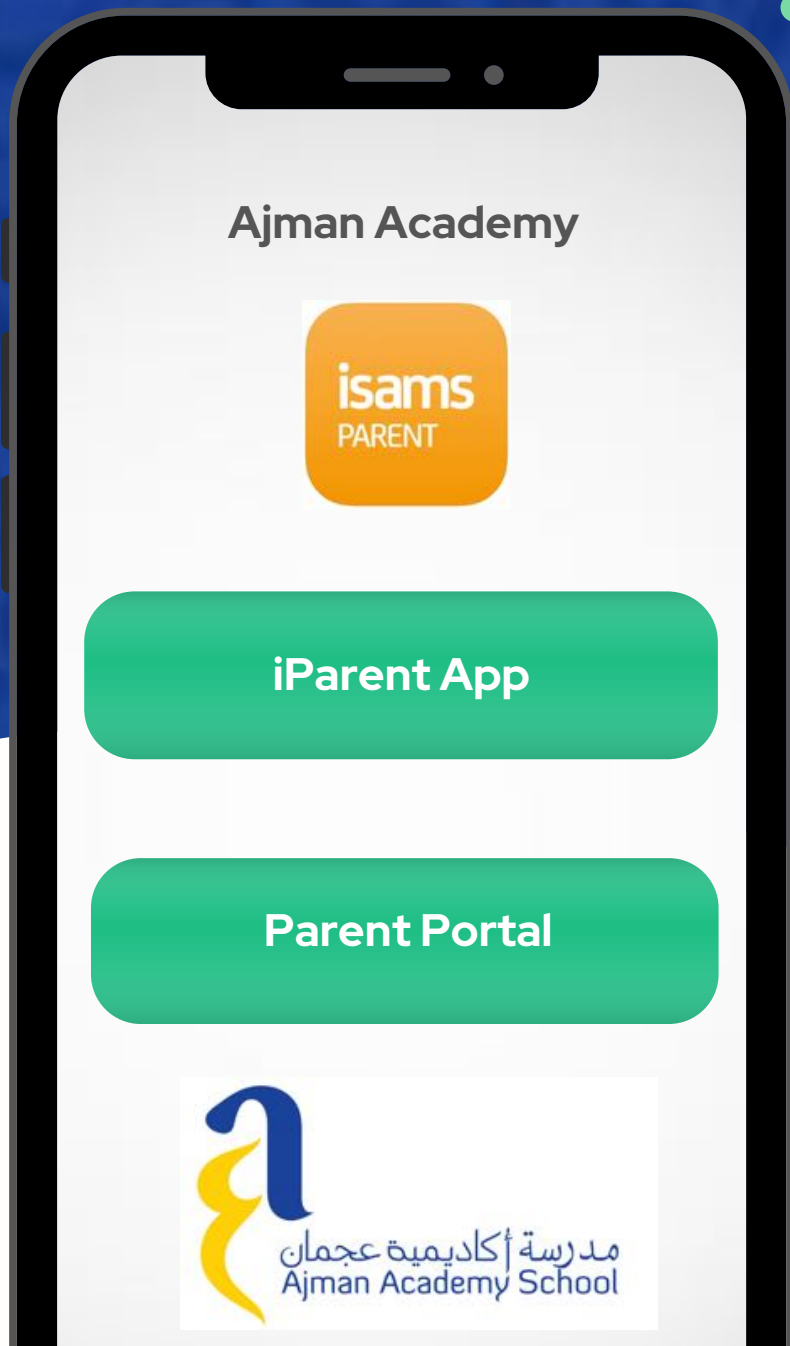




# iSAMS Parent

INSTRUCTIONS TO HELP YOU SET UP YOUR  
iSAMS PARENT PORTAL ACCOUNT



# Ajman Academy Parent Portal

## Instructions to set up your Parent Portal Account

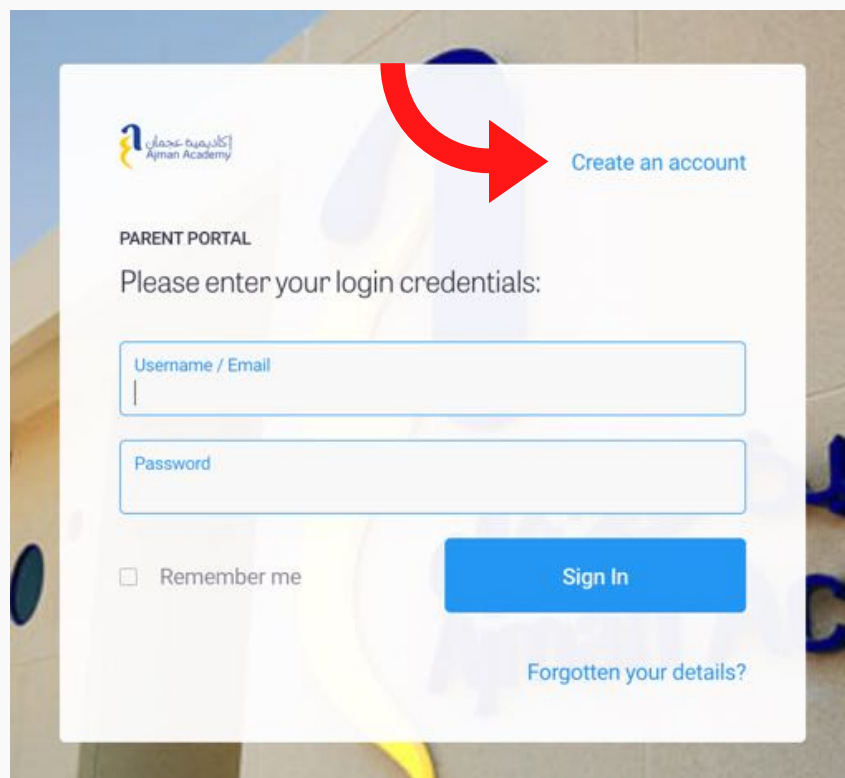
Points to Note: The email address where you receive emails from school@ajmanacademy.com should become the username email address that you use to create an account.

