

# AIE – ISM Creating a Family Profile

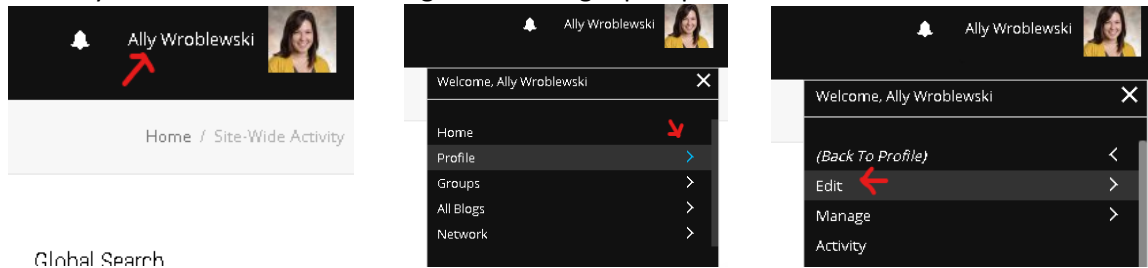
Before you begin:

Make sure your computer has Google Chrome. There will be a request sent to your email account. Click it to set up your ISM account. ISM emails may be in Spam/Junk (if they are, make sure to tag them as “Not Spam” so future emails will go to your inbox).

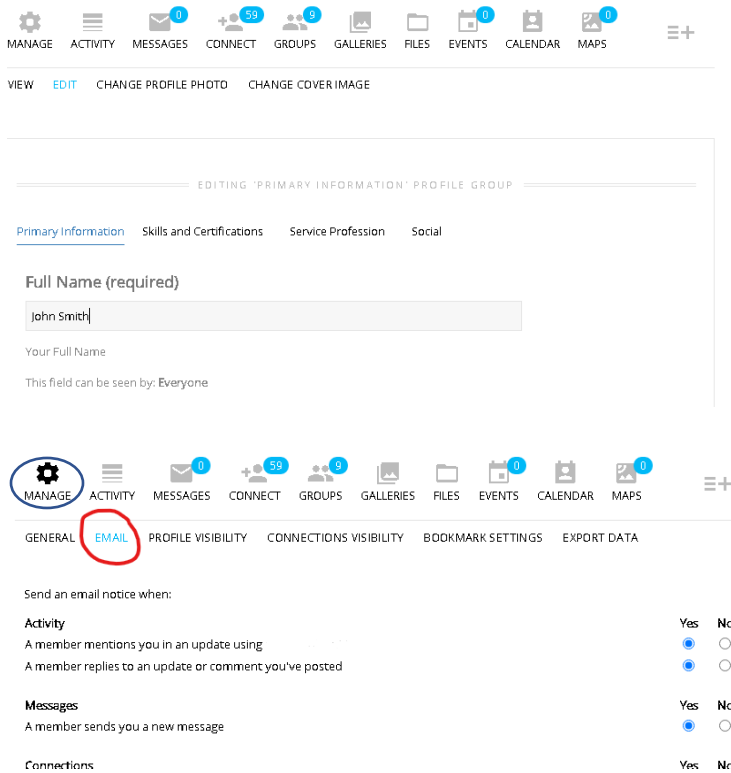
Directions for setting up your profile;

(This profile will be used for all children in the same family)

AT THIS TIME, WE ARE USING THE SAME PROFILE PICTURE FOR ALL STUDENTS. Please find that profile picture attached to the welcome email you received. It is a red image with a cougar paw print.



Now that you are on the site, you should see in the upper right corner, your full name or user name in white letters. It will be next to the icon of a bell. Click on your name and a drop down box will show. Next, click on the arrow beside the word “profile”. This should give you additional options, click “edit”. CONGRATULATIONS! Now you are ready to set up your profile.



Once you are on the edit section of your profile page:

- Type your profile name (First, Last) in the required name box.
- Location – type AIE
- Date of Birth - Select the parent’s day, month, year (this will not be displayed anywhere on the site).
- Employer – Academy for Individual Excellence
- Organization – leave this blank
- School – Academy for Individual Excellence
- Skills and Certifications – leave this blank
- Service Profession – leave this blank
- Social - **DO NOT** connect your private Facebook, twitter or other social media account.
- Change profile image - Please use the red cougar paw print image that was attached to your welcome email. Once you have uploaded the image from your computer and adjusted the size, select “crop.”
- Email Notifications (This section is located in a separate area. Click the manage icon, then email) - Leave everything checked yes

\*\* If at any time during this process you get a notice from your computer about a risk involving the site, click “accept the risk” This will ensure ISM will be able to access your camera and mic for video calls.