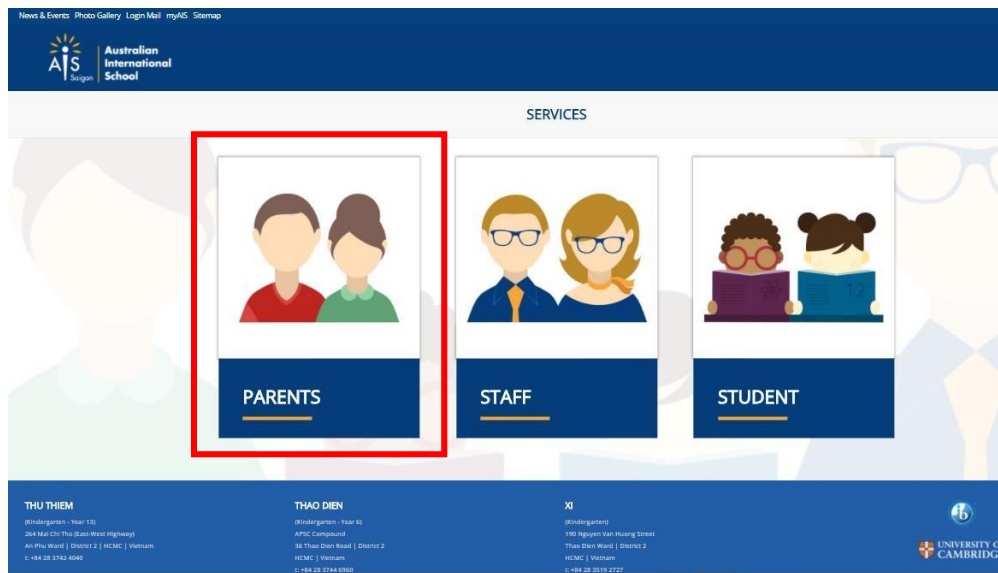


AIS Service – Guideline for Parents

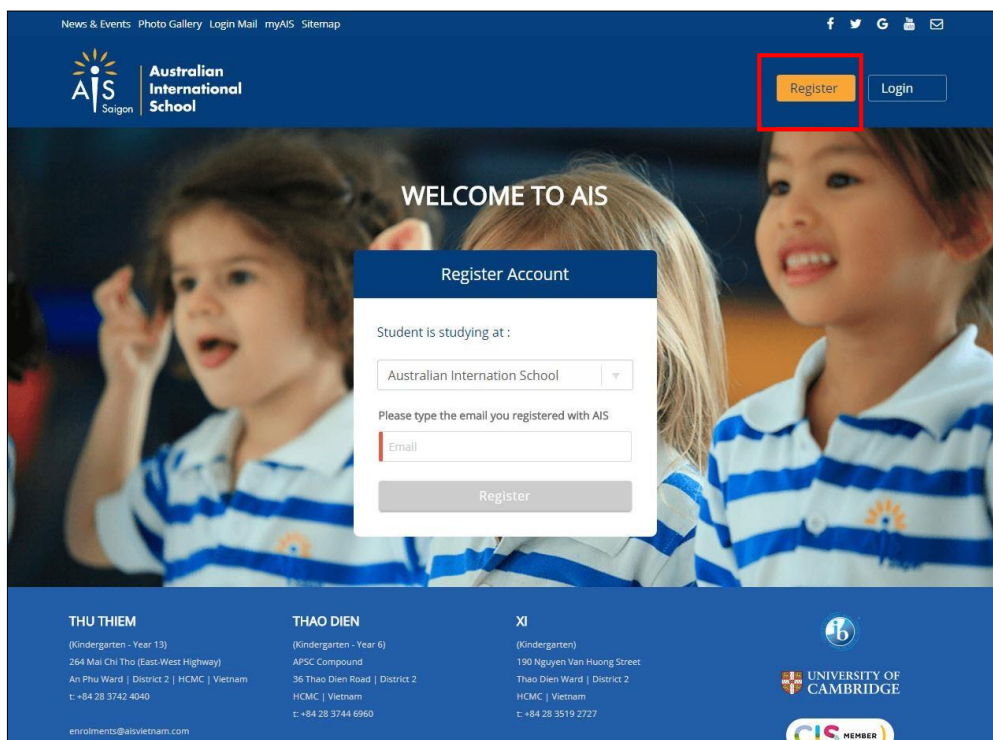
1 Getting Started

1.1 Register

Open AIS services page: <https://services.aisvietnam.com/> and select block *Parent*.



