

Quick Access guide for online Parents Teachers Meeting (PTM) Appointment
booking via School Parents' Portal
(<https://lms.acsindep.edu.sg/ACSIndep/login.aspx>)

Please make sure you updated your active email address in the profile page of your Parents' Portal account as you will be receiving booking confirmation email for every appointment booking you do through Parents' Portal.

For the best viewing experience or to download files, we recommend that you view the portal through web browsers.

- ❖ Are you a first-time user for the Parents' Portal? To register with the Parents' Portal or to retrieve your existing password via your registered email or for FAQs, please go to [Page 2](#).
- ❖ To view your son's/daughter's Subject Teachers List through Parents' Portal, please go to [Page 4](#).
- ❖ To book PTM slots, go to
 - [Page 5](#)
- ❖ Join a meeting without a Teams account for coming ePTM
 - [Page 10](#)

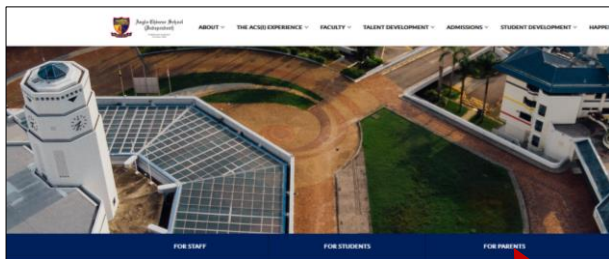
----- **Getting Help and Support** -----

Helpdesk

Please email LMS-Admin@acsindep.edu.sg if you have any problems accessing the Parents' Portal. In your email, do not forget to specify your son's/Daughter's/Ward's Full name, Class and last five characters of his/her NRIC/FIN/BC ID for identity verification purpose.

INSTRUCTIONS TO ACCESS ACS (Independent) PARENTS' PORTAL

Accessing the Parents' Portal



The Parents' Portal is accessed through the ACS (Indep) website at the following URL / address:

<https://www.acsindep.moe.edu.sg/>

Click **Parents' Portal & ASKnLearn™ App** under **For Parents** menu.

You will find a link to access the [Parents' Portal](#).

Once you click the portal link, you will be prompted to enter your login ID and Password.

Logging in to The Parents' Portal

A: Key-in your son's/Ward's Student ID (the first part before the @ symbol in your son's/Ward's school email address). Please get it from your son/Ward.

Example: If your son's/Ward's school email address is 18allen.mathew.joseph@acsians.acsi.edu.sg, then your Parents' Portal login id will be

18allen.mathew.joseph

(It is not case sensitive)

B: Input your password.

(For the first time users, the default password is **parents**)
[Please email with your Son's/Daughter's Full name, Class and last five characters of IC number to LMS-Admin@acsindep.edu.sg to get help to retrieve your password.]

C: Click **Login as Parents**

Once signed in, the first-time users will be prompted an online form to register with school. Please fill the mandatory fields marked with an asterisk symbol () and click **Submit** button.*

Please make sure you updated your active email address in the profile page of your Parents Portal account as you will be receiving booking confirmation for every appointment booking you do through Parents Portal.

Thank you for your registration

Please [click here](#) to login to the Parent Portal again.



Congratulations! You have successfully created your account.

Before re-logging in with your new password, click **"Computer Check"** link on the login panel to check your computer compatibility & to download free the plug-in(s).

FREQUENTLY ASKED QUESTIONS (FAQs) FOR PARENTS' PORTAL

1. Who can access the Parents' Portal? Father, Mother or Guardian?

For most cases, the following is the access criteria:

- Foreign Students : Local Guardian/Caregiver
- Singapore Students : either Father or Mother

2. Can both parents (Father and Mother) have a separate account?

For administrative and security reasons (i.e., privacy matters), both Father & Mother should share one common account.

3. What is my User ID and where can I get it?

Input the first part (before the @ symbol) of your Son's/Ward's school email address. Please get it from your Son/Ward.

