

EEB3 | Practical Guide for the use of SMS for Parents

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Mise à jour :

Service : ICT

Diffusion : All school / Parents

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School Management System (SMS) "MySchool"

A practical guide for parents and legal representatives

SMS is the school's central information system. It supports the organisation and follow-up of school life and gives parents secure access to relevant information about their child(ren).

1. What is the purpose of SMS?

SMS brings key academic and administrative information together in one secure environment. It helps the school, teachers, students and parents share reliable and up-to-date information throughout the school year.

- Organise lessons, classes, timetables and teaching groups.
- Record and follow marks, school reports and academic progress.
- Record absences, lateness and related information.
- Provide parents with direct access to information concerning their own child or children.
- Support consistent communication and administrative follow-up within the school.

2. Good practice for secure use

- Keep your username and password confidential; do not share your parent account with your child or with third parties.
- Use a strong, unique password and change it immediately if you believe it may have been compromised.
- Always sign out after using SMS, especially on a shared or public computer.
- Check SMS regularly so that you remain informed about your child's schooling.
- Report incorrect personal or school information to the appropriate school service; do not modify or distribute information concerning other persons.

3. Steps to connect to SMS.

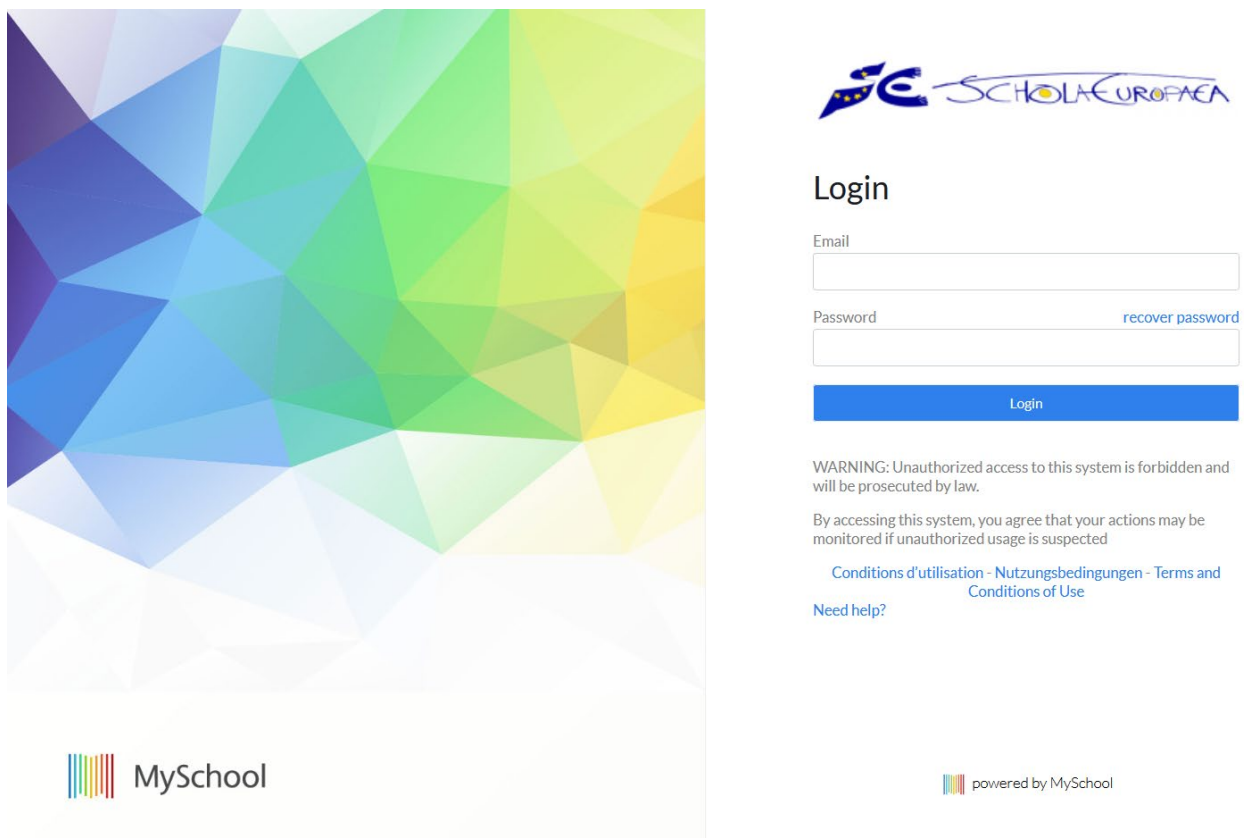
You can log in to SMS either via a computer or via the MySchool mobile app.

