

*The*  
POST OAK  
SCHOOL



# My BackPack

GETTING STARTED:  
PARENT EDITION

<https://postoakschool.seniormbp.com>

# What is My BackPack?

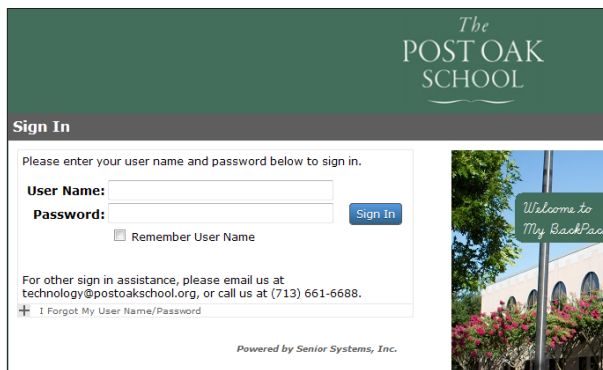
Welcome to our web-based parent portal, My BackPack™ (MBP). It is another way to facilitate productive communication between school and home. MBP is a secure and easy-to-use web portal, integrated with our school's primary database (Senior Systems), which will help parents find answers to common administrative questions and update contact information through the school's website. User name and passwords are mailed to all new student families prior to the beginning of the school year.

## Logging in

You can login to MBP at <https://postoakschool.seniormbp.com/> or through the school's website on the left side menu.

User names and passwords are mailed to all new student families prior to the start of the school year.

If you have any questions about MBP or have forgotten your user ID, please contact the Technology Office at 281-822-8062 or [tech@postoakschool.org](mailto:tech@postoakschool.org).



## What you can do

Through MBP, parents can:

- ♦ Update contact information and emergency contacts
- ♦ View school directory
- ♦ View account transactions and statements, and make online payments via eCheck (tuition and fees can be paid by eCheck)
- ♦ Enroll online
- ♦ Register for ASEP classes and athletics
- ♦ Register for summer programs

## SEARCH THE STUDENT/PARENT DIRECTORY

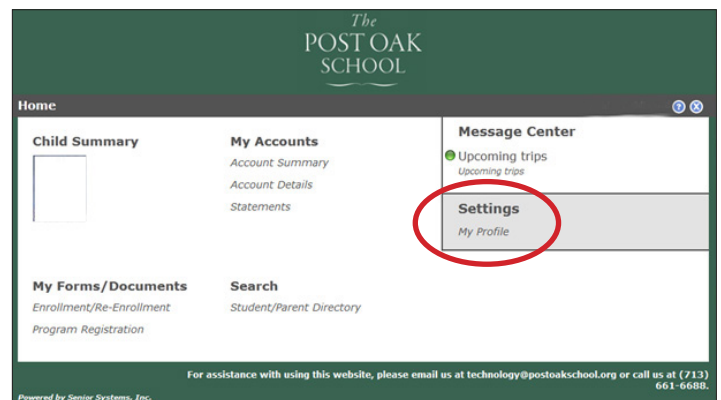
Parents may update contact information at any time via MBP. The information is verified by the Admission Office before it is posted. The Post Oak School designates the following information as directory information:

- ♦ Student name
- ♦ Grade
- ♦ Gender
- ♦ Class year
- ♦ Parent name(s)
- ♦ Home address
- ♦ Telephone numbers and email addresses
- ♦ Sibling information

Family directory information is limited for viewing only by the Post Oak community. Parents may choose to withhold any of the directory information by logging in to MBP and checking the DNP (Do Not Publish) box next to the field that you would like to withhold.

## UPDATE CONTACT INFORMATION AND EMERGENCY CONTACT

Parents can view or edit some of their personal information that is maintained by the school. *My Profile* is found on the *Settings* menu on the *Home* screen.



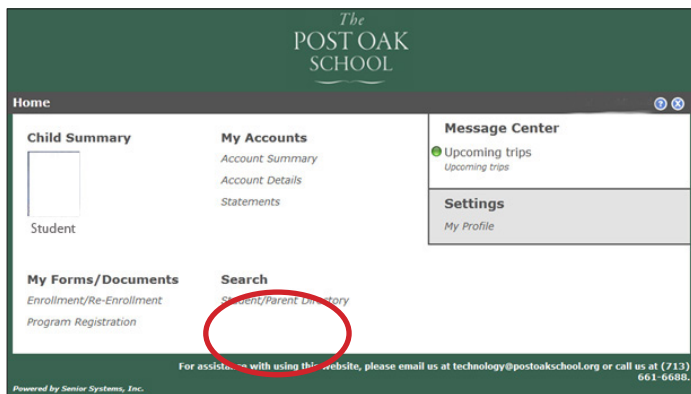
Click *Edit* to make changes to biographical information fields and privacy settings. To specify data which should not be viewable to other MBP users, just click to select the appropriate check box(es) in the DNP (Do Not Publish) column. As you work, you can click *Save* to save your changes, and then click *Done* when you are all finished. Note that you will not be able to save until you have entered appropriate information for all required fields.

*Additional Contacts* area is for your emergency contacts/pick up person. You can add new contacts or/and delete current contacts. Please select *Yes* from the drop down menu for contact to be used as an emergency contact otherwise they will be considered a pickup person only. Additional contacts information will not be viewable by other parents in the directory.