Example: If your son's/Ward's school email address is 18allen.mathew.joseph@acsians.acsi.edu.sg, then the portal's User ID will be *18allen.mathew.joseph*

4. What should I do if I forgot my password?

From the Parents' Portal log in screen, click "**Password reset for Parents**" and then follow the screen instructions.

5. Can I use the following email addresses (LMS-Admin@acsindep.edu.sg) to communicate with class/subject teachers?

No – this email address is used to communicate with the Administrators of the Parents' Portal for any technical issues relating to the Parents' Portal.

6. What internet browsers are supported by the Parents' Portal?

We strongly recommend the use of Google Chrome, Microsoft Edge, and Mozilla Firefox.

7. What are the operating hours of the Parents' Portal?

The Parents' Portal is available 24 hours, 7 days a week. Should there be a period of unavailability for urgent system maintenance, it will be announced upon logging in.

Please email LMS-Admin@acsindep.edu.sg if you have any problems accessing the Parents' Portal. In your email, do not forget to specify your son's/Daughter's/Ward's Full name, Class and last five characters of his/her NRIC/FIN/BC ID for identity verification purpose.

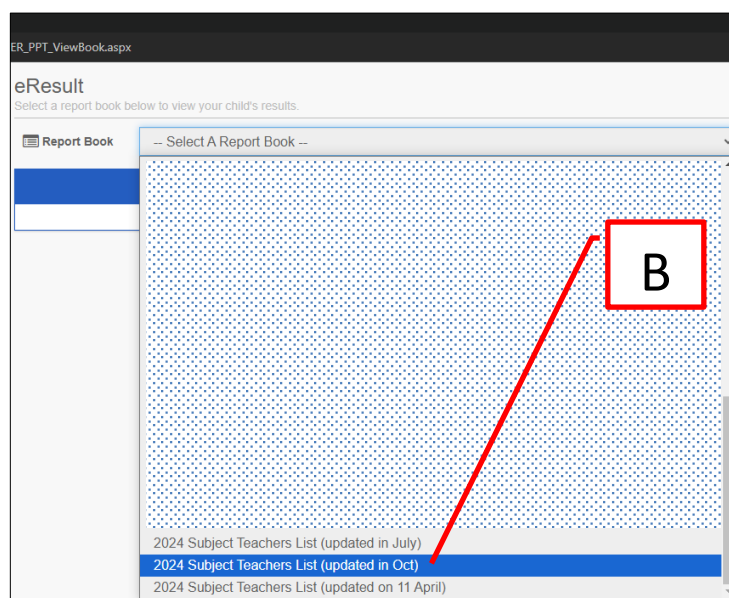
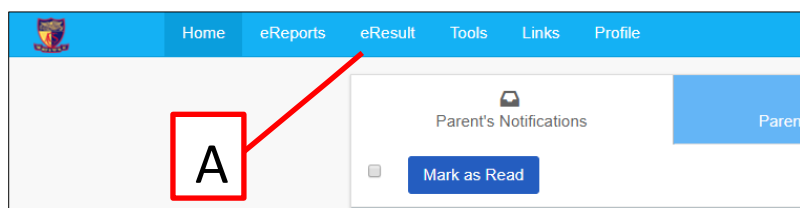
Son's/Daughter's Subject Teacher List from the Parents' Portal

For the best viewing experience or to download files, we recommend viewing the portal through the website version (<https://lms.acsindep.edu.sg/ACSIndep/login.aspx>).