1. Access SMS Login page

Go to " <https://sms.eursc.eu> " which is the website's homepage.

Enter **your email** (the one you registered in the enrolment process) and **your password** (the one you received from "My School" by email).

Then click on "**Login**"



- ▶ First **login**, if you are the primary parent/guardian, you will be prompted to **accept legal consent** for the use of your child's photos and videos.
- ▶ If this prompt does not appear, please ensure that you are logged in with your parent account credentials rather than your child's login information.

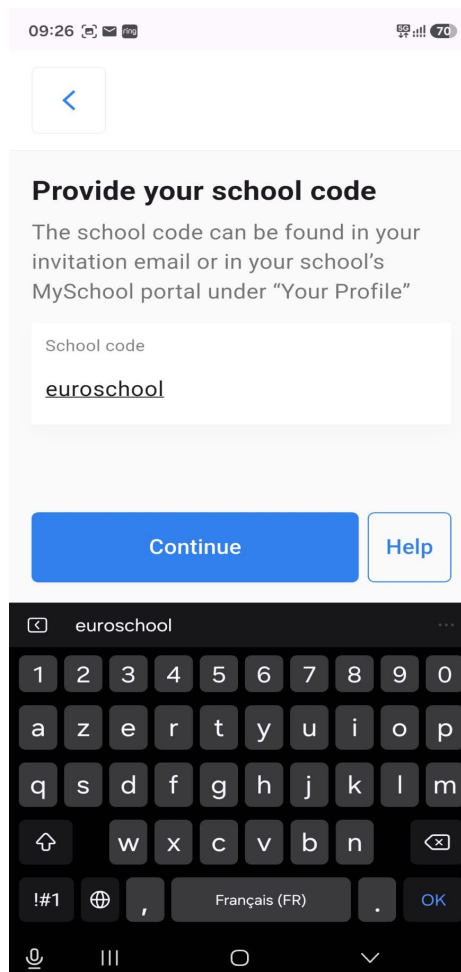
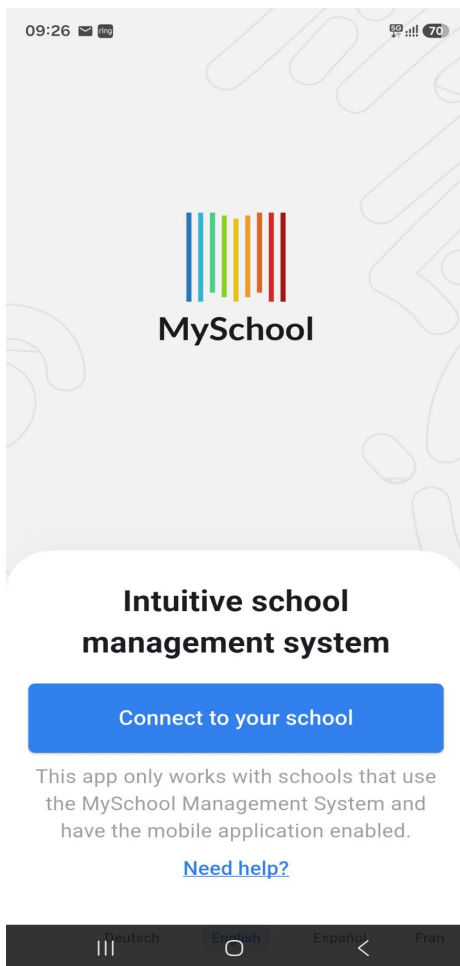
If you have forgotten your username or password, please contact:
IXL-SMS-UPDATING@eursc.eu

2. Via the Mobile APP

- You can download the '**MySchool**' mobile app onto your phone via the **Play Store** or the **App Store**