Click **Register** button from the top right corner.



- Input your e-mail which is registered with Australian International School
- Click the **Register** button

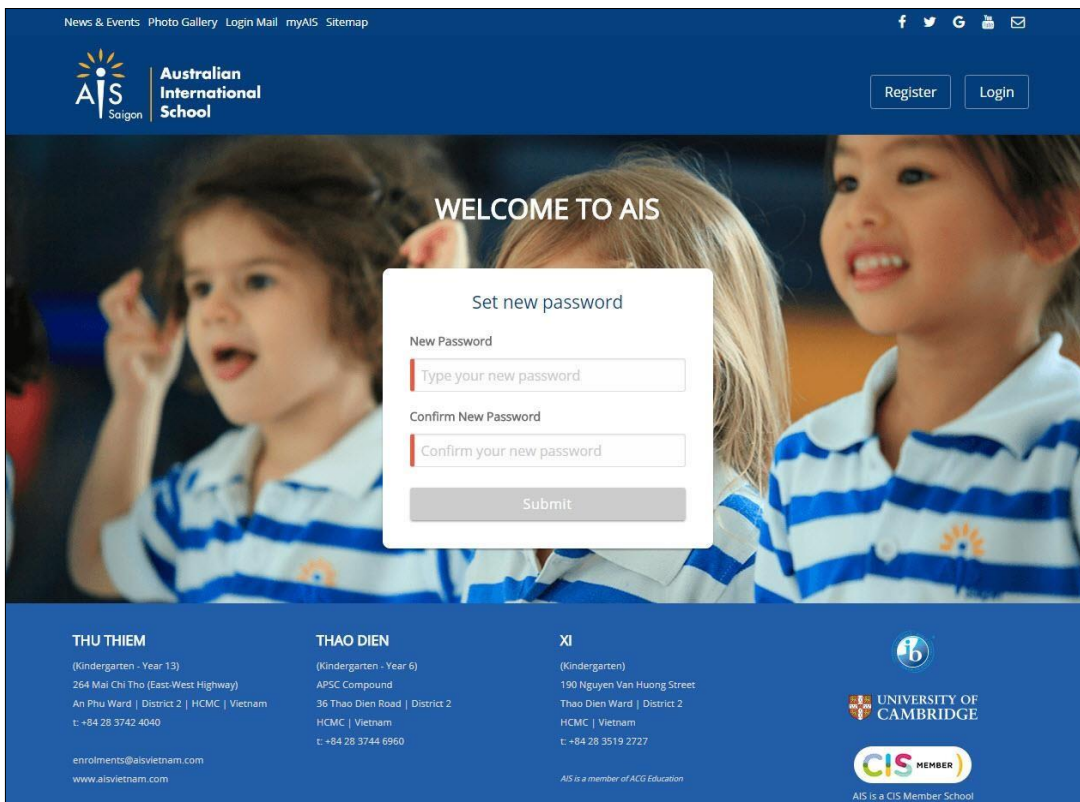
AIS Service – Guideline for Parents

A welcome e-mails notifications will be sent to your email, open it and click the [Set your password](#) link.



Note: If you are not receiving welcome e-mails notifications, make sure to check your spam folder. If the problem persists, check with AIS admin to ensure you have been added to the system with the correct e-mail address.

