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.

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Sekolah Pelit	a Harapan - Kemang Village
Login*	
	S
Password *	Forgot your password
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Remember me for 3 that only I have acce	0 days (This is a trusted computer iss to)
	Sign-in
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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:

≡ Menu 🛛 🛠 Sekolah Pelita Haraj
🗷 Zarah Isabelle Pinzon
GENERAL
Academics
Portfolio
30 Calendar
Q Profile
Messages
Blog
REFERENCE
E Attendance
Reports
PD Behaviour

- 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.