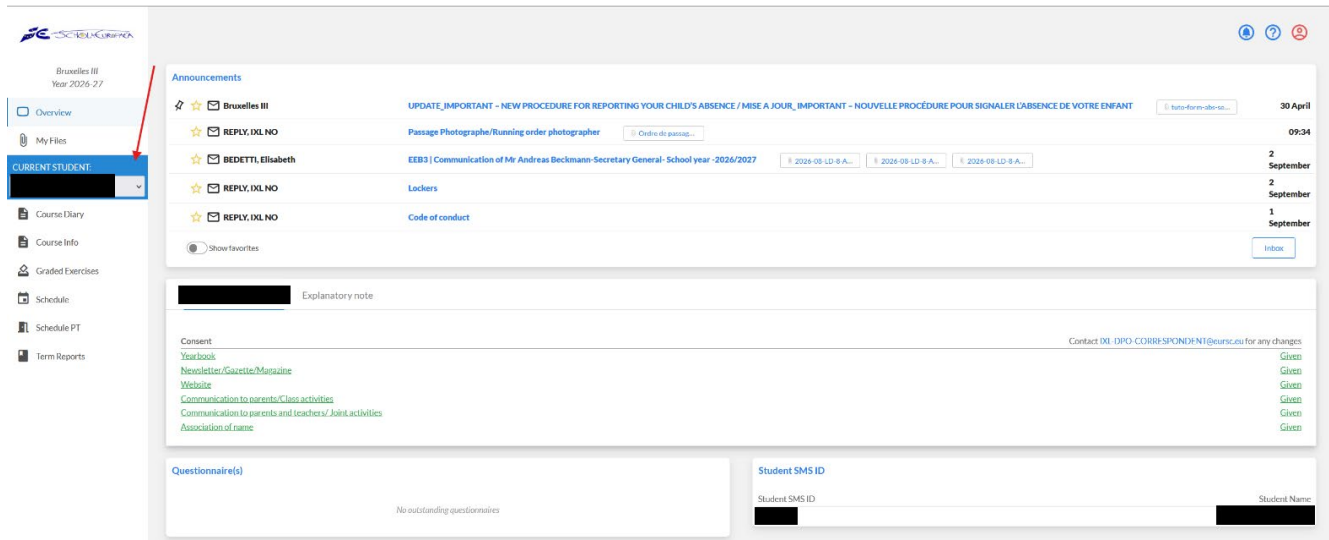


- Enter the code '**euroschool**', followed by your username and password.



