

## DBSJP iSAMS Parent Portal and iParent Guide

### Registering Your Account

1. To access the Parent Portal, open your web browser (Google Chrome, Internet Explorer or Safari) and type the following website address: <https://dbsjp.parents.isams.cloud>



2. Scroll down the page and click on the **“Register using Activation Letter”** hyperlink.



3. Type your registration number and password into the fields and then click on the **“Register”** button.

**Parent Portal Registration by Email or Letter**

This option should **only** be used if you have received an email or letter from the school which clearly provides both a registration number and password. If you have not received an email or letter for registering on this portal please contact the school.

**N.B.** If the information you type below is correct the next page will ask you for your email address and allow you to specify a password.

Registration Number:

Enter the Registration Number that is specified in the Parent Portal email or letter.

Registration Password:

Enter the Registration Password that is specified in the Parent Portal email or letter.

\* The fields in red are required.

4. Type your details into the fields and then click on the **“Create Account”** button at the bottom. The email address you will type in will be your username and the password will be your password

### Parent Portal - Account Setup

The Parent Portal has successfully matched the information you gave and data held within the school's database.

To create your account please enter your e-mail address, which will become your username, and a new password. We also require for you to enter your forename(s) and surname.

When you have completed the form please click the 'Create Account' button.

E-Mail Address:

Confirm E-Mail Address:

Your e-mail address will become your username.

New Password:

Confirm New Password:

Your password should be between 4 and 12 characters long.

Title: Select a Title ▼

Forename(s):

Surname:

Enter your Title, Forename(s) and Surname into the boxes above.

\* The fields in red are required.

Create Account
Reload

5. You should then receive an email from ISAMS. Click on the **“Verify E-Mail Address”** link. This will complete the entire process. Now you will be able to log into the parent portal by typing in your email address and password on the parent portal website.

#### Parent Portal - Account Activation

**Verify E-Mail Address**  
In order to activate your account the e-mail address you gave must be verified. Please click on the link below to verify your e-mail address or copy it into your web browser's address bar.

**Username:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Verify E-Mail Address:** <https://dbsjp.parents.isams.cloud/api/register/verify/?guid={03AF3D8A-F33A-4587-A288-62D05062C39E}>

Dubai British School Jumeirah Park  
[www.dubaitbritishschoolip.ae](http://www.dubaitbritishschoolip.ae)  
This is an automated e-mail from DBSJP Isams: [[noreply@dubaitbritishschoolip.ae](mailto:noreply@dubaitbritishschoolip.ae)].  
If you reply to this e-mail please verify that this or any other address used by the sender is the one to which you wish to reply.

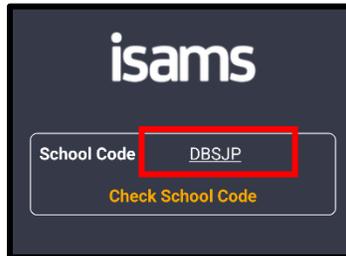
This notification has been created by ISAMS. Exchange Received: 21 Jun 17 [12:14]

### Installing and Registering Your Parent Portal App

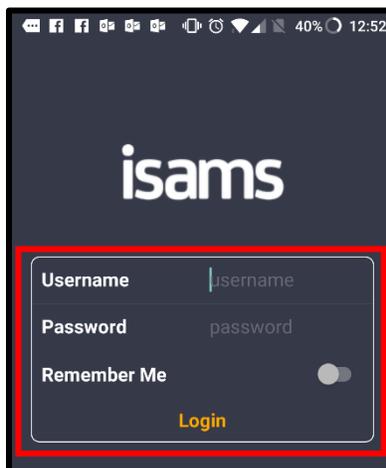
1. In the Google Play Store or the Apple App store, download the “iParent app”. Once downloaded open the app.



2. You will be presented with the following screen, type the school code which is **DBSJP** and then click on “Check School Code”.

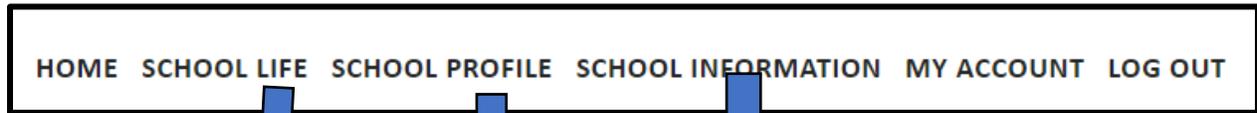


3. The following screen will appear, type your email address and the password that you registered on the parent portal website and then click on the “Login” icon. Once you have done this you will be able to see your child’s profile.



### Parent Portal Features

The navigation bar at the top of the screen. Gives you access to the following school information:



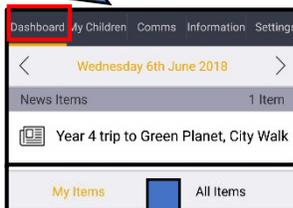
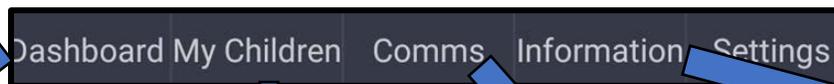
The “**School Life**” tab gives you access to the latest school news and the school calendar.

The “**School Profile**” tab gives you access to your child’s reports.

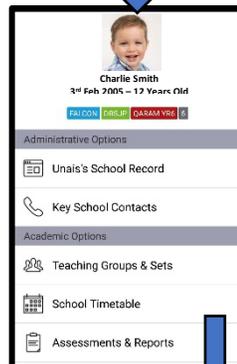
The “**School Information**” tab gives you access to documents and files which are linked to your child’s year group such as week ahead letters.

### iParent App Features

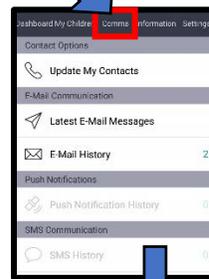
The navigation bar at the top of the screen (Bottom on iPhones). Gives you access to the following school information:



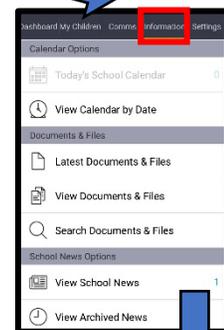
The “**Dashboard**” tab gives you access to the latest school news and the school calendar.



The “**My Children**” tab gives you access to your child(ren)’s information including their school record, teachers’ contact details, teaching sets, timetable and reports.



The “**Comms**” tab gives you access to view your personal details, emails, notifications and SMS messages.



The “**Information**” tab gives you access to the school calendar, documents and school news.