The **Set Password** page is displayed:



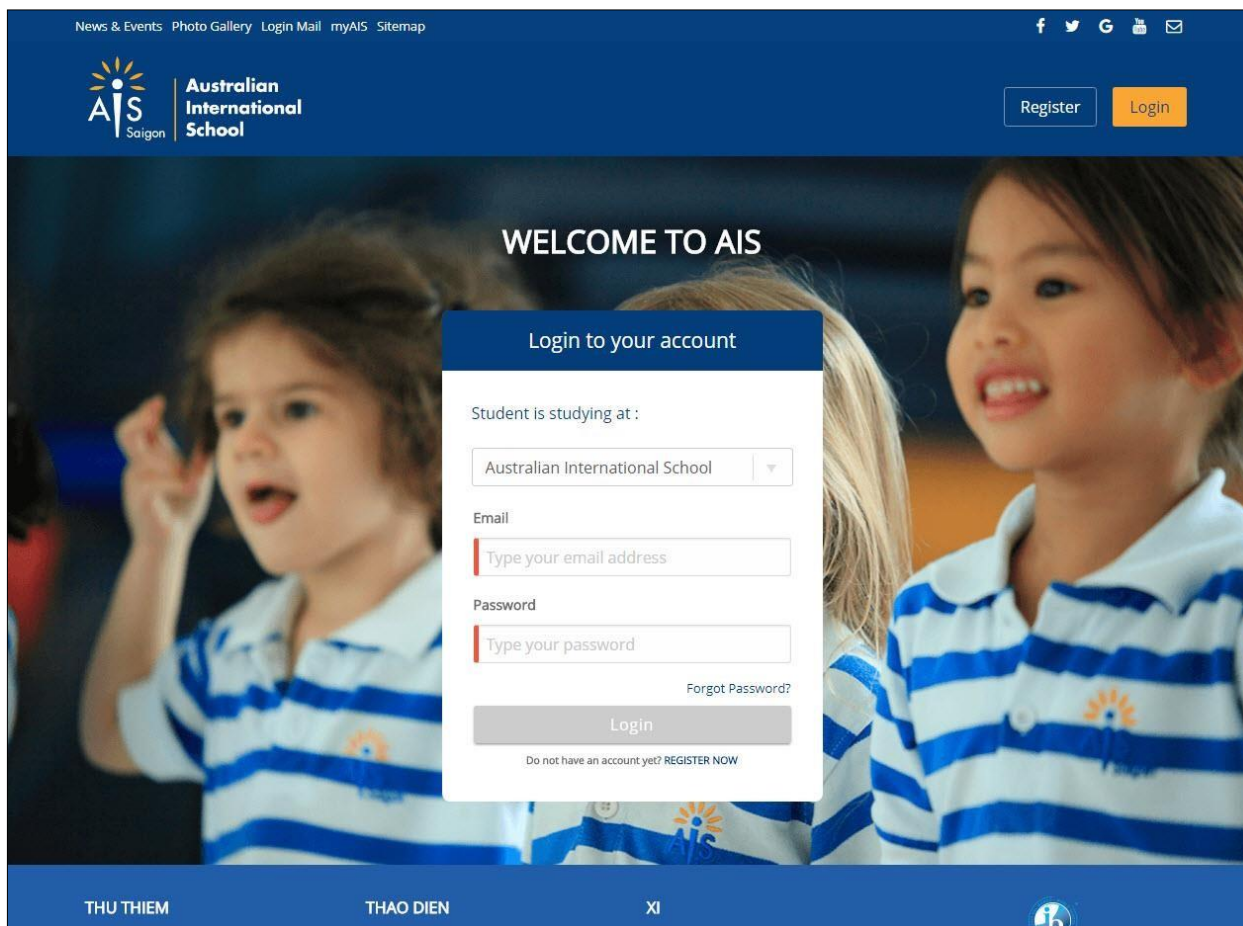
- Input new password & confirm new password
- Click the **Submit** button to complete to set up your password. It will redirect to the **Login** page after 5 seconds.

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1.2 Login

After receiving your welcome e-mail and setting your password, you can log in to AIS service by clicking the **Login** from the top right corner.

Oh the login screen, you will see the following fields:

