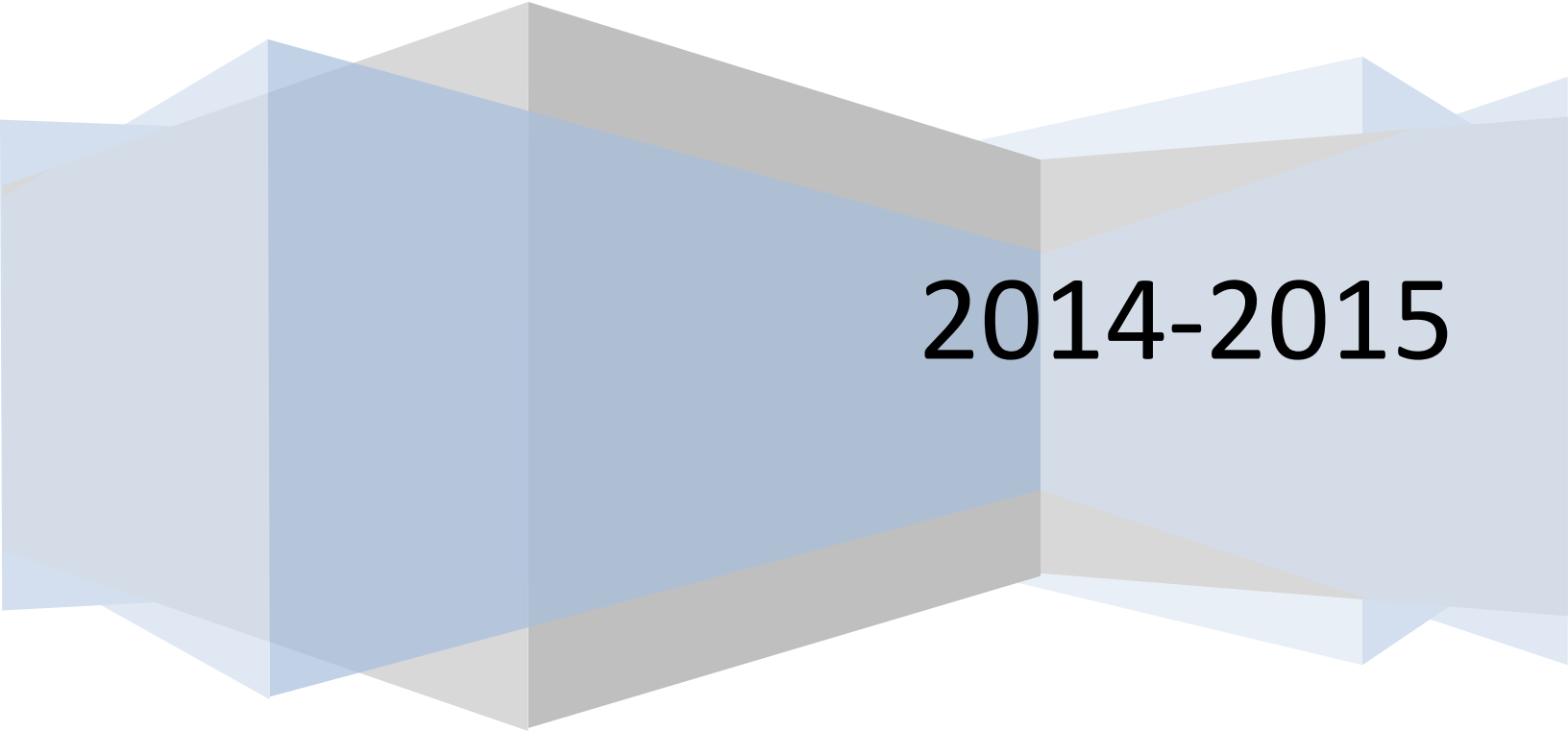


AEIUCM

Parent Portal

User Manual

AEIUCM



2014-2015

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Getting Started

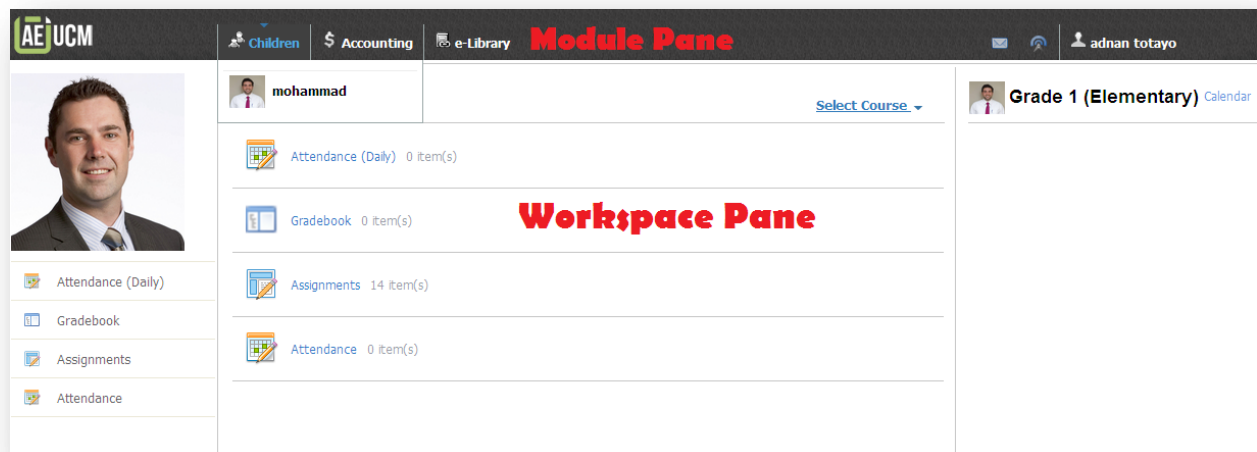
This document aims to help you manage your academic student portal for the first time. It will guide you step-by-step to make sure you don't miss anything important when you login. If you have any problem using your student portal, you can contact support@ucmnetwork.com

Logging In

- ✓ Enter your username and password
- ✓ Login to parent portal



The login form has a blue background. At the top, the word "LOGIN" is written in large white letters. Below it, a message says "Please type your Username and Password and click login to access your account." There are two input fields: "User Name" with a placeholder "Enter Your Username" and "Password" with a placeholder "Enter Your Password". Below these fields is a blue "LOGIN" button with a white arrow pointing to it.



The screenshot shows the UCM parent portal interface. At the top, there is a navigation bar with the UCM logo and links for "Children", "Accounting", "e-Library", and "Module Pane". The user's name "adnan totayo" is displayed in the top right. The main content area is divided into three panes. The left pane shows a profile picture of a man and a list of modules: "Attendance (Daily)", "Gradebook", "Assignments", and "Attendance". The middle pane, labeled "Workspace Pane", shows a list of modules: "Attendance (Daily) 0 item(s)", "Gradebook 0 item(s)", "Assignments 14 item(s)", and "Attendance 0 item(s)". The right pane shows the user's name "Grade 1 (Elementary)" and a "Calendar" link.

Navigating the Parent Portal

Navigating the parent portal is rather straightforward. The parent portal has two panes: the Module pane and Workspace Pane. Clicking on the module will load the applet onto the workspace (middle of the screen) and you will also be able to see the applet on the left pane under the profile picture.

Viewing your children's activities

This applet allows you to view your children and look into their daily attendance, assignments and grades.

To view your children's activities, follow these steps:

- ✓ Hover over the 'children' module
- ✓ Select the name of your child
- ✓ You are now able to identify the daily attendance, grade book and assignments

Checking your children's daily attendance

This applet allows you to check your children's daily attendance for each course

To check daily attendance, follow these steps:

- ✓ Hover over the 'children' module
- ✓ Select the name of your child
- ✓ Click on the 'attendance' applet
- ✓ Select the course
- ✓ Select the date of this course
- ✓ You are now allowed to view your children's daily attendance for each period along with any notes written by the teachers