Upon logging into the Parents' Portal,

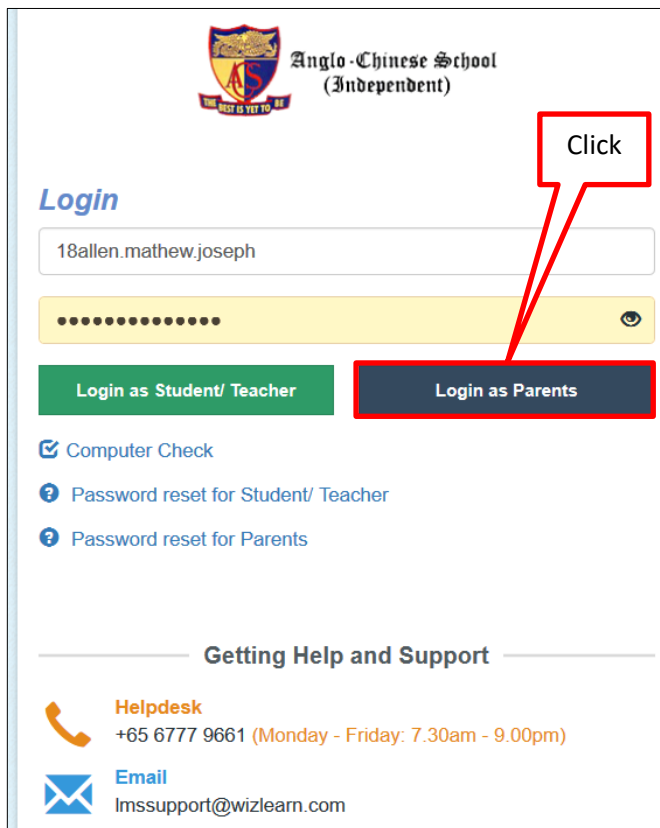
- (A) Click 'eResult'
- (B) At Report Book, select '2024 Subject Teachers List (updated in Oct)'
- (C) Click 'Download' button to save softcopy.

Note: If any of the subjects is teaching by a relief teacher, you are **not** able to book the PTM slot for the relief teacher through this system. Please liaise with the subject's Dean via email if you like to enquire about your child's progress on the particular subject. You may download the complete teachers' list, including Deans' email list from the Parents Portal under **Parent's Resources > Staff List 2024**.



Parents' Guide: Online PTM Appointment Booking (via Desktop or Laptop)

1. To go to the Parents' Portal login page, please use the following URL:
(<https://lms.acsindep.edu.sg/ACSindep/login.aspx>).
2. Key in your son's/Ward's Student ID, Parents' Portal password and click on Login as Parents.



Anglo-Chinese School (Independent)

Login

18allen.mathew.joseph

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Login as Student/ Teacher **Login as Parents**

[Computer Check](#)

[Password reset for Student/ Teacher](#)

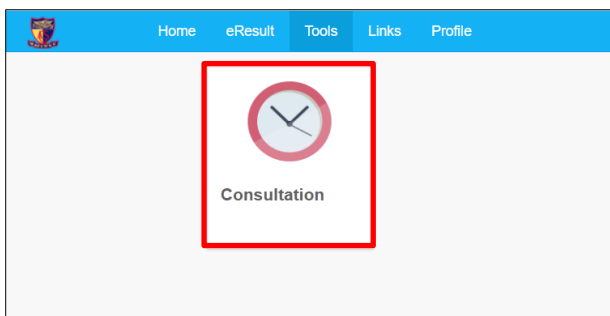
[Password reset for Parents](#)

Getting Help and Support

Helpdesk
+65 6777 9661 (Monday - Friday: 7.30am - 9.00pm)

Email
lmsupport@wizlearn.com

3. Click **Tools** and click **Consultation**



4. You will be directed to the consultation booking page.

Consultation Booking by Date Bookings

Group: ePTM for Years 5 (By Invitation only)

Personnel: acsiteach1 (Physics)

Calendar: October 2024

21 Oct 2024 - 27 Oct 2024

Time Period	Mon 21/10	Tue 22/10	Wed 23/10	Thu 24/10	Fri 25/10	Sat 26/10	Sun 27/10
1330 - 1340	NA	NA	NA	<input checked="" type="radio"/>	NA	NA	NA
1345 - 1355	NA	NA	NA	<input type="radio"/>	NA	NA	NA
1400 - 1410	NA	NA	NA	<input type="radio"/>	NA	NA	NA
1415 - 1425	NA	NA	NA	<input type="radio"/>	NA	NA	NA

☐ I will not be attending this consultation.