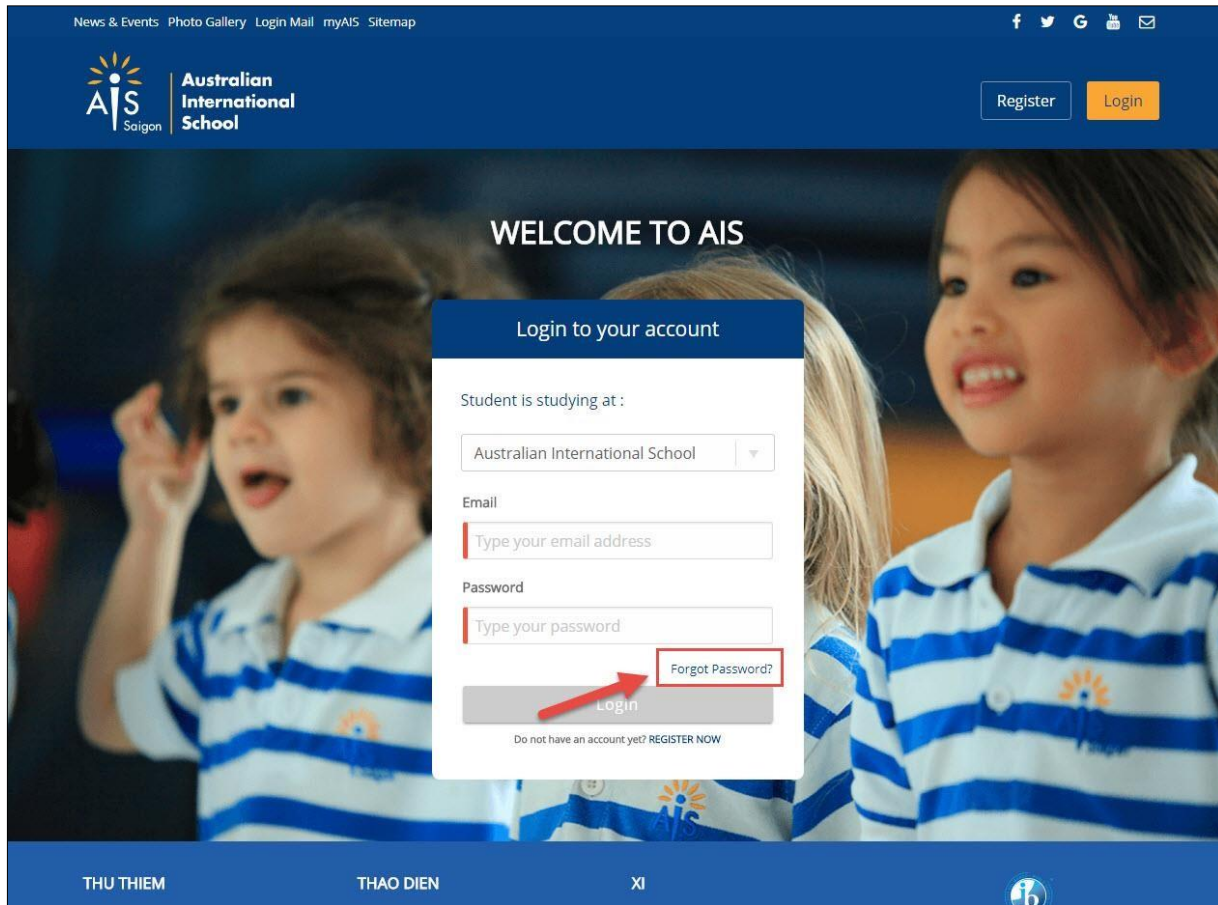


Log in with your e-mail address and the password you've set.

