Dear AIE Family,

We are excited to have you join us on our ISM online school platform. Through ISM we strive to provide a powerful communication tool allowing us to connect with our families and share with you important classroom and school updates. So that you do not miss out on any of the information and communications on ISM, we suggest that families' login to check the site at least 2-3 times a week. Getting in the habit of doing this will help keep your family up-to-date on the latest information, allow you to stay familiar with the site and utilize all of the different resources ISM has to offer.

Below are a few important things to review before you begin logging onto the site:

Google Chrome: You must use Google Chrome as the browser when using ISM and creating your login and profile. If you do not already have Google Chrome, please make sure to download it to your computer prior to using ISM.

Check Your Spam: As you begin using ISM if you do not see any email notifications from the site, please make sure to check your spam folder. If it is in your spam box, make sure to select it as not spam so that it will be approved to go into your inbox in the future.

Logging into the site for the first time:
Once you have your log in information and click the link to visit the site**,** you may see a pop-up box from your computer asking if you want to give aiexcellence.net access to your mic and video. You must do this in order to participate in any video calls.

Now you can click the member login button and use your password and your username that was designated for you. Typically, the username is the first initial and last name of a parent (i.e. tsmith).

Once you have done this CONGRATULATIONS! You have successfully logged into your account for the first time!

What's Next? The next step will be to join your first group. The first group we would like everyone to be a part of is our AIE Academy School Wide Home Page. This will be the place to go for school wide updates, video messages from Mr. Savage and, eventually, we also hope to have other school announcements like sports schedules, directions to games, event details and more! As families' login for the first time, we will send you an invitation to join this group. When this is done, you will see a red dot on the bell icon at the top right corner of your ISM page. Click on the bell and click on the notification for the invite. This will take you to the invites section of your profile page. Click accept and you are done! (*There is also an additional how-to sheet for accepting group invitations if you would like to refer to that for assistance*.)

Please feel free to explore the site and check out the AIE Academy School Wide Home Page for announcements and information. **After you join the group, there are additional informational how-to sheets and videos located in the FILES section of the school wide group page in the folder labeled "ISM Tutorials", please make sure to check these out:** https://aiexcellence.net/groups/academy-for-individual-excellence-school-wide-home-page/fileManagerGroup/

Quick ISM Etiquette to Know:

- When Mr. Savage or other AIE Staff post an update make sure to "Like" so we know you have seen it.
- Please remember that although ISM will be used for school communications it is not meant as a regular social media platform and should not be used as such.
- Unless instructed to by a teacher please do not initiate a video, broadcast or voice call on ISM GO.

Once you have done these steps please refer to our *How to request group membership* instructions sheet so that you can join your child's individual groups/classes.

Thank you again for your help in getting ISM off to a great start! We appreciate your patience and please let us know if you have any questions along the way! Thank you!