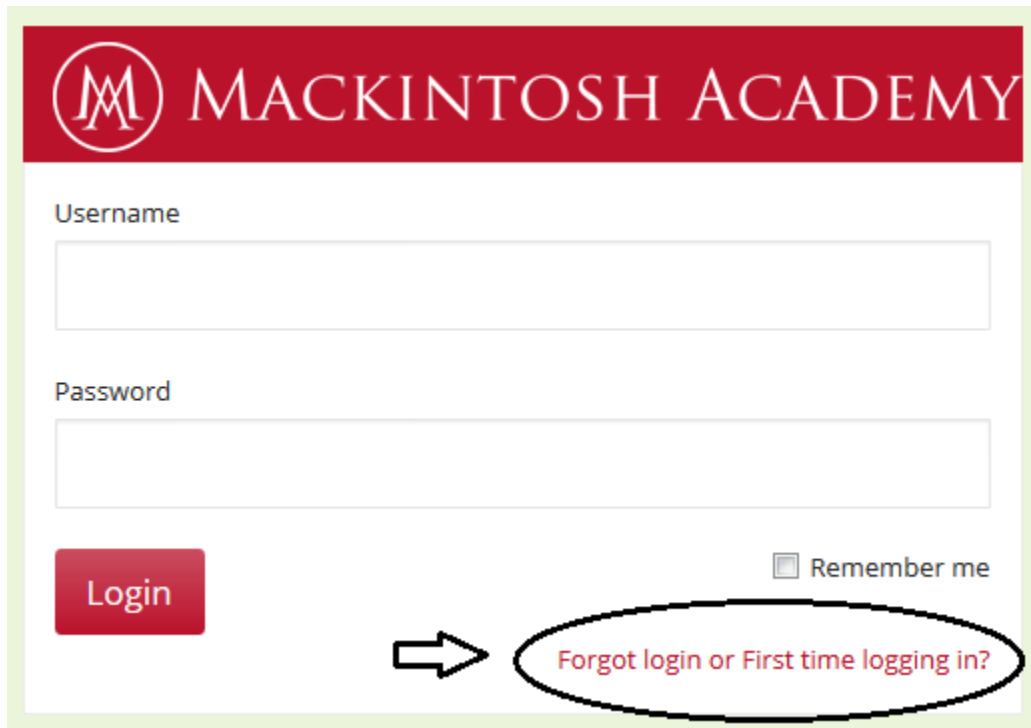


Parents MackBot Instructions

To login to MackBot, go the following web address:

<https://mackintoshacademy.myschoolapp.com/app/#login>

Login using your username and password or click [Forgot login or First time logging in?](#)



