

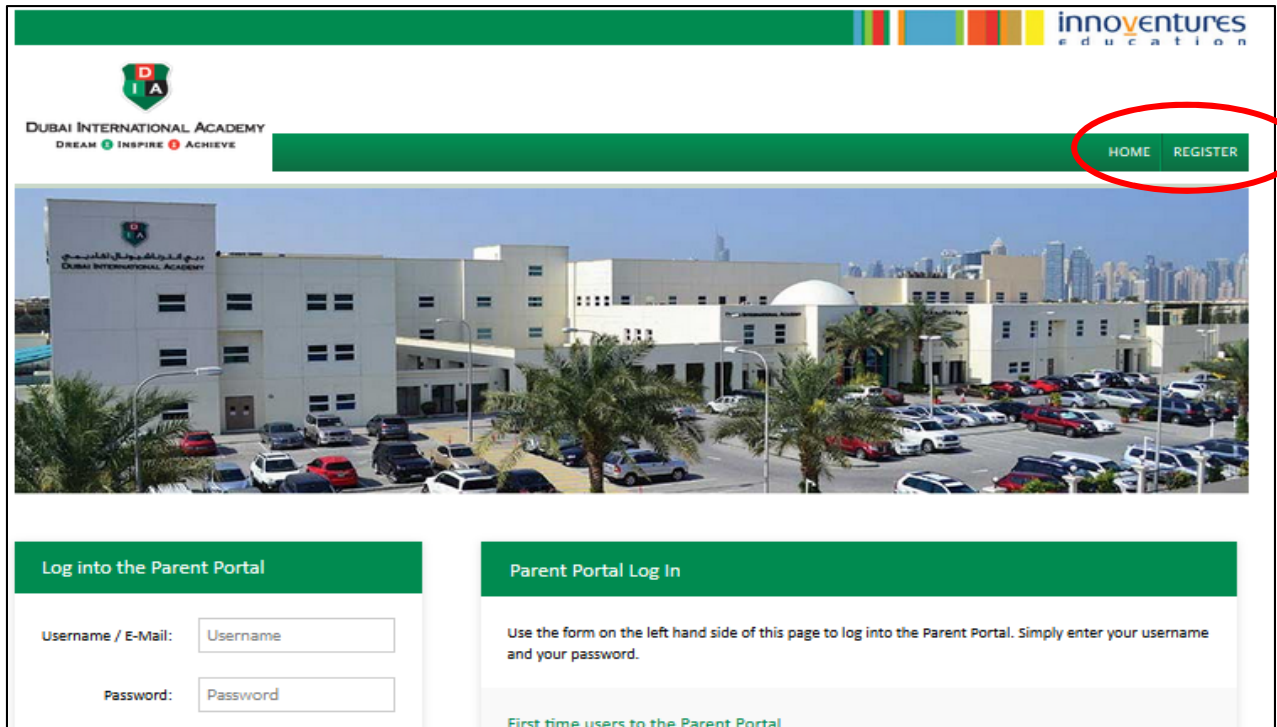
Parent Portal Activation Help Document

To activate your parent portal account please follow the steps below:

Step 1: Click on the link below:

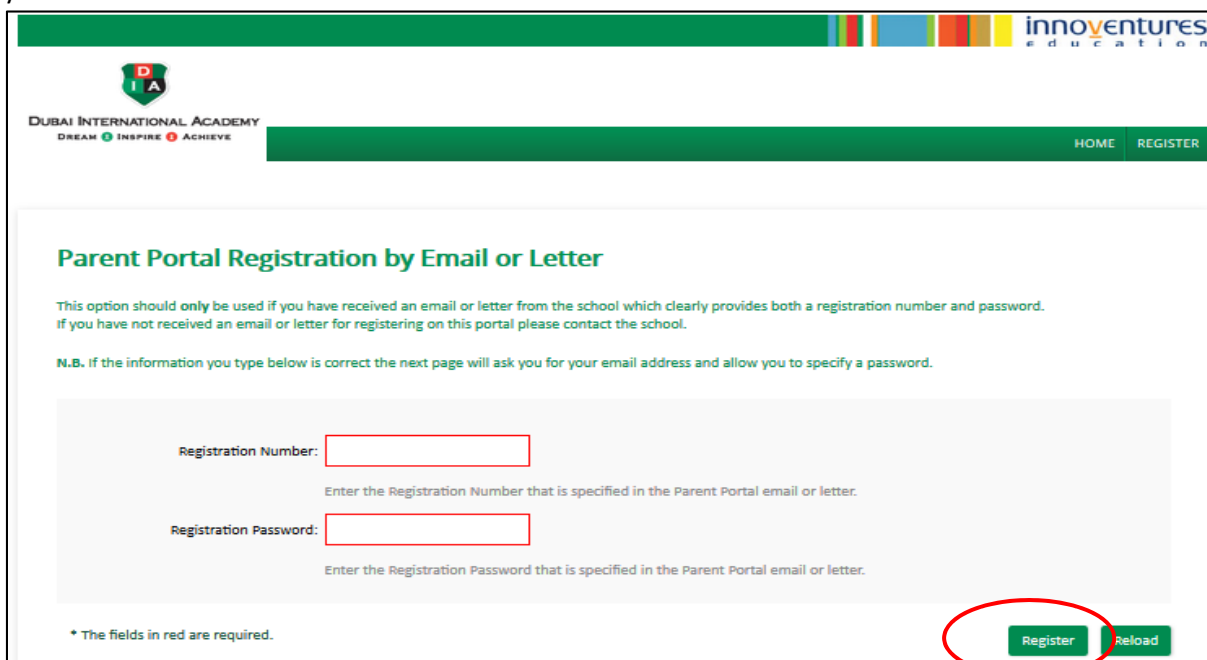
<https://parents.diadubai.com>

Step 2: Click on **REGISTER** TAB on the top right.



The screenshot shows the top navigation bar of the Parent Portal. On the right side, the 'HOME' and 'REGISTER' tabs are circled in red. Below the navigation bar is a large banner image of the Dubai International Academy building. Underneath the banner, there are two login sections: 'Log into the Parent Portal' with input fields for 'Username / E-Mail' and 'Password', and 'Parent Portal Log In' with a text box and a 'First time users to the Parent Portal' link.

Step 3: Enter the **Registration number** and **Registration password** as provided in the **activation email** sent to you and click the **REGISTER** BUTTON below.



The screenshot shows the 'Parent Portal Registration by Email or Letter' page. It includes a heading, a paragraph explaining the registration process, and a note (N.B.) about the information provided. Below this, there are two input fields: 'Registration Number:' and 'Registration Password:'. Both fields are highlighted with a red border. At the bottom right, the 'Register' button is circled in red.

Step 4: Once you click on Register button it will ask you to enter parent details as below.

DREAM INSPIRE ACHIEVE

HOME REGISTER

Parent Portal - Account Setup

The Parent Portal has successfully matched the information you gave and data held within the school's database.

To create your account please enter your e-mail address, which will become your username, and a new password. We also require for you to enter your forename(s) and surname.

When you have completed the form please click the 'Create Account' button.

E-Mail Address:

Confirm E-Mail Address:

Your e-mail address will become your username.

New Password:

Confirm New Password:

Your password should be between 4 and 12 characters long.

Forename(s):

Surname:

Enter your Forename(s) and Surname into the boxes above.

* The fields in red are required.

Create Account Reload

Step 5: Once you click on Create Account button a verification email will be sent to the email address entered.

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DUBAI INTERNATIONAL ACADEMY
DREAM INSPIRE ACHIEVE

HOME REGISTER

Account Setup - Verification Required

The Parent Portal has sent an email to the email address you provided. It contains instructions on how to verify your account. It involves clicking on a link within the e-mail that will redirect you to the Parent Portal where it will activate your account.

This is so that we can verify that the e-mail address you provided is correct and is accessible by you.

You can not use your account until you have completed the steps above.

[Return to the Parent Portal homepage](#)

Step 6: In this email click on the verify email address link to activate your account.

Parent Portal - Account Activation

Verify E-Mail Address
In order to activate your account the e-mail address you gave must be verified. Please click on the link below to verify your e-mail address or copy it into your web browser's address bar.

Username: parentemailaddress@yahoo.com
E-Mail Address: parentemailaddress@yahoo.com

Verify E-Mail Address: <https://parents.diadubai.com/api/register/verify?quid={40C037D2-3795-4934-85E1-0862377BB72F}>

This is an automated e-mail and is sent by default from Dubai International Academy [diareport@diadubai.com].
If you reply to this e-mail please verify that this or any other address used by the sender is the one to which you wish to reply.

This notification has been created by [iSAMS](#). Exchange Received: 04 Oct 16 [10:13]

Step 7: The link will take you to the home page mentioning that your account has been activated. Now you can login with your email address and password and start using the portal.

DUBAI INTERNATIONAL ACADEMY
DREAM INSPIRE ACHIEVE

HOME REGISTER

Your account has been activated.

Log into the Parent Portal

Username / E-Mail:
Password:

Parent Portal Log In

Use the form on the left hand side of this page to log into the Parent Portal. Simply enter your username and your password.

[First time users to the Parent Portal](#)