Attendance

Select Date: Sunday 31st of August 2014

Sunday 31st of August 2014

Session	Course	Status	Note
Period 1	English 1 section 1 E-12 Katherine Maurello	Present	
Period 2	English 1 section 1 E-12 Katherine Maurello	Late	
Period 3	Mathematics 1 section 1 E-12 Katherine Maurello	Late	
Period 4	Mathematics 1 section 1 E-12 Katherine Maurello	Present	
Period 5	Arabic 1 Section 1 E-02 Ayat Hussain	Present	
Home room	Homeroom 1 section 1 E-12 Katherine Maurello	Present	
Period 6	Arabic 1 Section 1 E-02 Ayat Hussain	Present	
Period 7	Music 1 section 1 HS-05 Iryna Uliukh	Present	
Period 8	PE 1 section 1 MPH Nejoud Chikhaoui	Present	

Upcoming [Calendar](#)

Checking your children's grade book

This applet allows you to check your children's grade book activities related to the course activity, and the sub-activity grade

To check grade book activities, follow these steps:

- ✓ Hover on the children module
- ✓ Select the name of your child
- ✓ Click on the 'grade book' applet
- ✓ Select the course
- ✓ Select from the drop-down list the activity name
- ✓ Select from the drop-down list the sub-activity name

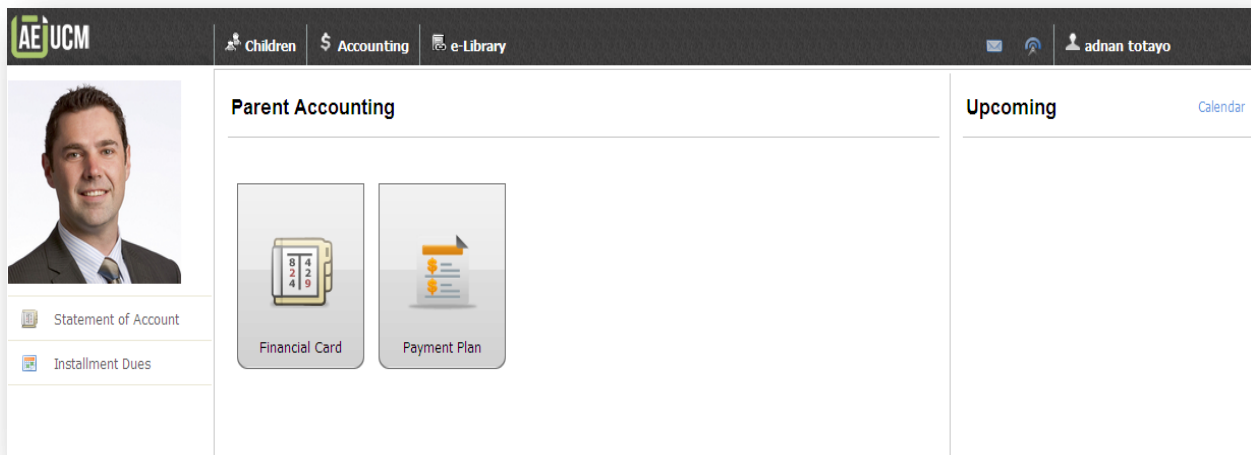
Note: you are unable to view grades if they are not yet posted by the administration

Checking your statement of account

This applet allows you to check your financial statement of account and to define your payment plan.

To check your financial statement of account, follow these steps:

- ✓ Click on the 'accounting' module
- ✓ Click on the 'financial card' applet
- ✓ Click on your student ID to have a full description of your student's statement of account
- ✓ You are now allowed to view a table of additions, deductions and your balance according to your registered children
- ✓ Click on the print icon to export your statement of account table



Checking your payment plan and incoming payments

To check your payment plan, go through these steps:

- ✓ Click on the 'accounting' module
- ✓ Click on the 'payment plan' applet
- ✓ You are now allowed to view a table of your installment dues according to your registered children