You will receive an email from the school with the following

- Your portal access code
- Your portal access password

1. Open your browser.

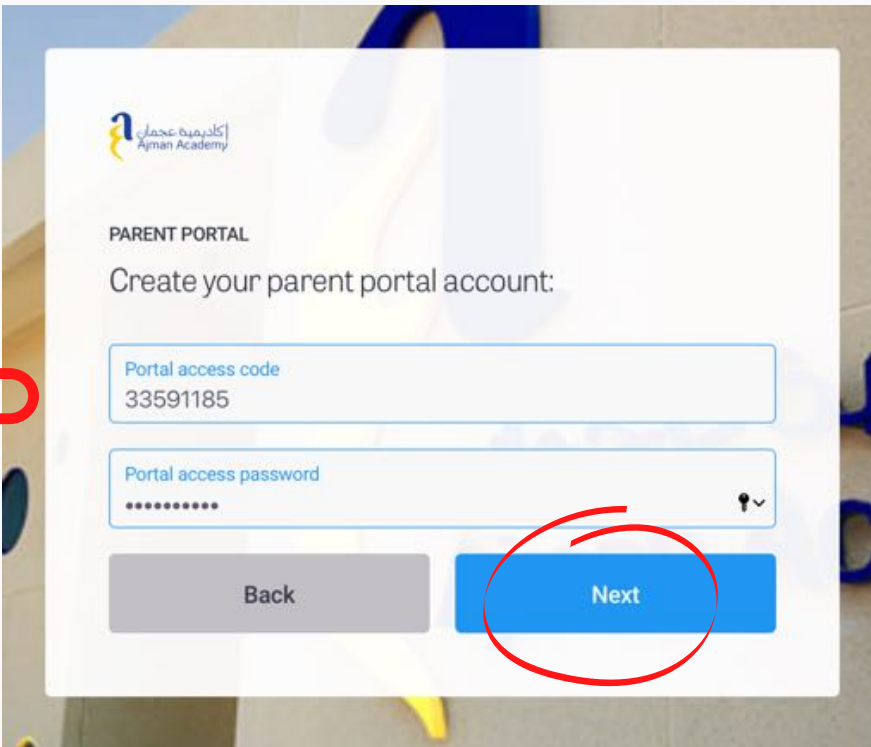
2. Go to link <http://portal.ajmanacademy.com> to access the log in screen and click on **Create an account**. Example below.



