



THE BRITISH INTERNATIONAL SCHOOL
ABU DHABI

A NORD ANGLIA EDUCATION SCHOOL

CCA USER GUIDE FOR PARENTS





1. Parent Login to CCA Portal

Open a web browser on any device and navigate to **https://chq.bisad.ae** as below:



Members Area

Please enter your user credentials in the form below to gain access to the system ...

User Name:

Password:

Log in

[Forgotten your user ID or password?](#)

On your first login, you will be prompted to change your password to protect the security of your area.

Enter your current password (**this will be sent via email**) and then enter the new password shown in the screenshot below.

My Settings

Use this form to change the settings associated with your user ID. Any changes made will take effect the next time you log in.

This is your first log-in to the system, and your school has configured your profile to require you to change your password now.

User ID:

Language:

List page size:

Display instructions:

Password age (days):

Show calendar by week:

Save Cancel

Your current user type: Administrator

Change Password

Please enter your **current** password below

Please enter your **chosen** new password below

To help avoid mistakes, please re-enter the **same** password below

Save

Tips for choosing a password:

- Use a combination of both letters and numbers
- Use both upper and lower case
- Use a minimum of 7 characters
- Avoid personal information such as names, date of birth etc.

If you would like to link your Facebook account now, please click the "Link to Facebook" button below and, if asked, authorise myCHQ to access your basic details.

[Link to Facebook](#)

Enter the **current** password here
this is your email address

Re-enter your **new** password here.

****Please type in your password.
Do not copy paste it.**

Enter your **new** password here



2. Accessing Your Child's Profile

When you login into the portal, you will see the **profile selection** page with the name(s) of your child(ren). You will then need to click on your child's name in order to view his/her profile and also to start selecting CCA for your child.

If you are not able to see all your children (if you have more than one child studying in BISAD), please inform CCA Coordinator immediately.




chq_{group} myCHQ: Select Profile

My Settings | Log Out

You are here: SelectClub

Profile Selection

Please select which profile you would like to work with by clicking the person's name or photograph in the following list:

Profile Selection	
	THE BRITISH INTERNATIONAL SCHOOL Abu Dhabi A NORD ANGLIA EDUCATION SCHOOL
	Johnston, George Kwame (George) <small>(click or tap to select this profile)</small>
	Johnston, Grace Ama (Grace) <small>(click or tap to select this profile)</small>

Once selected, click on **View / Manage / Submit Activity Choices** to view the CCAs available for that season. Please note that selection can only be done when the CCA signup is officially opened to parents. As parents, you can still view the CCA list that is available in that season.



search...

Johnston, George Kwame (George) ▼

HOME MY PROFILE MY SCHEDULE MY MESSAGES DOCUMENTS CALENDAR

My Timetable Today	Key Stage 2 / Y6 / Y06A
	My Activities - 2016-2017 Spring + [view / manage / submit activity choices]

Click on View / Manage /
Submit Activity Choices to
view or select CCA.

3. Activity Choices

The table below shows the activities that are open to you in the selected block. Please make your selections by entering a preference number against each activity you would like to do (1 is your first choice, 2 is your second choice, and 3 is your third choice). To delete a choice, simply enter a preference number of zero.

Monday				
	Requested	Submitted	Approved	Declined
<i>Arabian Swim Academy / paid activities [15:00-16:00] Small Pool</i>				
Art craft / Arts and Craft [15:00-16:00] Class ⓘ <i>Miss Ahmed Badr</i>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chess Club / hobbies and pastimes [15:00-16:00] 304, 306 ⓘ <i>Mr Brinkworth</i>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creative Design / Arts and Craft [15:00-16:00] 225 ⓘ <i>Miss Doran , Miss Tickle</i>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking Arabic / Language [15:00-16:00] 239 ⓘ	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Sports4Life Artistic Gymnastics / paid activities [15:00-16:00] Shed</i> ⓘ				
<i>Sports4Life Artistic Gymnastics / paid activities [15:00-16:00] Shed</i> ⓘ				
Thinking Games / Language [15:00-16:00] 203 ⓘ <i>Mrs Hamdan</i>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using mathematics to create an innovative game / Academics [15:00-16:00] 303 ⓘ <i>Mr Biddle</i>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
yoga / hobbies and pastimes [15:00-16:00] 335 ⓘ <i>Miss Younis</i>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. CCA Sign up Process

Once the CCA is open for selection, you will then be able to make the selections under the same Activity Choices screen. The desired textboxes will be enabled for you to enter the number choices.

Please note that you can only make up to 3 CCA selections. An example on how

Tuesday				
	Requested	Submitted	Approved	Declined
<i>Arabian Swim Academy / paid activities [15:00-16:00] Small Pool</i>				
Arabic Language for Parents / Language [15:00-16:00] 361 ⓘ <i>Mr Irshaid</i>	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Book Club / hobbies and pastimes [15:00-16:00] 228 ⓘ <i>Mrs Morgan</i>	<input type="text" value="2"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Junior Momentum Dance Company / Performing Arts [15:00-16:00] Main Hall ⓘ	<input type="text" value="3"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Origami Club / Arts and Craft [15:00-16:00] 230 <i>Miss Doyle</i>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Vocal Group / Performing Arts [15:00-16:00] 286 ⓘ	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pyonkee Club / academic [15:00-16:00] 206 ⓘ	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

Once you have entered and saved your choices, you will be prompted to submit them - this validates your requests and makes them visible to your school activities administrators.



Activity Choices Submitted



Activity Choices Submitted

Thank you for submitting your activity choices, which have been received and stored.

Please note that this is merely a receipt confirmation of your choice preferences, and does not mean you will necessarily get a place on the activities you chose.

[Please click here to go back to your profile page.](#)

[Or click here to go to the activity choices page again.](#)

If you need to **select another child**, click on the **Select Profile** shown above and you will be directed to the previous screen that list the names of your children.