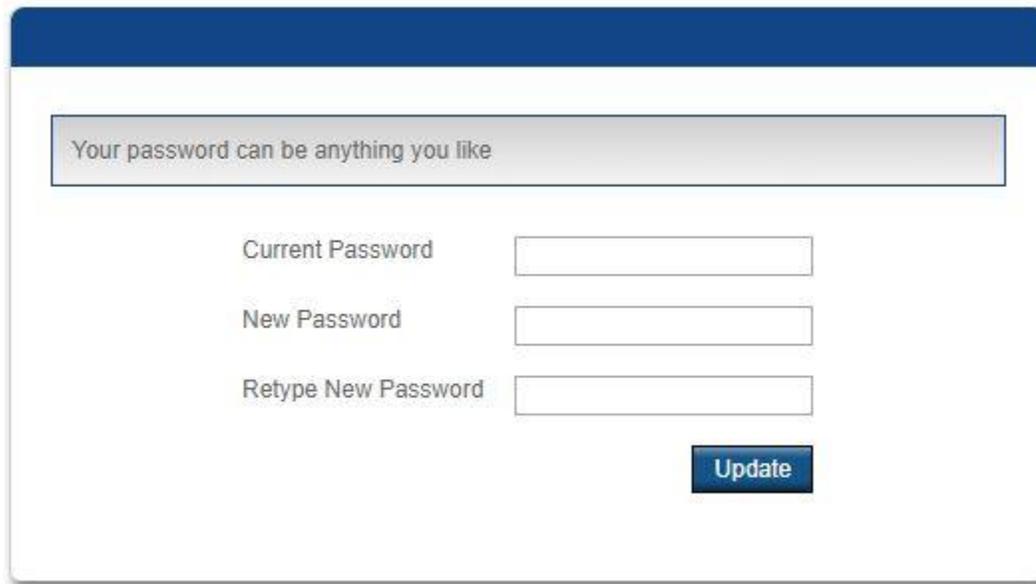
Click "Home Page" button after changing the password to go to home page of the parent portal and you can start using the portal.

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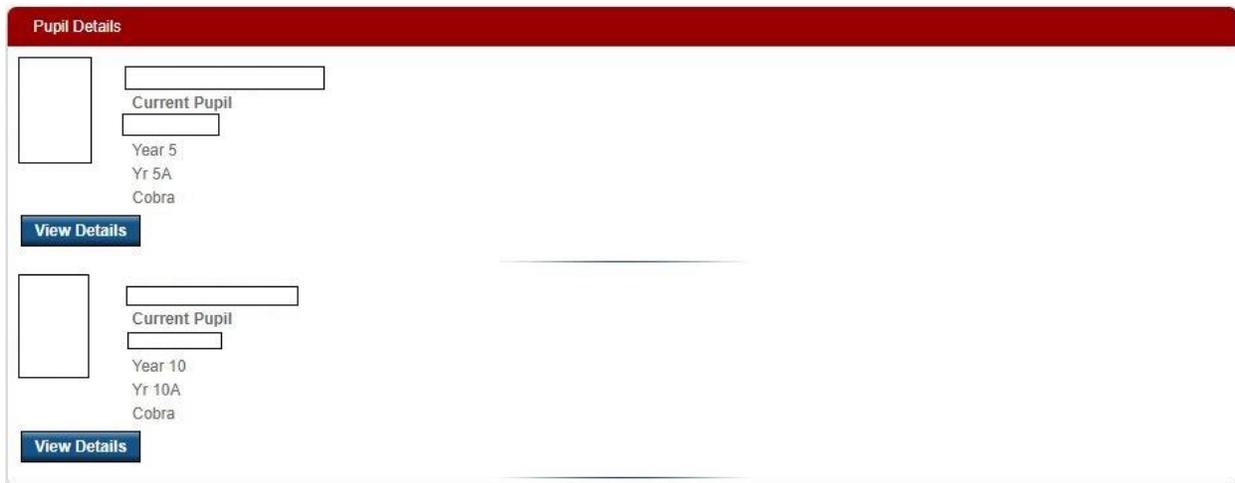
It can be more than one student in the section depending on how many siblings are enrolled with the school.

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.
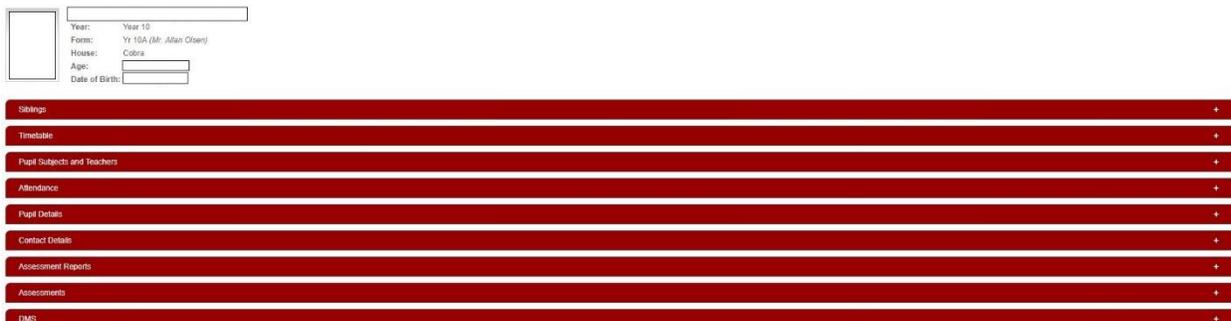
Timetable

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

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.