The screenshot displays the login interface for the Ajman Academy Parent Portal. At the top left is the Ajman Academy logo. Below it, the text 'PARENT PORTAL' is displayed. The main heading is 'Please enter your login credentials:'. There are two input fields: 'Username / Email' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me'. To the right of the input fields is a blue 'Sign In' button. At the bottom right, there is a link for 'Forgotten your details?'. In the top right corner, there is a blue link for 'Create an account', which is highlighted by a red arrow.

3. Please refer to the email communication from school@ajmanacademy.com that details the portal access code and access password. Add this information to the relevant fields as shown below.

Select "Next" once you have added the required information.



كاديمية عجمان  
Ajman Academy

PARENT PORTAL

Create your parent portal account:

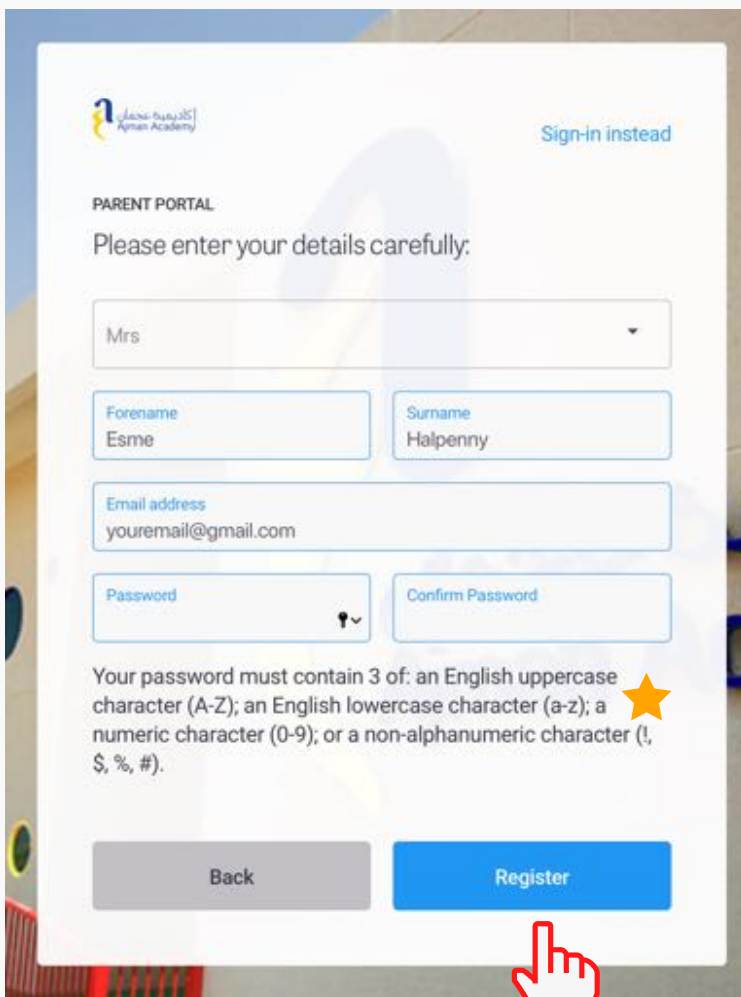
Portal access code  
33591185

Portal access password  
\*\*\*\*\*

Back Next

4. To create the Portal Account complete the all fields as shown here.

Click on "Register" once you can filled in your details.