MACKINTOSH ACADEMY

Username

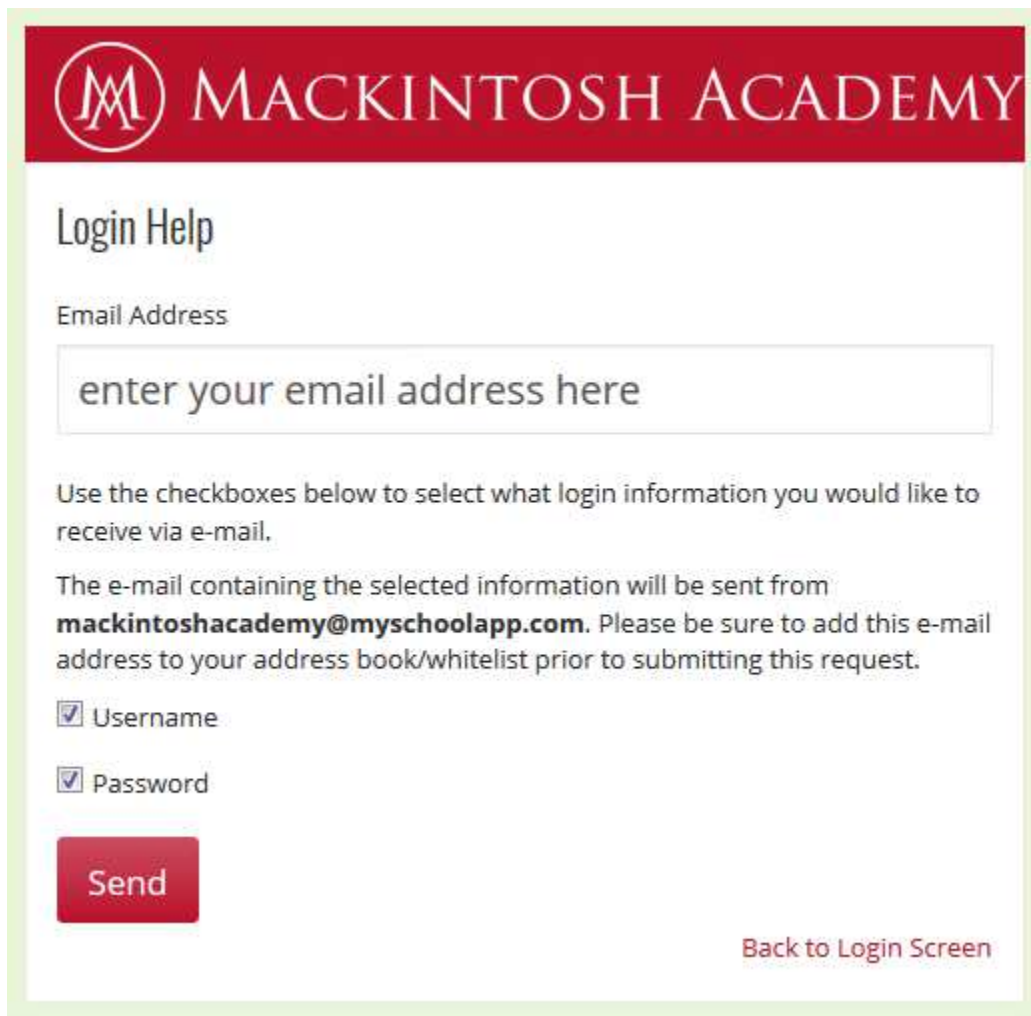
Password

Login

Remember me

[Forgot login or First time logging in?](#)

If you clicked [Forgot login or First time logging in?](#), the next screen will look like this:



M MACKINTOSH ACADEMY

Login Help

Email Address

Use the checkboxes below to select what login information you would like to receive via e-mail.

The e-mail containing the selected information will be sent from **mackintoshacademy@myschoolapp.com**. Please be sure to add this e-mail address to your address book/whitelist prior to submitting this request.

Username

Password

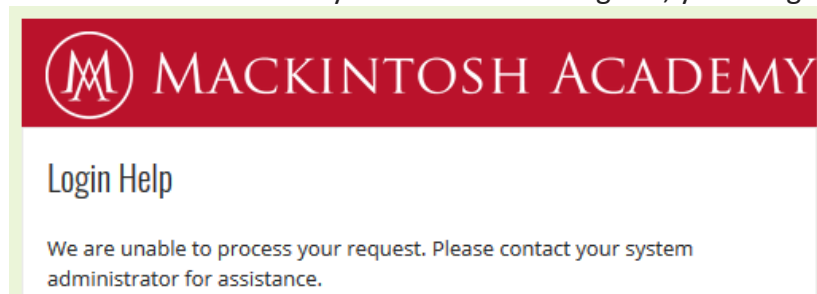
Send

[Back to Login Screen](#)

Enter your email address, and check the boxes to receive both your Username and a temporary Password. Then click Send. You'll get 2 separate emails containing your login information. If you check your email and see 2 new emails from MackBot, you'll be ready to login for the first time!

Note: The email address you enter here must be recognized as existing within the MackBot system. This is the email address that the school currently has on file for you and the one you used when signing your online contract. If you are having trouble figuring out the correct email address, please [Jenny Strode](#), Admissions and Operations Director at Mackintosh Academy.

If you have entered an email address that the system does not recognize, you will get a message like this:



M MACKINTOSH ACADEMY

Login Help

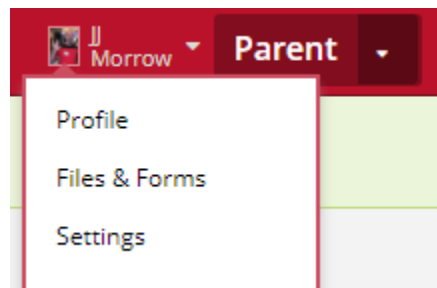
We are unable to process your request. Please contact your system administrator for assistance.