(A) Select the subject teacher from the Personnel drop-down-list. Wait for system to refresh the teacher's available appointment slots.

(B) Select one of the available timeslots.

(C) Click on **Schedule Appointment** button to make appointment.

(D) System will advance to the Schedule Appointment Process screen.

In the Additional Info text field, *please type your active email address*. Subject teacher will use your email address to schedule meeting via Microsoft Teams.

Schedule Appointment Process

Personnel: acsiteach1 (Physics)

Description: Important: Under the Additional Info field below, please type your active email address. The subject teacher will use your email address to schedule meetings via Microsoft Teams.

Venue: Microsoft Teams Live Meeting

Additional Info: abc@gmail.com

Date	Period	Additional Info:
24-Oct-2024	1330 - 1340	

Please type your active email address. Subject teacher will use your email address to schedule meeting via Microsoft Teams.

(E) Click **Confirm Appointment(s)** button to confirm appointment. System will move to Confirmation page.

Confirmation

Personnel: acsiteach1 (Physics)

Description: Important: Under the Additional Info field below, please type your active email address. The subject teacher will use your email address to schedule meetings via Microsoft Teams.

Microsoft Teams Live Meeting

Date	Period	Additional Info
24 Oct 2024	13:30:00 - 13:40:00	Additional Info: abc@gmail.com

Navigation: Back to Calendar View, View Bookings, Print

At the same time, you will receive an email confirmation via the email you had keyed-in to the Parents' portal profile page. If you do not see the email in a few minutes, check your "junk mail" folder or "spam" folder.

asknlearn™

Dear Parents of

Your booking information is as below:

Personnel	Booked Date	Period	Description	Status
acsiteach1 (Physics)	24-Oct-2024	1330 - 1340	Description: Important: Under the Additional Info field below, please type your active email address. The subject teacher will use your email address to schedule meetings via Microsoft Teams. Venue Location: Microsoft Teams Live Meeting Additional Information: abc@gmail.com	NA

Thank you.

Regards,
LMS Administrator

Please click [unsubscribe](#) to update your email alerts.

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Suppose you forgot to key in your email address. Please follow step 6 to delete your booked appointment and then re-book.

5. If you are meeting more than one teacher, the booking will have to be made one at a time. Click **Booking by Date** and follow the Step 4 above.

Home eReports eResu

Consultation Booking by Date Bookings

6. To delete your scheduled appointment (to change the schedule for another one), click **Bookings**.

Home eReports eResu

Consultation Booking by Date Bookings

7. Click  icon under **Actions** against the teacher's slot to be deleted.

[Home](#)
[eResult](#)
[Tools](#)
[Links](#)
[Profile](#)

[ACSIndep Demo Student1 \(Class:Demo Class\)](#)
[Logout](#)

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[Back to Tools](#)

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[View by Personnel](#)
[View My Bookings](#)

[List Mode](#)
[Calendar Mode](#)

[Print](#)

Search:

<<
<
1
>
>>

Id	Personnel	Current Appointment(s)	Past Appointment(s)	Last Booked Date	Actions
268		1	0	-	
269		1	0	-	
1		0	0	-	
3		0	0	-	

8. Click the check box for the item(s) are to be deleted and click **Remove Selected**.

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[eResult](#)
[Tools](#)
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[Profile](#)

[ACSIndep Demo Student1 \(Class:Demo Class\)](#)
[Logout](#)

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[Back to Tools](#)

[Bookings](#)
[View by Personnel](#)
[View My Bookings](#)

[View Appointment\(s\) / Appointment Details with acsiteach1 \(Physics\)](#)