كاديمية عجمان  
Ajman Academy

Sign-in instead

PARENT PORTAL

Please enter your details carefully:

Mrs

Forename  
Esmé

Surname  
Halpenny

Email address  
youremail@gmail.com

Password

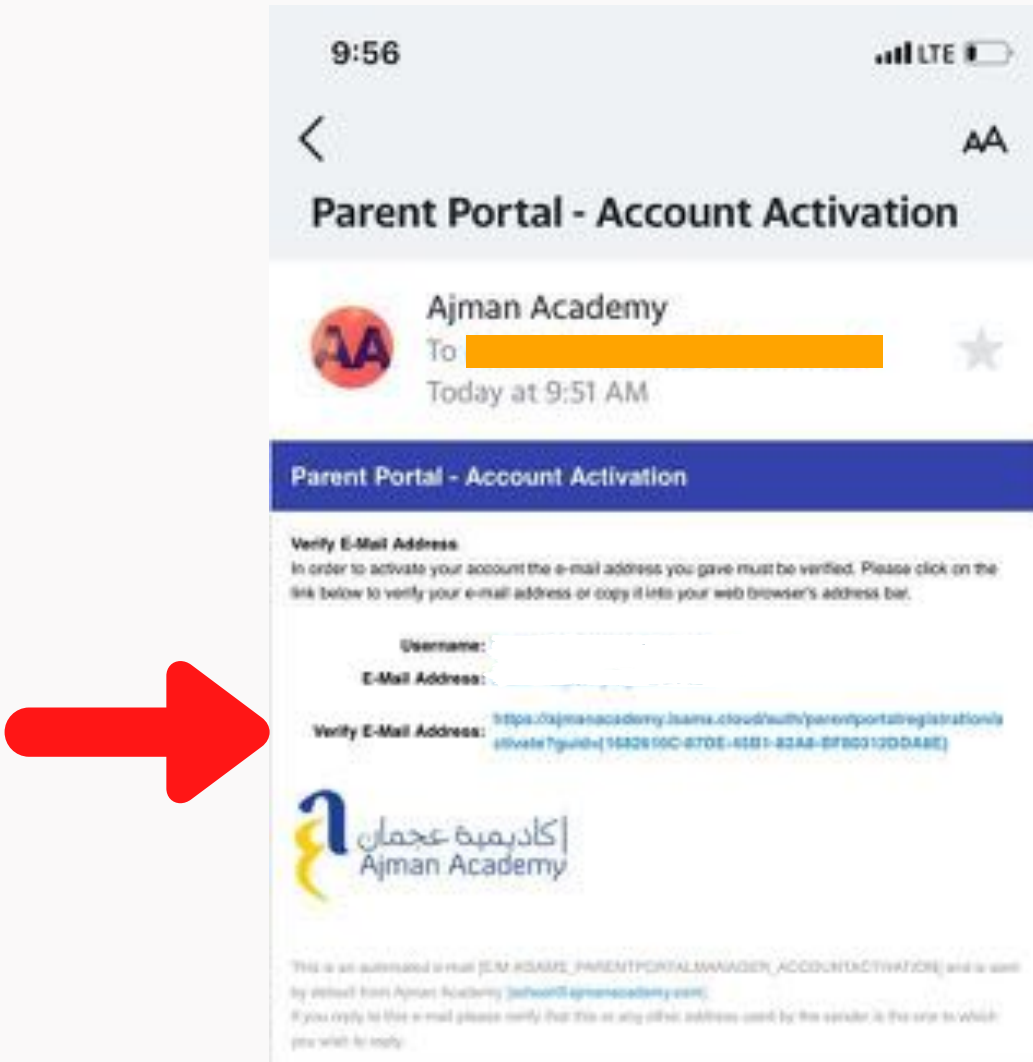
Confirm Password

Your password must contain 3 of: an English uppercase character (A-Z); an English lowercase character (a-z); a numeric character (0-9); or a non-alphanumeric character (!, \$, %, #).

Back Register

5. Now go to your email and look for - Parent Portal Account Activation.

Click on the Verify Email Address Link (as shown below)



Now you are ready to sign in using your email and password

If you require any assistance,  
please email it  
IT@ajmanacademy.com  
detailing the problem, and  
mention your child's name,  
class/form group.

**Thank you.**