Once you are successfully logged in, there are 2 tasks we need you to complete:

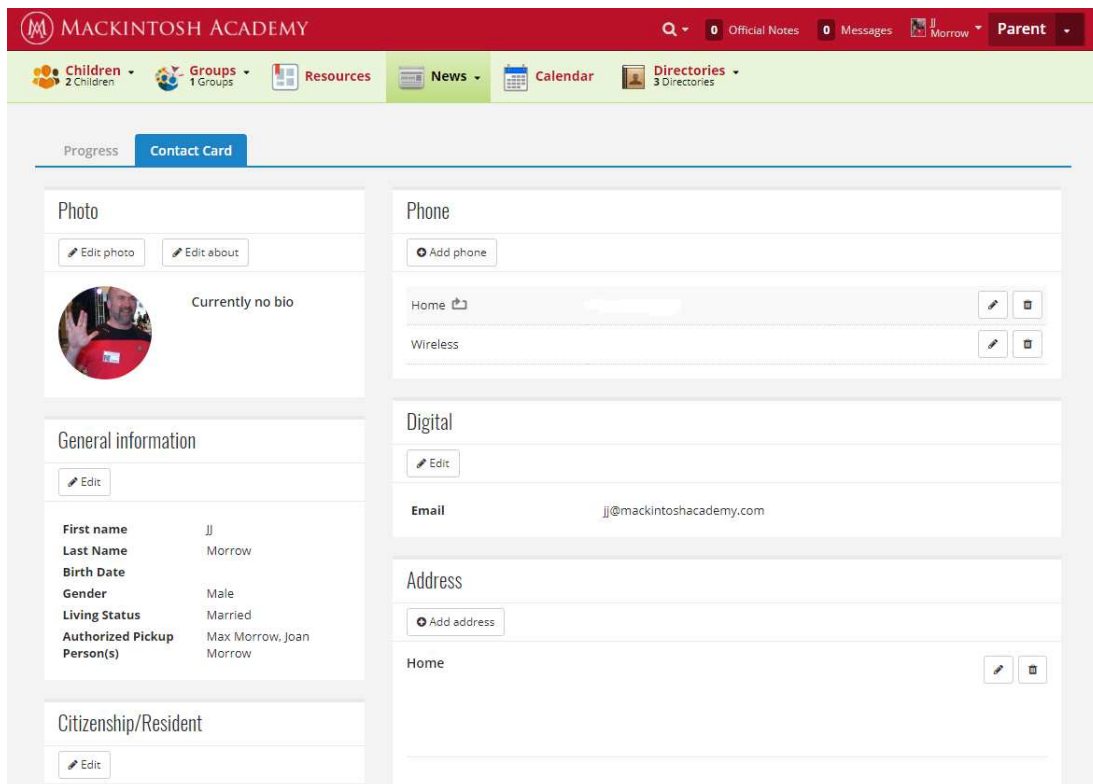
1. **Review your Contact Card** and update any incorrect information (address, phone number, etc.)
2. **Add in Authorized Pick-Up persons** who are allowed to pick up your student(s). Please note – you will be able to go back anytime throughout the year and edit your Authorized Pick-Up persons, but it will be helpful to know this information as soon as possible.

Let's start with task #1 – Reviewing and updating your Contact Card.

Once you are logged in, you will need to navigate to your Profile. You can do this in the upper right-hand corner. Just click the small triangle to the right of your name, then select Profile from the drop-down menu.



You will be taken to your Contact Card:



Please review your Contact Card and update any information that is incorrect or missing.

The screenshot displays the 'Contact Card' page in the Mackintosh Academy Parent Portal. The page is organized into two columns. The left column contains sections for 'Photo', 'General information', and 'Citizenship/Resident'. The right column contains sections for 'Phone', 'Digital', and 'Address'. Red annotations are used to highlight key areas for review: a red arrow points to the 'Edit' button in the 'General information' section with the text 'Click the Edit pencil to add Authorized Pickup Persons'; red circles highlight the 'Authorized Pickup Person(s)' field (listing 'Max Morrow, Joan Morrow'), the 'Home' phone number, the 'Wireless' phone number, the 'Email' address, and the 'Home' address. The top navigation bar includes 'MACKINTOSH ACADEMY', search, 'Official Notes', 'Messages', 'Morrow', and 'Parent'.

You are welcome to flush out your Contact Card with details like business information, birth date, etc, but it is critical that we have accurate information in the following fields:

- Phone numbers
- Home address
- Email address
- Authorized Pickup Persons
- Emergency contacts' names and phone numbers

You are already in the correct place (the Contact Card) to complete task #2 – Adding in Authorized Pick-up Persons. This can be done by clicking the Edit pencil under General Information (see screenshot above). You do not need to list yourself (or your spouse) as an Authorized Pickup person.

If you have any trouble with the tasks outlined above, please contact Jenny Strode.

We look forward to helping you navigate our MackBot system!