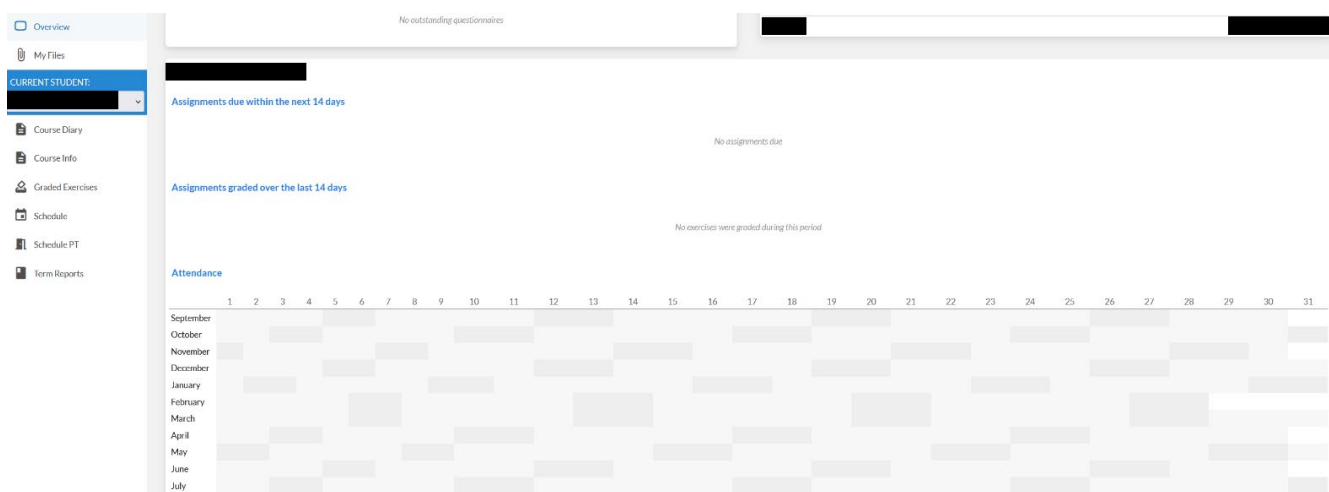
4. Use of SMS

1. Access the homepage (Overview)



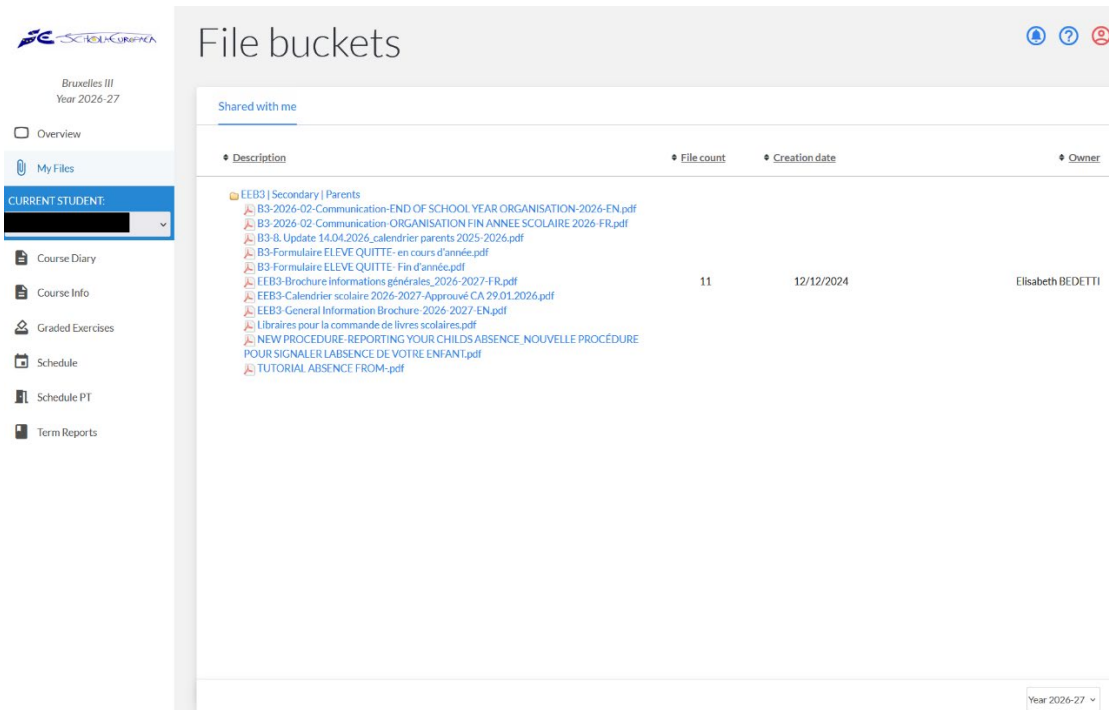
On the **home page** you can see:

- Announcements: Where can see the latest news of the School, Teacher or Educational Advisor;
- You can review your consent regarding your child;
- See his SMS ID in case you need it to communicate some modification or reset his password;
- On the left column, if you have more than one child, you can choose the one you need (Red arrow);
- The assignment
- The attendance



2. My Files

On the **My Files** page, you will find the **main documents** regarding the school organisation. Please check it regularly.



