

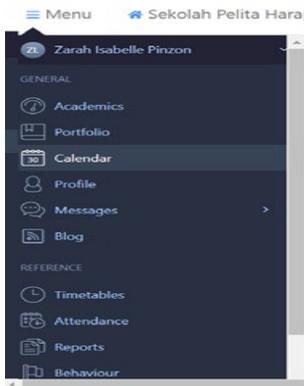
Dear Parent,

Our school is providing you with access to Managebac. Managebac is the place where all teachers upload assignments, class information, and weekly plans.



Follow these steps to access online materials and assignments:

1. Find your ManageBac welcome email in the email account you provided the school.
 - Note sometimes the welcome email goes to the junk box. If it is not there, please check in the TU office if your email address is correct.
2. After finding the email, you will go to your account and set your password.
<https://sphikv.managebac.com/login>
 - If this does not work, click the password reset button and follow the directions.
 - Once you log into ManageBac, the welcome page will appear. On the left hand side is a Menu tab click this and you will see these tabs. Six of these tabs are important for quick access to your child's learning:



- The **Select Child** tab will allow you to select which child you wish to view if you have more than one child registered on ManageBac.
- The **Academics** tab details your child's academic development in each class, and lets you view past report cards.
- The **Profile** tab has your account information.
- The **Calendar** tab lets you see your child's upcoming projects and events.
- The **Attendance** tab shows the attendance information for your child.
- The **Messages** tab is where your child's teacher will update you weekly.

<https://sphikv.managebac.com/login>