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British International School Jakarta Activities Registration – CHQ

Parent Guide



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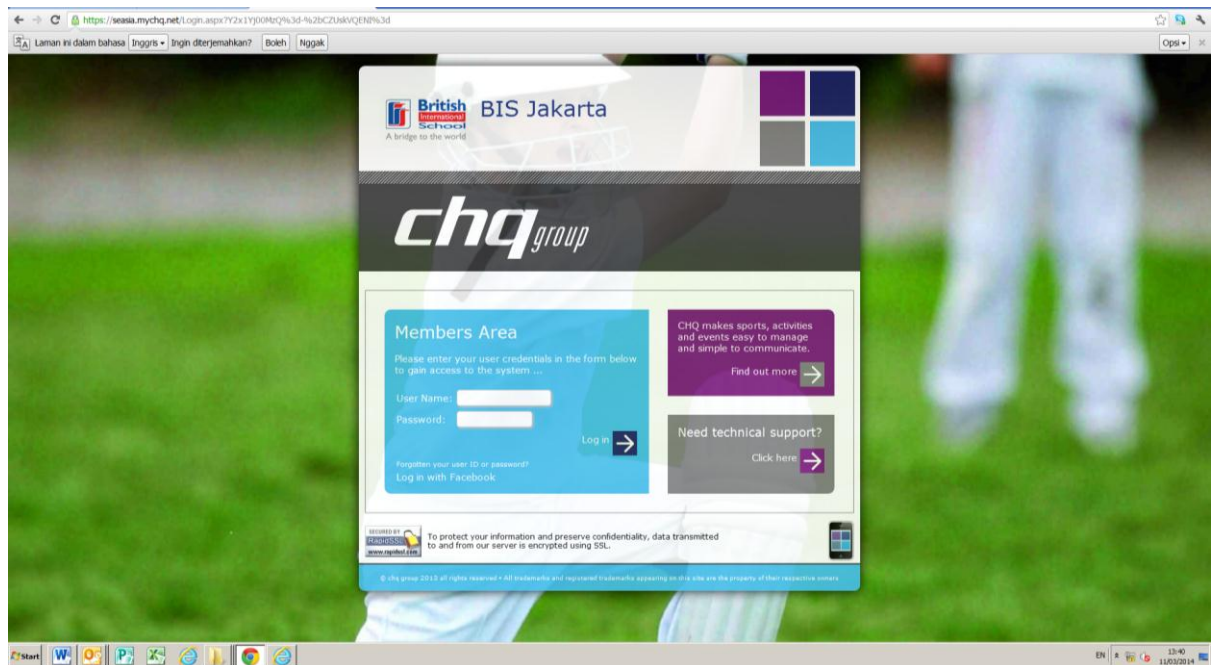
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1. How to access the system

Open a web browser on any device and navigate to <http://seasia.mychq.net/bis-jakarta> as below:



2. Logging in to the system

The CHQ system differs in many ways from our previous system (hopefully all positive) but the key difference is that it is accessed using the student's own details rather than allocating each parent a login. The username and password are the same as those that the students use each day to access the School's computer network. This not only eases the setup of the system but also fosters and facilitates older students' independence in selecting their own activity choices.

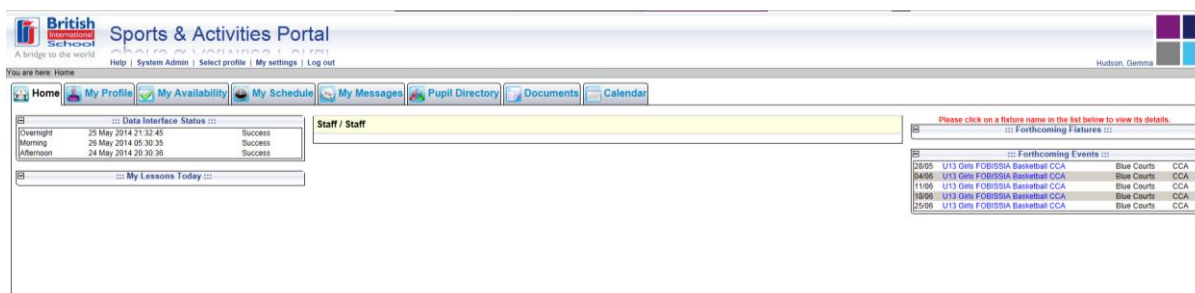


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You will be sent an email prior to the start of the activity registration period as a reminder. For the initial sign-up – Term 1 2014/15 will begin on Monday 1st September 2014.