File buckets

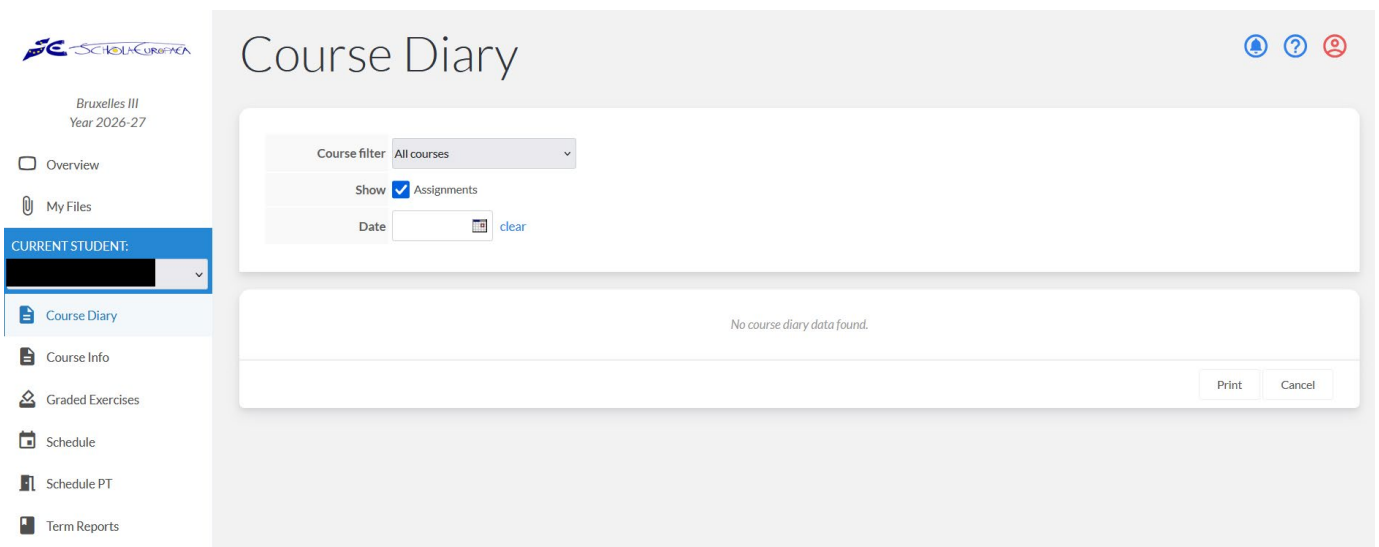
Shared with me

Description	File count	Creation date	Owner
- EEB3 Secondary Parents - B3-2026-02-Communication-END OF SCHOOL YEAR ORGANISATION-2026-EN.pdf - B3-2026-02-Communication-ORGANISATION FIN ANNEE SCOLAIRE 2026-FR.pdf - B3-8-Update 14.04.2026_calendrier parents 2025-2026.pdf - B3-Formulaire ELEVE QUITTE- en cours d'année.pdf - B3-Formulaire ELEVE QUITTE- Fin d'année.pdf - EEB3-Brochure informations générales_2026-2027-FR.pdf - EEB3-Calendrier scolaire 2026-2027-Approuvé CA 29.01.2026.pdf - EEB3-General Information Brochure-2026-2027-EN.pdf - Libraires pour la commande de livres scolaires.pdf - NEW PROCEDURE-REPORTING YOUR CHILDS ABSENCE, NOUVELLE PROCÉDURE POUR SIGNALER L'ABSENCE DE VOTRE ENFANT.pdf - TUTORIAL ABSENCE FROM-.pdf	11	12/12/2024	Elisabeth BEDETTI