[Back](#)
[Remove Selected](#)

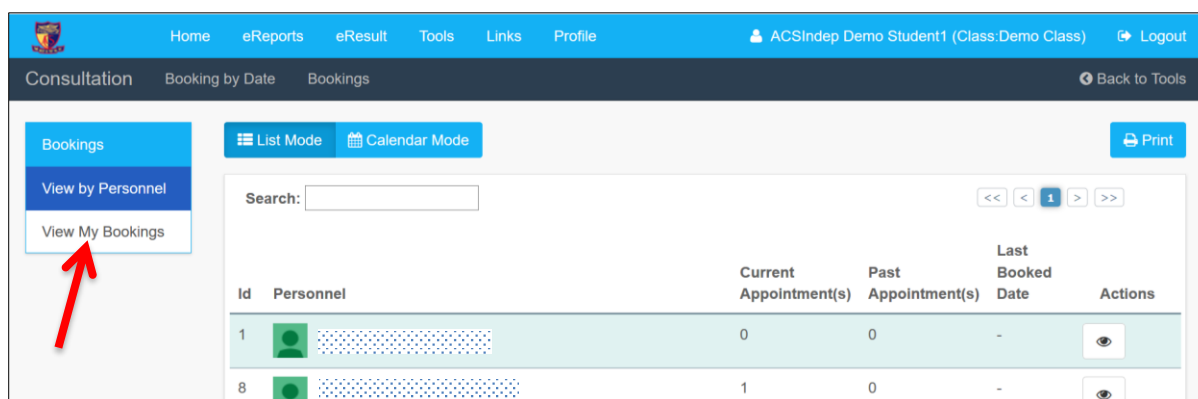
[Print](#)
[Export](#)

Search:

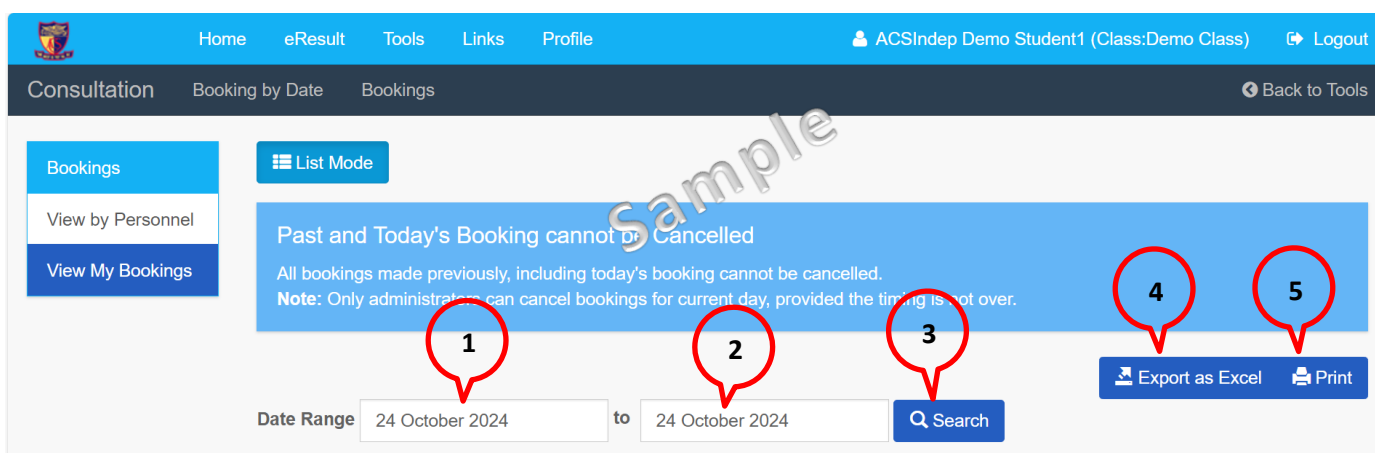
<input type="checkbox"/>	Date	Period	Description	Status	Booked On
<input checked="" type="checkbox"/>	24 Oct 2024 (Thu)	13:30:00 - 13:40:00	Venue : Microsoft Teams Live Meeting Booking Info : abc@gmail.com	NA	ACSIndep Demo Student1 30 Sep 2024 05:09PM