Attendance

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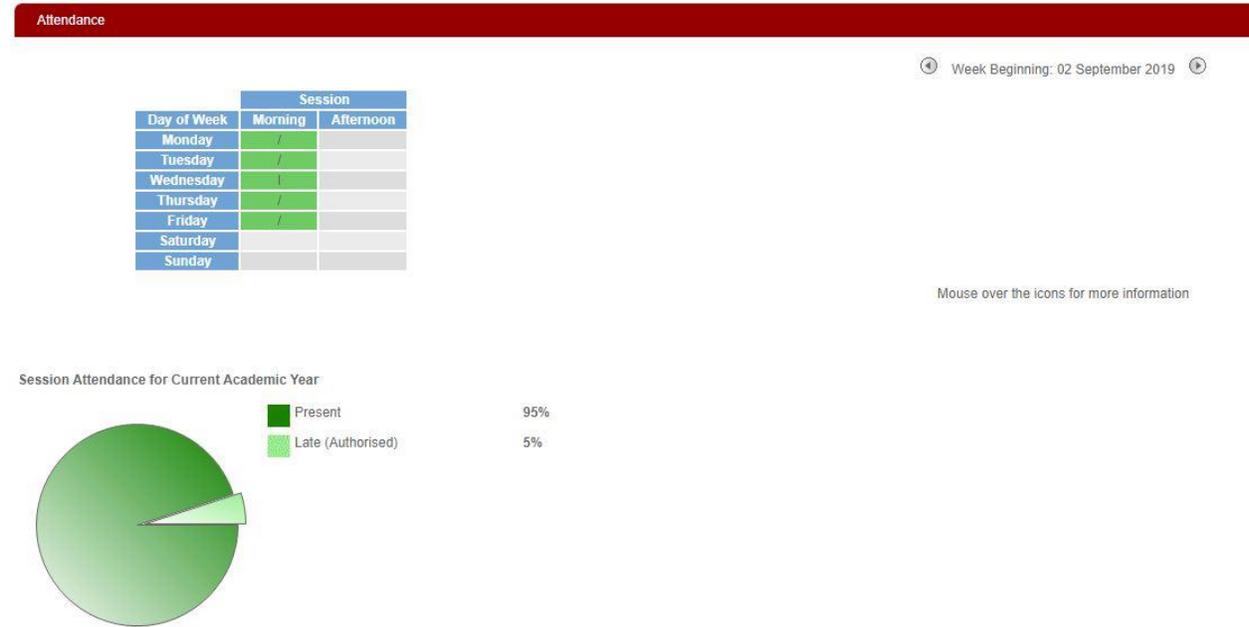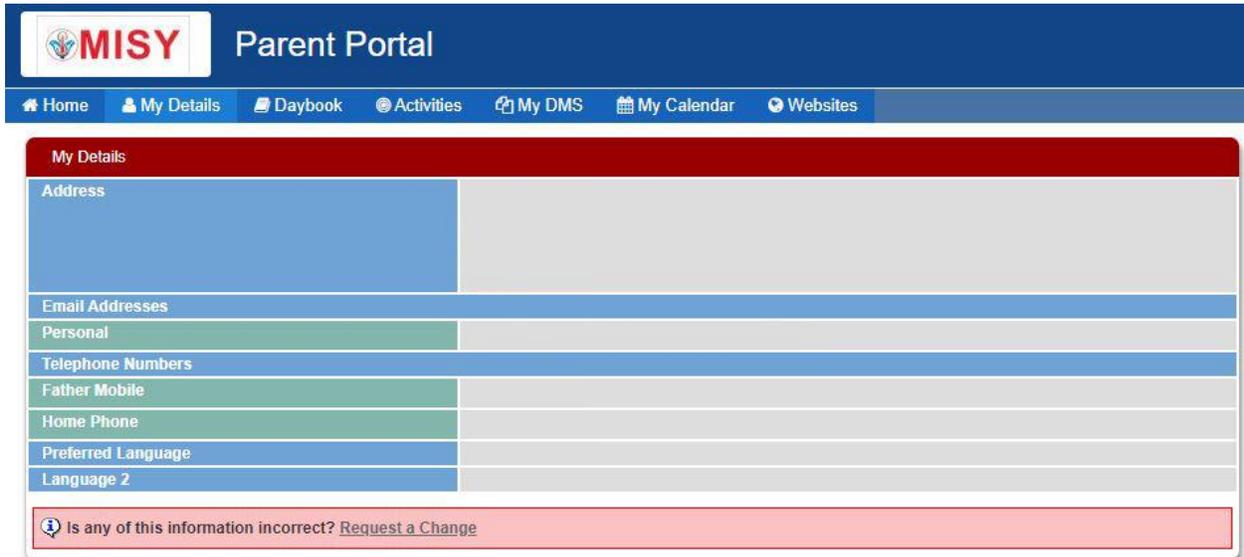

You can go back to previous weeks by clicking the arrows back and forth above the table.

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.

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

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.