Year 2026-27

3. Course Diary

To view the **assignment**



Course Diary

Course filter: All courses

Show: ☒ Assignments

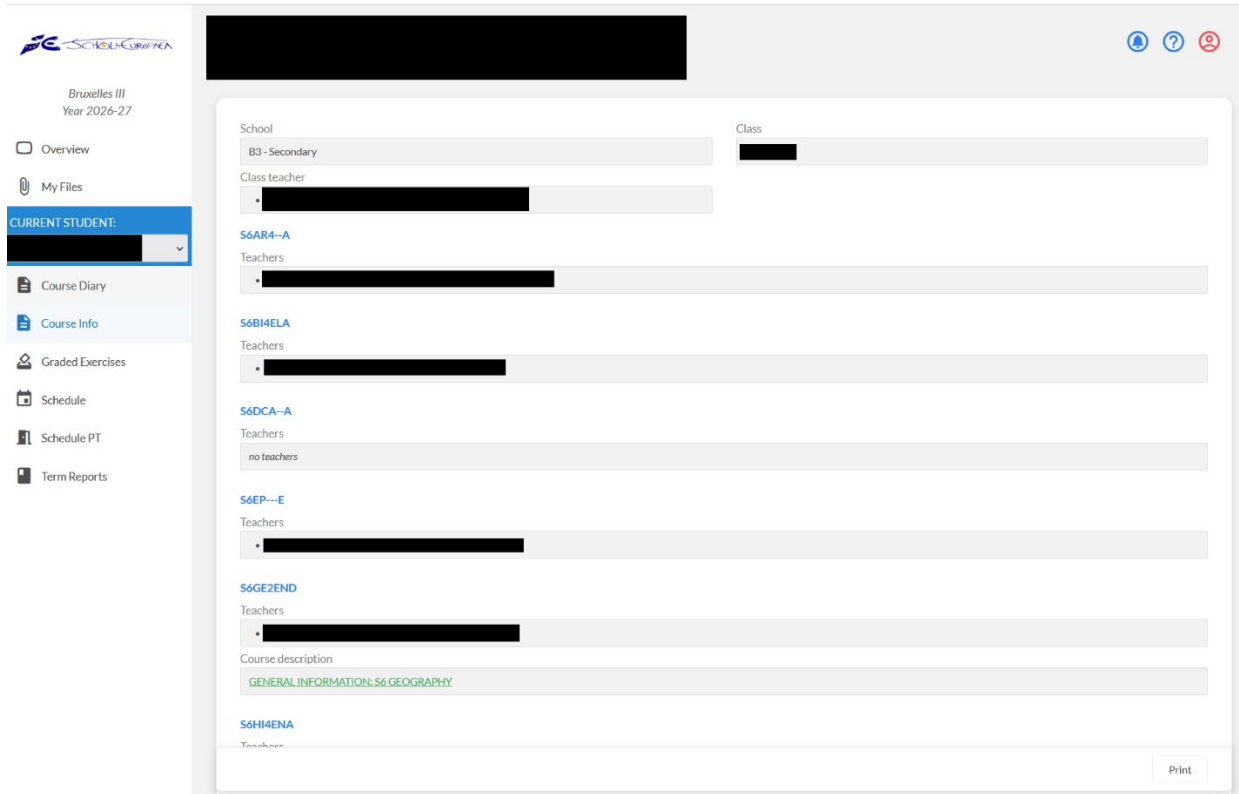
Date: clear

No course diary data found.

Print Cancel

4. Course Info

On **Course info**, you will **all the courses** followed by your children and the teachers. You will also have their **email addresses** to communicate with them.