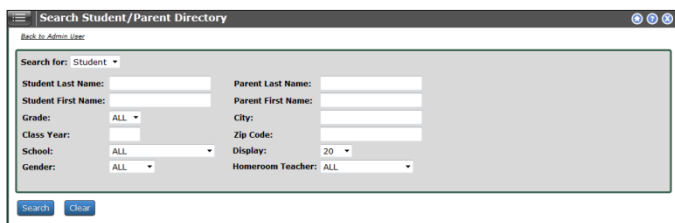
Some fields cannot be changed on the *My Profile* page; for example, you cannot make a change to your first or last name on the *My Profile* page. If you need to make an edit to a field that is not editable in the *My Profile* page, click the *send note to school* icon and enter a note to the school requesting that they change the non-editable *My Profile* field for you.

## VIEW AND SEARCH THE STUDENT/PARENT DIRECTORY

After logging into MBP, click on *Student/Parent Directory*.



Enter and/or select as many criteria as desired to narrow your search and click *Search*. If you leave all of the fields blank or set to ALL, the results will include all students or parents.



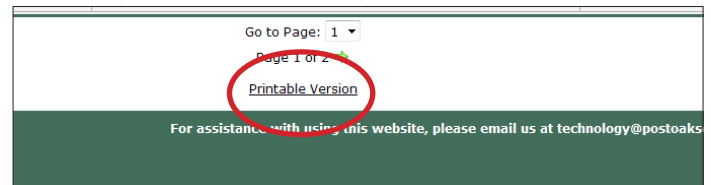
## Confidentiality Notice

The information in the school directory is made available to parents solely for use in connection with school activities.

On no account is parents' information to be shared with anyone outside the school community, nor is it to be used by any individual for commercial purposes, e.g. advertising a business, or for any other form of communication unrelated to The Post Oak School.

## CLASSROOM LIST

Using the *Student/Parent Directory*, search for your classroom teacher by using the *Homeroom Teacher* drop down menu. Select your teacher and click the *Search* button. Scroll to the bottom of the page and click on *Printable Version* for PDF document of your search.



## VIEW ACCOUNT TRANSACTIONS AND STATEMENTS, AND MAKE PAYMENT ONLINE

For parents with multiple students or students in multiple programs, select the *Student and/or Student Account* from the drop-down menu. Click the *Pay Online*, *view Account Details View*, or *View Statements*. New statements will be available monthly and you will receive an email notification.

Online payments for tuition, tuition deposit, application fees, Before/After-Care, athletics, and ASEP must be in the form of an eCheck or check voucher; no credit card payments will be accepted.

Click the *View Printable Statement* link at the bottom of the screen to create a PDF statement for the information currently displayed on the screen.

## ASEP, ATHLETICS, AND SUMMER PROGRAMS

Parents can register their children for the After School Enrichment Program (ASEP), athletics, and summer programs. Log in to your MBP account via our website. On this page you will see any existing or pending registrations (listed separately by student, if there is more than one student registered) in a table in the center of the screen, where you can check the status, continue to work on a partially completed registration, begin another registration, select or modify courses and programs, submit payment, view/print a registration summary or course/program schedule, etc.

Select the *Program Registration* link under *My Forms/Documents*. Select the appropriate program, ASEP or athletics. Verify current student/parent information. Click on the *Select Course/Programs* button. Select the classes/courses. Registration can be saved to complete at a later time. Once registration is completed, you can submit payment via an

eCheck or check voucher. Credit cards will not be accepted as a form of payment for ASEP, athletics, or Summer School.

## ONLINE ENROLLMENT/RE-ENROLLMENT

Online enrollment/re-enrollment displays a row for each separate student account, and parents can simply click the appropriate icons and links in the table to access and complete all of their enrollment-related tasks, including reviewing their profile, viewing and submitting the enrollment contract, paying the enrollment deposit using only an eCheck or check voucher, and completing and submitting (or downloading) any additional forms. Follow the instructions on the *Enrollment/Re-enrollment* window.

**Letter from the Head of School**  
Dear Parents,  
I am pleased to enclose an enrollment contract for your child. These are exciting times at Post Oak. This is our 50<sup>th</sup> anniversary year, and to celebrate that milestone, the inaugural class of 9<sup>th</sup> grade students walked through the doors of our new Museum District high school campus in August. At the same time, we have been working with the architects on plans to create additional space on the Bissonnet campus. The upcoming summer also marks the opening of Houston Montessori Institute (HMI) at Post Oak, an AMI training course for Primary teachers. [Continue here...](#)

**Instructions**

1. Review your profile - edit parent contact information and emergency/pick up information. This must be completed before your enrollment contract becomes available.
2. Complete and submit your contract for each child.
3. Click Pay to see your payment options.
4. Complete additional required forms.

**Re-enrollment**

| Name         | Next Year Grade | Status    | Review Profile | View Contract | Deposit Received Date | Online Payment | Additional Forms |
|--------------|-----------------|-----------|----------------|---------------|-----------------------|----------------|------------------|
| Student Name | 6               | Returning |                |               | 2/28/2013             | <b>PAID</b>    |                  |
| Student Name | 1               | Returning |                |               | 2/8/2013              | <b>PAID</b>    |                  |

= indicates the item has been submitted or completed

## MOBILE APP

The My BackPack mobile app is available on iOS and Android devices. The app allows easy access on the go. Parents can view student summary information and the student/parent directory. Download the app from [iTunes](#) or [Google Play](#) store.

School code: PostOakSchool