		Children	Accounting	e-Library	adnan totayo																														
		totayo mohammad adnan																																	
Statement of Account		<table> <tr> <th>#</th><th>Installment</th><th>Due Date</th><th>Installment Amount</th><th>Amount Paid</th><th>Amount Due</th></tr> <tr> <td>-</td><td>Down Payment</td><td>2014-09-03</td><td>794.64</td><td>0</td><td>794.64</td></tr> <tr> <td>1</td><td>Payment 1</td><td>2015-02-03</td><td>904.23</td><td>0</td><td>904.23</td></tr> <tr> <td>2</td><td>Payment 2</td><td>2015-07-05</td><td>941.13</td><td></td><td></td></tr> <tr> <td colspan="5"></td><td>1,698.87 Due Till Today</td></tr> </table>				#	Installment	Due Date	Installment Amount	Amount Paid	Amount Due	-	Down Payment	2014-09-03	794.64	0	794.64	1	Payment 1	2015-02-03	904.23	0	904.23	2	Payment 2	2015-07-05	941.13								1,698.87 Due Till Today
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					1,698.87 Due Till Today																														
Installation Dues		The total amount due until today (2014-10-28) :1,698.87																																	

Changing your profile picture

This applet allows you to edit your profile picture or choose an avatar.

- ✓ Click on the 'home' module
- ✓ Click on the 'edit profile' applet under your profile picture
- ✓ Choose an avatar below

Or

- ✓ Click on the 'browse' button
- ✓ Select your photo from your computer
- ✓ Click 'open' to approve your photo
- ✓ Click on the 'upload photo' button to confirm your selected photo

		Children	Accounting	e-Library	adnan totayo
		Edit Profile			
Change Password		The Attached file size should not exceed 2 MB			
Edit Profile		<input type="button" value="Browse..."/> No file selected.			
Recent Activity		<input type="button" value="Upload Photo"/>			
Messages		Or choose an avatar below			
Calendar		<div> </div>			
		Upcoming Calendar			

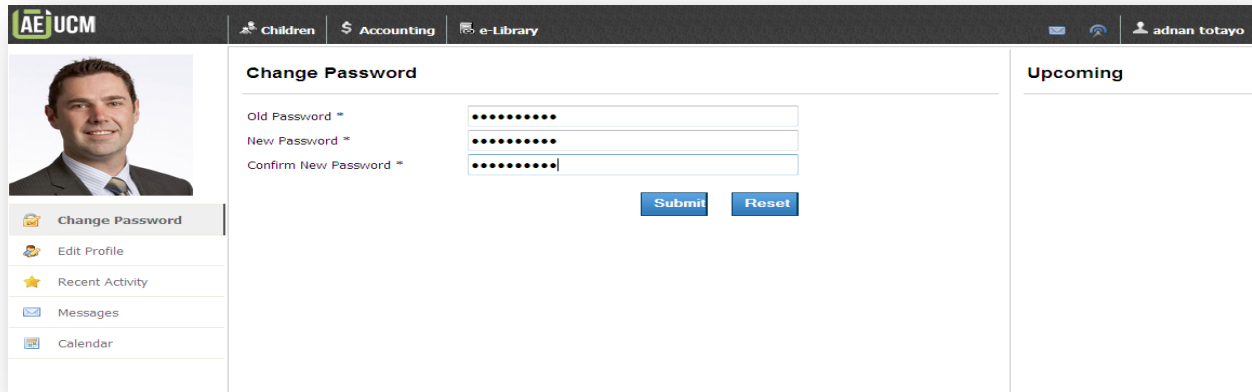
Changing your password

This applet allows you to change your old password and create a new one

- ✓ Click on the 'home' module
- ✓ Click on the 'change password' applet under the profile picture
- ✓ Enter your old password
- ✓ Enter your new password
- ✓ Confirm your new password
- ✓ Click 'submit' to confirm your new password

Or

- ✓ Click 'reset' to cancel the operation



The screenshot displays the AE UCM user interface. At the top, there is a navigation bar with the AE UCM logo and links for Children, Accounting, and e-Library. The user's name, adnan totayo, is visible in the top right corner. On the left side, there is a profile picture of a man and a sidebar menu with options: Change Password, Edit Profile, Recent Activity, Messages, and Calendar. The main content area is titled 'Change Password' and contains three input fields for 'Old Password', 'New Password', and 'Confirm New Password', each with a password strength indicator. Below the input fields are 'Submit' and 'Reset' buttons. On the right side, there is a section titled 'Upcoming'.

Logging our from the parent portal

- ✓ Hover over your name on the right side of the page
- ✓ Click on the 'logout' button