

# BIS Help Guides

## How to find a parent email for one student

You may need to contact a student's parent via email. Learn how to do this using Managebac.

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Bavarian International School e.V.

Frederic Nevers

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Logo

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Help

Users

Calendar

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Project

EE

Mentor Group

Curriculum

You have 30 unassigned PYP students, please assign them [here](#).

Welcome Frederic!

Add event

Full calendar

Search Results

Jessica

Jessica

Jessica

Close

You have no upcoming events. Add an event [here](#).

Next 2 Weeks

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Today	30	1	2	3	4	5

BAVARIAN INTERNATIONAL SCHOOL e.V.

Jessica

My Classes

My Groups

QuickStart Guides

DP Coordinator

DP Teacher

DP Student

MYP Coordinator

MYP Teacher

MYP Student

PYP Coordinator

PYP Teacher

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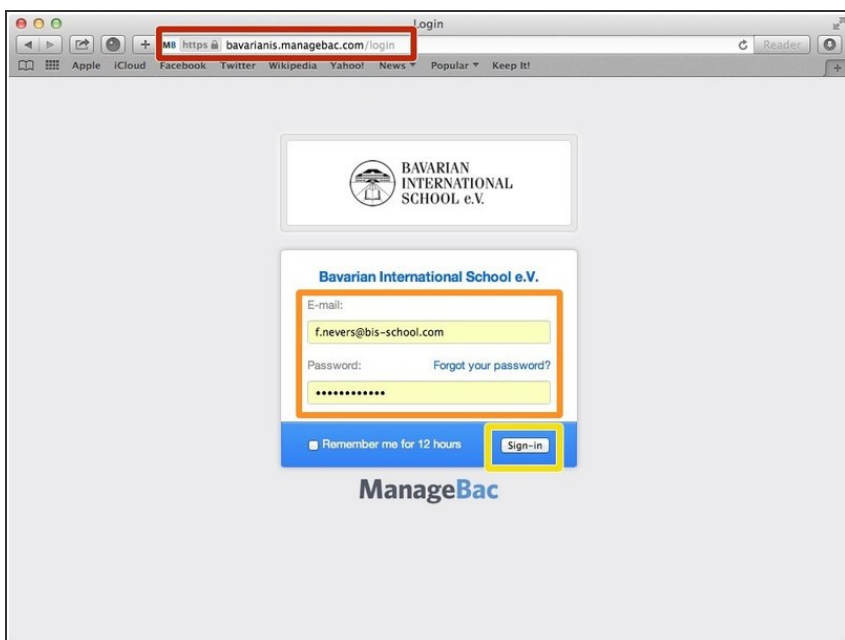
bavarianis.dozuki.com/

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## INTRODUCTION

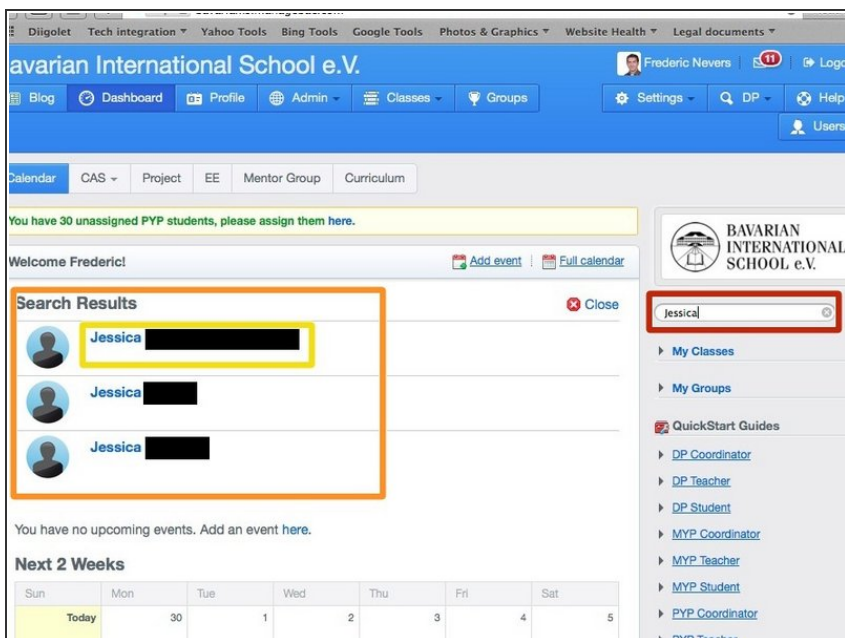
Although you may have your own class lists with parent email details, it may sometimes be faster to simply search contact details for one student only. You can do that using Managebac, here is how.

## Step 1 — Visit the BIS Managebac page



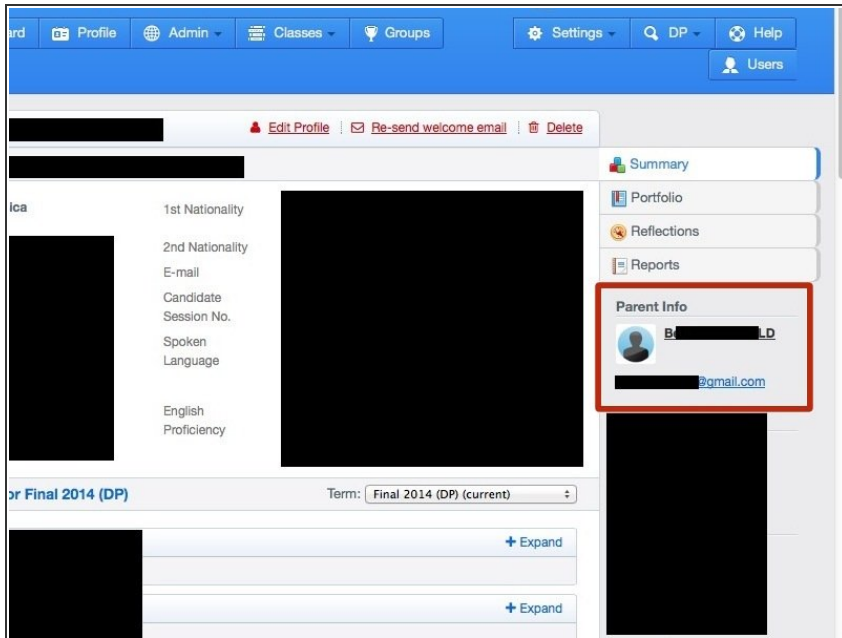
- Visit <https://bavarianis.managebac.com>
- Enter your username and password
- Click on 'Sign in'
- ❗ If you cannot remember your password, please click on 'Forgot your password'.

## Step 2 — Search for a student



- Start typing the student's name in the 'Search by student' box
- The student(s) with the same name (or part thereof) will show up automatically on your screen
- Click on the student's name who you wish to find information for

## Step 3 — Retrieve parent information



- The parent information is under the 'Parent info' panel. There may be multiple parents listed.