

IBIS LINK SUPPORT

Introduction to IbisLink

The application is very intuitive. The dashboard has buttons to all the key areas pertaining to their son. (e.g report books, notices, etc.). Parents just have to log in to easily access these sections. Most importantly, the system automatically alerts parents via email when report books are ready, when disciplinary reports are created etc. This way parents will be notified when an item is ready in IbisLink for them to view.

How to get started:

Option 1 - Guardian already has an IbisLink account

- 1. Log into your IbisLink account www.ibislink.com/login**
- 2. Click on the My Students button on the dashboard.**
- 3. Click on the green Add Student button.**
- 4. Enter the school code: CIC**
- 5. Complete the required fields in the form**
- 6. Press the blue Add Student button.**

Option 2 - Guardian does not have an IbisLink account

- 1. Go to www.ibislink.com/register**
- 2. Enter the school code: CIC**
- 3. Complete the registration form**

Guardian Registration

Once the **online registration form is successfully submitted, the guardian will be directed to a success page.** In addition, the system will always send an **account activation email where the guardian can activate and setup a password for their account.** We ask guardians to check their inbox and their **junk/spam folder** for this email. The **application will alert guardians if any information is missing on the form. All errors must be addressed in order for the form to be successfully submitted.** Guardians will know **if the form is successfully submitted when they see the success page at the end and have received the account activation email.**

Support email

support@ibislink.com

This is the fastest way for parents to get assistance. We at Ibislink are here willing to assist 7 days a week. Parents/Guardians can also call the office as well 235-6086. Ensure to leave their name, email and a contact number.