AIS Service – Guideline for Parents

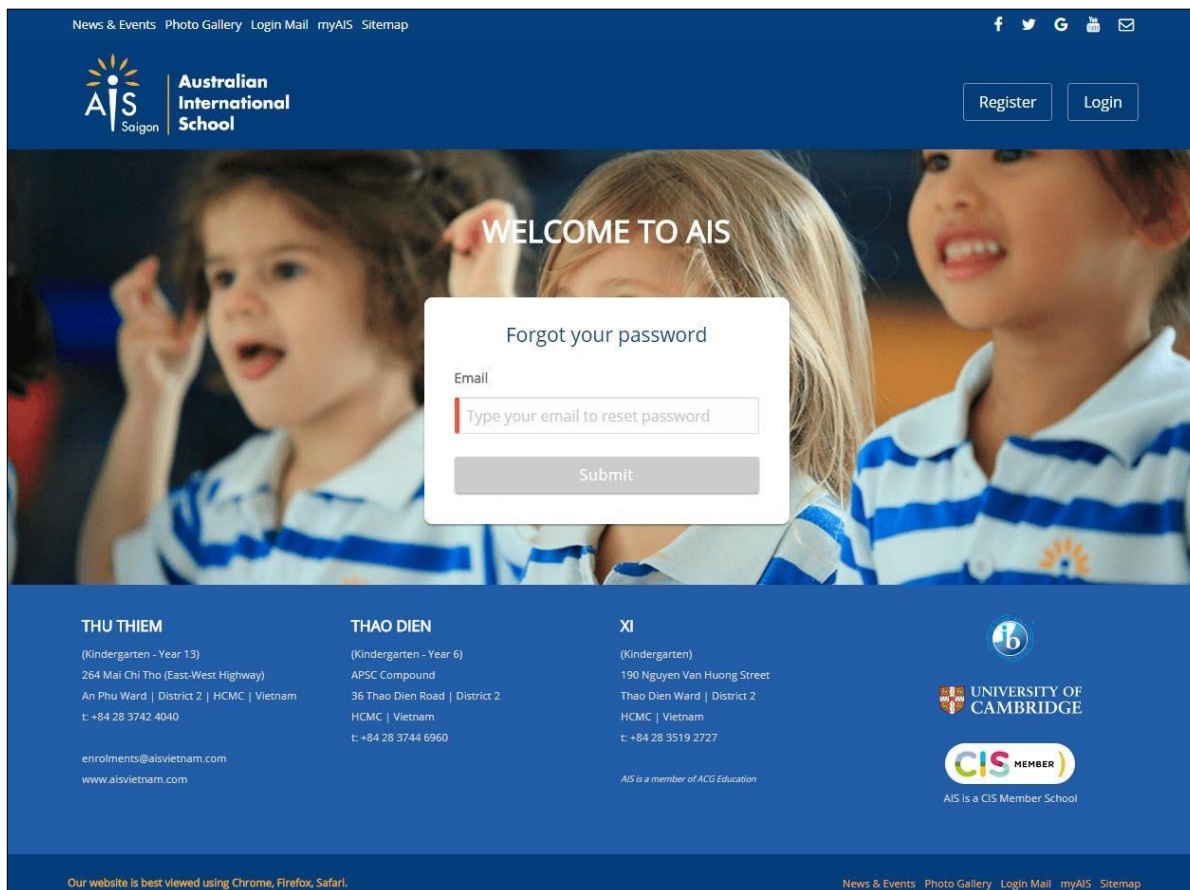
1.3 Forgot Password

If you are unable to log in but do have an account, click the [Forgot Password](#) link

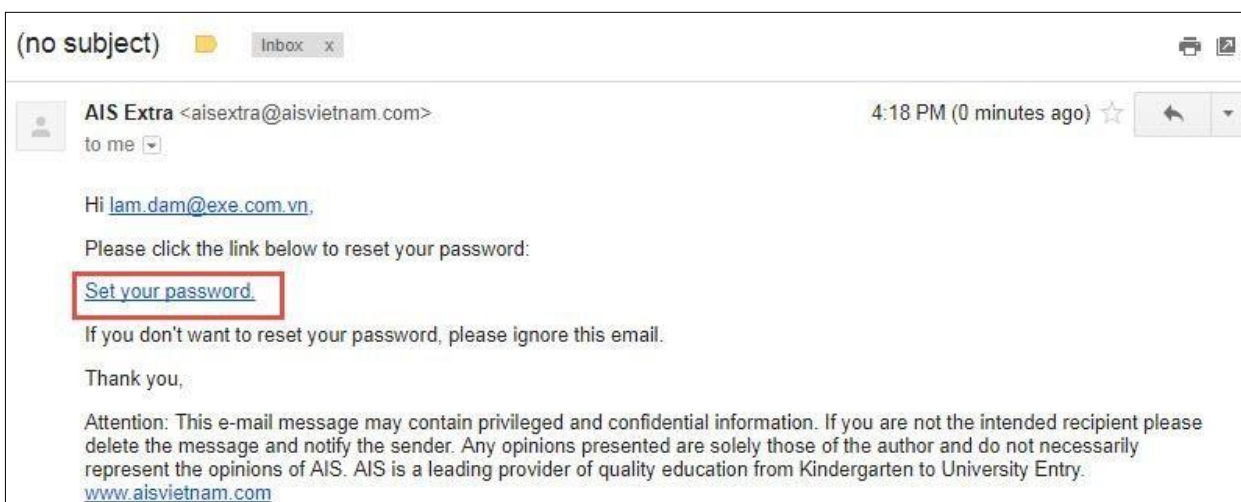


Enter your e-mail address to reset.

