

# Welcome to ManageBac

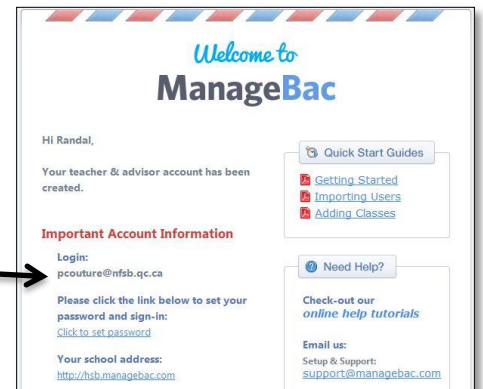
ManageBac is an online system for the IB Programme. We will be using it to track your Service as Action activities!

This is a tutorial on how to access the system and complete an activity.

## Signing in to ManageBac

If this is your first time signing in, you should have an email that looks like this at your nfsb email address (<https://login.microsoft.com/>):

1. Click here to set your password
2. On the next screen, enter a password of your choice
3. You will then be asked to log-in with your email and password. Write down your password somewhere that you will remember!



The next time you want to sign in, just go to [hsb.managebac.com](http://hsb.managebac.com) and login with your nfsb email address and the password that you just created!

## Adding a Service as Action Activity

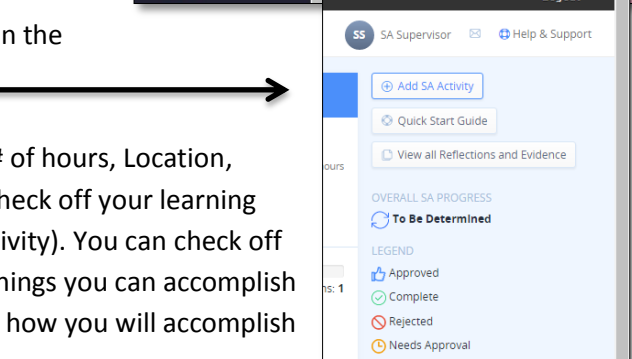
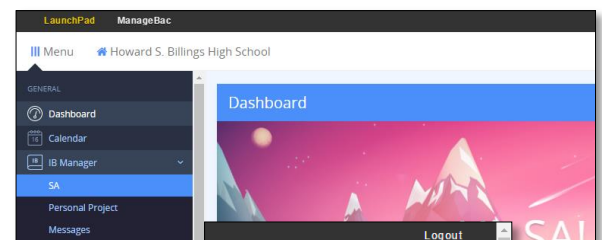
All your SA activities must be added into the system.

To add an activity, follow these steps:

1. Place your mouse over the "IB Manager" tab and click on "SA".
2. On the upper right-hand side of the screen, click on the "Add SA Activity" button.
3. Fill in all the information needed (Activity Name, # of hours, Location, Dates, Supervisor Info, Description & Goals) and check off your learning outcomes (what do you hope to gain from this activity). You can check off more than one outcome but make sure they are things you can accomplish reasonably during the activity. Be sure to address how you will accomplish / build on your learning outcomes in your description and goals section.

Due to the new interface, please put all info into the description and goals section - leave the aims section blank.

4. Click **Add SA Activity** at the bottom of the page. Mr. Del/ Ms. Valade will automatically receive a notice that you logged a new activity! He will review your activity within a few days.



5. Once your activity is approved, the symbol beside your activity will change from a yellow clock ( status= needs approval ) to a blue thumbs up (status= approved)!

**APPROVED!**

**STILL PENDING!**

**STILL NOT APPROVED?**

You may be missing information. Make sure to click on the activity to see if a teacher left you a note!

**Once your activity is approved, you are ready to go out and complete your volunteerism!**

## Completing your Service as Action Activity

Your SA hours are not complete until you have completed the SA Questions section, the Reflection section and received confirmation from your activity supervisor that you were a good participant. Here are the steps:

1. Click on the activity name to open the activity worksheet.
2. Click on the "Add Reflections & Evidence" in the right hand column.
3. Fill in your answers to the questions given, and reflect on your experience. You can also add things like photos or videos of your experience!
4. Once you have done those two sections, the "Request Supervisor Review" button will appear. Click it to have Managebac send a note to your supervisor asking them to review your activity. Once it has been reviewed by your supervisor as successful, the activity will be complete!

**This is an essential step. Without it, you will not get credit for your hours!**

**One last thing...**

If you don't check your NFSB email very often we suggest that you set up your Managebac Account using an email address that you check regularly so that you see any notifications or messages sent to you via Managebac.

Once your initial account is set up you can change your email address by simply clicking on your name and then changing your email address from your NFSB account to a personal one.