To access the system simply enter the student's username and password in the appropriate fields and either press the "Enter" key or click on the arrow next to "Log in" on screen.

You should now see a welcome screen with a series of tabs. This screen will be used to provide instructions or information on the "Home" tab.



3. Activity Sign-Up Periods

Each Activity Sign-Up Period will relate to the term that follows and will last for a period of a week. During that period students/parents can express preferences to take part in available activities as detailed later in this document. Following the sign-up period there will be an administrative period during which requested activities will be considered and either approved or denied. **It should be noted here that expressing a preference to take part in an activity does not**



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mean that a place on that activity has been allocated. This has been introduced to allow the School to analyse registered preferences and then re-allocate resources to cater for those activities that are under and over-subscribed.

Once the administration period is complete an email notification will be sent to the priority parental email address as specified to the School by the parents and used for all parental emails by the School. Please ensure that your contact details are up to date to avoid any problems.

4. Registering for an activity

As mentioned earlier in this document when first logging in to the system you will see a screen with a number of tabs as below:

The screenshot shows the 'Sports & Activities Portal' interface. At the top, there's a header with the school logo, navigation links (Help, System Admin, Select profile, My settings, Log out), and a user name 'Hudson, Gemma'. Below the header is a row of tabs: Home, My Profile, My Availability, My Schedule, My Messages, Pupil Directory, Documents, and Calendar. The main content area is divided into several sections. On the left, there's a 'Data Interface Status' table showing successful logins for Overnight, Morning, and Afternoon sessions on 02 Jun 2014. Below this is a 'My Lessons Today' section. In the center, there's a 'Staff / Staff' section. On the right, there's a 'Forthcoming Events' table listing basketball matches for U13 Girls FOBISSIA on 04/06, 11/06, 18/06, and 25/06, all at Blue Courts CCA. A red text prompt above the table says 'Please click on a fixture name in the list below to view its details.'

To view the available activities click on the "My Profile" tab which will reveal a screen on the right hand side of which are a number of expandable sections as below:



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Click on the “+” sign next to “My Activities – Term 1” (or the appropriate term to the date you may be reading this document) to reveal the available activities for the student that you have logged on as.

These will appear in a similar way to that shown below:

Instructions

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, etc.).
To delete a choice, simply enter a preference number of zero.

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.

KS1 Enrichment				
Monday	Desired	Requested	Approved	Denied
Swimming [13:45-14:40] Swimming Pool				
Tuesday	Desired	Requested	Approved	Denied
Ballet [13:45-14:40] Upstairs Primary Library				
Creative Dance [13:45-14:40] Primary Hall Ms Hullock				
Exploring Food [13:45-14:40] Year 2 Kitchen				
Golf [13:45-14:40] Primary Field				
Gymnastics [13:45-14:40] Infant Hall				
Swimming [13:45-14:40] Swimming Pool				
Wednesday	Desired	Requested	Approved	Denied



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If the pupil has more than one choice of activity within the same day, the pupil can rank their preference as 1, 2, 3 etc. Once the pupil has made their selections and saved each activity and **submitted their choices**, the requests become pending applications. A teacher with requisite authority will then either approve or deny the request during the Administration Period as detailed earlier. **Ensure that you click "Save" after each selection to log each activity choice.**

5. Amending an activity choice

A useful feature of this system is that, until the end of the sign-up period, it is possible to amend choices of activity. Simply by logging in as described in **Section 1** of this document and navigating to the "My Profile" tab as described in **Section 4** Activity choice preferences can be amended and saved. These amendments will overwrite the previous choices.

6. Getting assistance and resetting passwords

It should be noted that whilst passwords can be reset by contacting the IT Helpdesk, the username and password are those that the students use each day at School. Changing will therefore cause the student to be unable to access computers or systems unless they are aware of the change.

At the Primary Office it is intended that we will maintain an up to date list of passwords for students at the IT Helpdesk so that parents calling in, or telephoning, can be provided with this if they should forget (You may be asked a security question just to prove you are someone authorised to get the password). Password reminders can also be obtained via the activities@bis.or.id email address. This email will only be responded to during normal School hours – i.e. between 8:00am and 4:00pm Monday to Friday.

For the Secondary school only the students are aware of their passwords so it is not possible to give these out. Any requests for password resets will be subject to a delay whilst the student is contacted to provide their password or allow it to be reset. For this reason the preferred option for parents of Secondary students who need to obtain a password reset is to email the activities@bis.or.id email address that has been in operation for some time. This email will only be responded to during normal School hours – i.e. between 8:00am and 4:00pm Monday to Friday.