9. To print or to view all your bookings,

Click **Tools > Consultation > Bookings** and click **View My Bookings**



Choose the date range (24 Oct 2024 to 24 Oct 2024) and click **Search** to view your all bookings. Click **Export as Excel** to view your bookings in Microsoft Excel. Click the **Print** button to print a hardcopy.



Please email LMS-Admin@acsindep.edu.sg if you have any problems accessing the Parents' Portal. In your email, do not forget to specify your son's/Daughter's/Ward's Full name, Class and last five characters of his/her NRIC/FIN/BC ID for identity verification purpose.

Annex

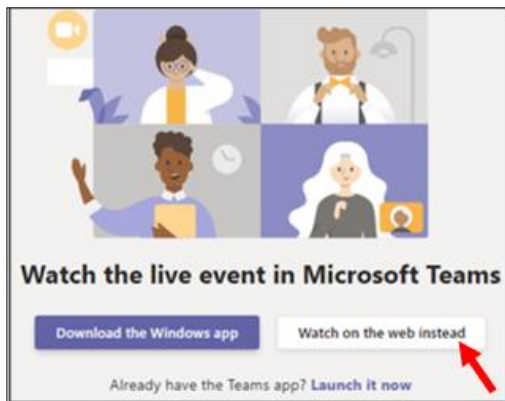
(Join a meeting without a Teams account for coming ePTM)

Upon scheduling your ePTM meeting via Teams by the respective subject teachers, you would receive an email for every meeting slot with a meeting link. You can join Microsoft Teams meetings from any device, whether you have a Teams account. Follow these steps to join as a guest.

Desktop/Laptop

(external/inbuilt mic and speakers needed)

1. Go to the meeting invite link sent by your son's/daughter's subject teacher and click on the URL.
2. That will open a web page, where you will see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it is okay for Teams to use your mic and camera. Be sure to allow it so you will be seen and heard in your meeting.

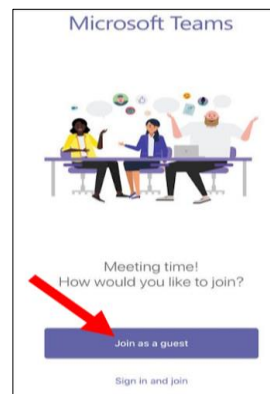


3. Enter your name and choose your audio and video settings.
4. When you are ready, hit Join now.
5. This will bring you into the meeting lobby and will notify the meeting organizer (subject teacher) that you are there, and the teacher in the meeting will admit you.

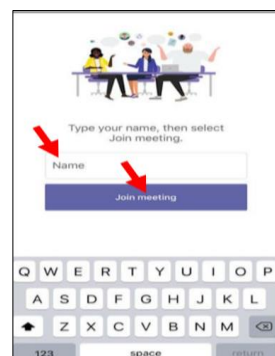
Mobile device

(Download and install Microsoft Teams App before meeting start. Teams will ask if it is okay to use your mic. Be sure to allow it, so the teacher in the meeting will be able to hear you.)

1. Go to the meeting invite link sent by your son's/daughter's subject teacher and click on the URL.
2. If you do not already have the Teams mobile app, you will be taken to your app store to download it.
3. You will be given two options for joining your meeting: **Join as a guest** or **Sign in and join**. Choose Join as a guest.



4. Type your name and tap Join meeting.



5. Once you are in the meeting, you can turn your video or mic on or off by tapping on the centre of your screen to show the meeting controls. Tap again to hide them. When the meeting is over, click the Hang-up button to leave.