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A reset password e-mails notifications will be sent to your email, open it and click the [Set your password](#) link.

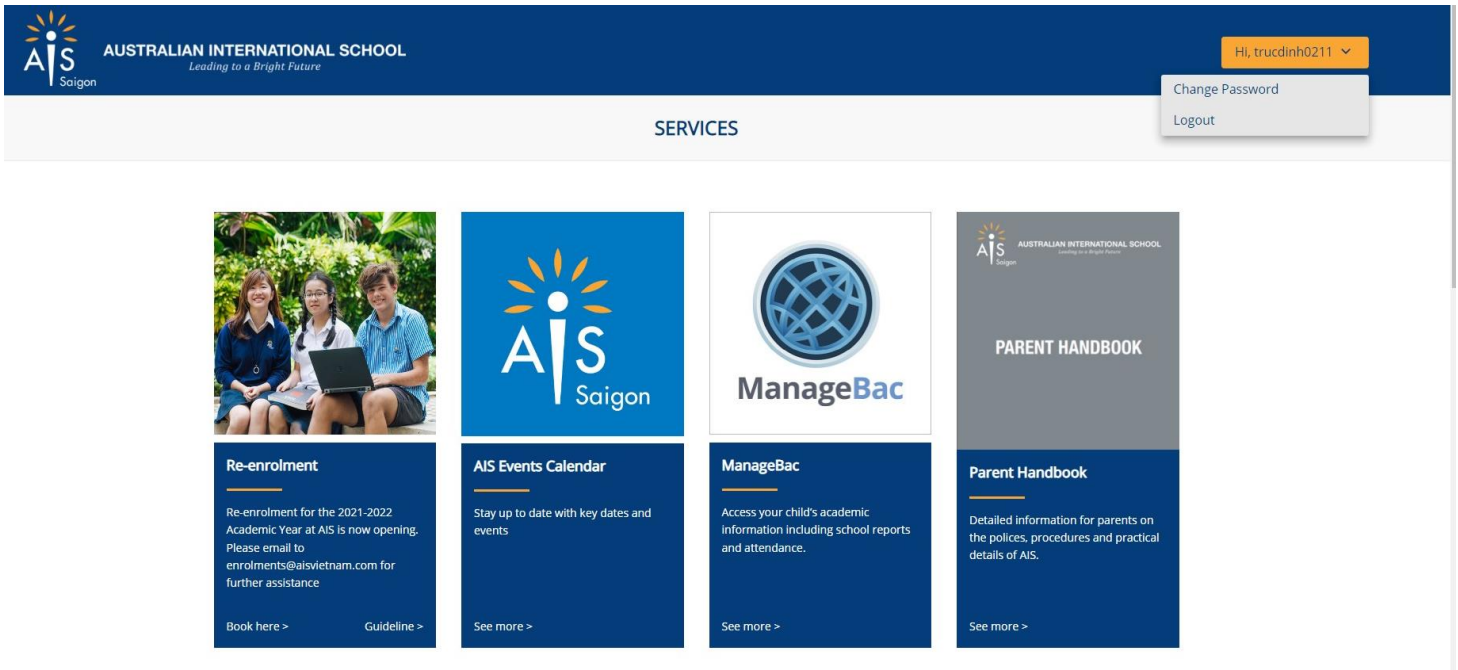


Note: if you are not receiving reset password e-mails notifications, make sure to check your spam folder. If the problem persists, check with AIS admin to ensure you have been added to the system with the correct e-mail address.

