Getting Started as Non AIS Parent Manual

Register

Open AIS services page: https://services.aisvietnam.com/ and select block Parent. Click Register button from the top right corner.



In the Student is studying at box, select Others

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	Student is studying at :	
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	Register	

- Input your Family Name, Given Name, Email and Phone NumberClick the Register button

A welcome e-mail notification will be sent to your email, open it and click on the Set your password link.

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-	to me 💌			
	Hi <u>lam.dam@exe.com.vn</u> ,			
	Welcome to Australian International School			
	Please click the link below to set your password:			
_ [Set your password.			
	Thank you,			
	Attention: This e-mail message may contain privileged and conf delete the message and notify the sender. Any opinions present represent the opinions of AIS. AIS is a leading provider of qualit www.alsvietnam.com	idential information. If you are not the intended recipient ploted are solely those of the author and do not necessarily by education from Kindergarten to University Entry.	ease	

Note: If you are not receiving welcome e-mail notification, 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 your registered email and 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.

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.

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Select Others from the Student is studying at box, then log in with your e-mail address and the password you've set.

After logged in successfully, you will see available services on the landing page.

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Australian

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Hi, damnguyenthanhlam 👻



Forgot Password

If you are unable to log in but do have an account, click the Forgot Password link

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1 ATC-	Password Type your password	
	Do not have at account yet? REGISTER NOW	
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Enter your e-mail address to reset.





Note: if you are not receiving reset password e-mail notification, 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.

Change Password

Hover on your name box (eg: Hi, damnguyenthanhlam), 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.

Log out

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