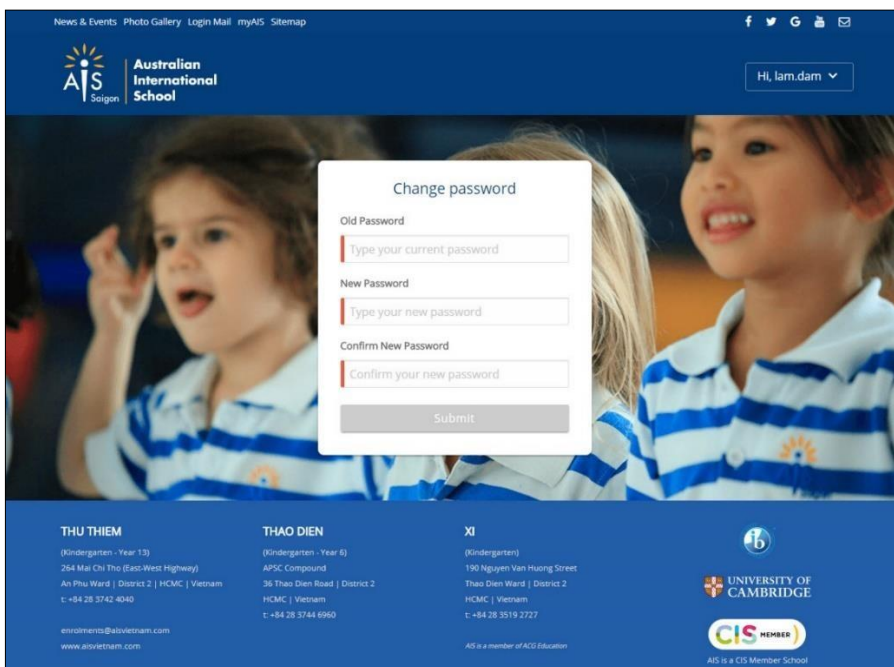
AIS Service – Guideline for Parents

1.4 Change Password

Hover on your name box (eg: Hi, trucdinh0211), click Change Password to update your service login password.



On the login screen, you will see the following fields:



Enter the old password, set the new password and confirm new password. The password will not save until you click the **Submit** button. You will be logged out from the system, select Parent and log in with your e-mail address and the password you've changed.

AIS Service – Guideline for Parents

1.5 Log out

Hover on your name box (ex: Hi, trucdinh0211), click **Logout** to log out from the service.

The screenshot displays the AIS Service website interface. At the top left is the AIS Saigon logo with the tagline "AUSTRALIAN INTERNATIONAL SCHOOL Leading to a Bright Future". On the right, a user profile box shows "Hi, trucdinh0211" with a dropdown menu containing "Change Password" and "Logout". Below the header is a "SERVICES" navigation bar. The main content area features four service tiles:

- Re-enrolment:** Includes a photo of three students. Text: "Re-enrolment for the 2021-2022 Academic Year at AIS is now opening. Please email to enrolments@aisvietnam.com for further assistance." Buttons: "Book here >" and "Guideline >"
- AIS Events Calendar:** Text: "Stay up to date with key dates and events." Button: "See more >"
- ManageBac:** Text: "Access your child's academic information including school reports and attendance." Button: "See more >"
- Parent Handbook:** Text: "Detailed information for parents on the policies, procedures and practical details of AIS." Button: "See more >"





AIS Service – Guideline for Parents

2 AIS Services

After logging in to AIS service, you will see the landing services page.

Click on “*Guideline*” or “*Book here*” on the Service which you wish to access.

https://services.aisvietnam.com/parents

enrolments@aisvietnam.com for further assistance Book here > Guideline >	See more >	See more >	Details of AIS. See more >
 <h3>Extra-Curricular Activities (ECAs)</h3> <p>All the information you need on AIS's extensive and wide ranging Extra-Curricular Activities (ECAs), including how to book your child into the different activities.</p> <p>Book here > Guideline ></p>	 <h3>Bus</h3> <p>Check your child's pick-up and drop off times, the bus number they'll be travelling on that week and contact the bus hostess.</p> <p>See more ></p>	 <h3>Holiday School</h3> <p>This site contains information on the AIS Summer and Winter Schools, including how to book your child into the program.</p> <p>Book here > Guideline ></p>	 <h3>Outdoor Education</h3> <p>Register your child in one of AIS's fun and exciting school camps. These take place for students in Years 4, 5, 6, 7, 8 & 10.</p> <p>Book here > Guideline ></p>

Note: you can click the AIS logo to return to the landing services screen.