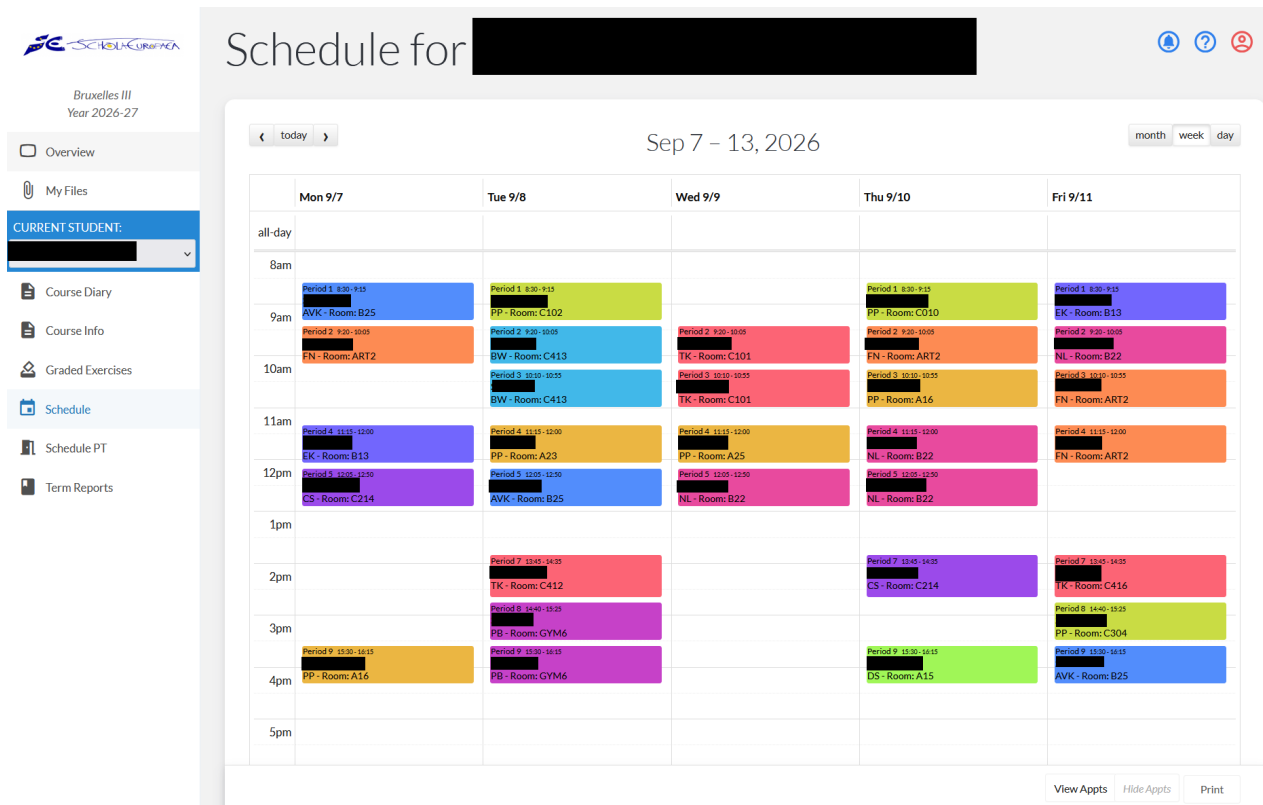
5. Graded Exercises

Here you will find the **graded exercise summary**. You will need to click on the **"course"** tab to filter it by course.



6. Timetable

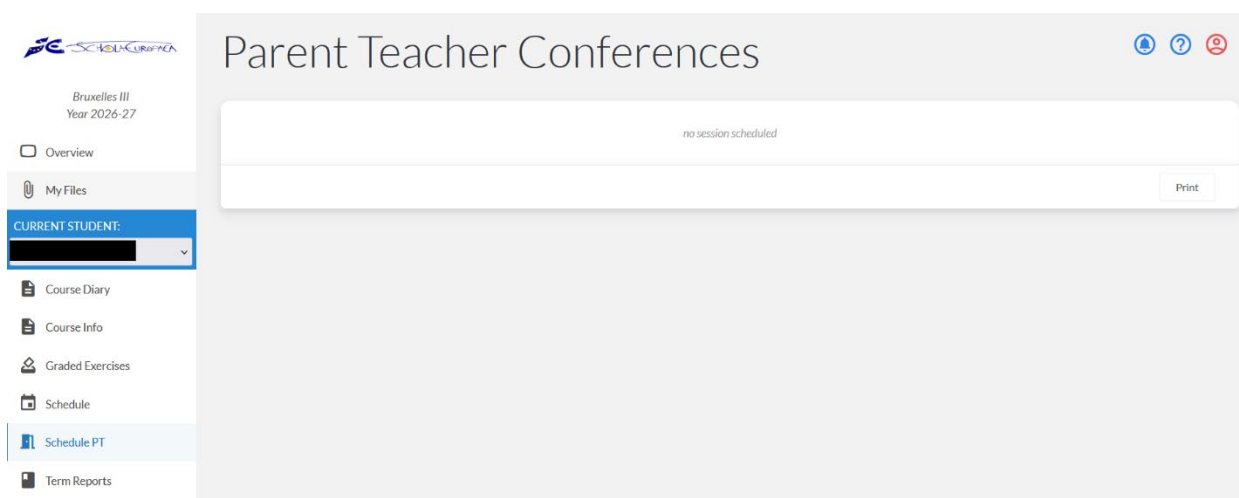
On schedule, you will find the **timetable** of your children with **name of the course** and the **location** in the school. You can filter it by day, week or month.



The screenshot shows the 'Schedule for' page for a student. The left sidebar contains navigation links: Overview, My Files, CURRENT STUDENT (dropdown), Course Diary, Course Info, Graded Exercises, Schedule (selected), Schedule PT, and Term Reports. The main area displays a weekly timetable for Sep 7 - 13, 2026. The timetable is organized by time slots (8am to 5pm) and days (Mon 9/7 to Fri 9/11). Each slot contains a colored bar representing a course, with the course name and room number displayed below it. For example, on Monday 9/7, the 8am slot is 'Period 1 8:30-9:15' in room B25. The bottom right of the timetable area has buttons for 'View Appts', 'Hide Appts', and 'Print'.

7. Schedule Parent/Teacher (PT)

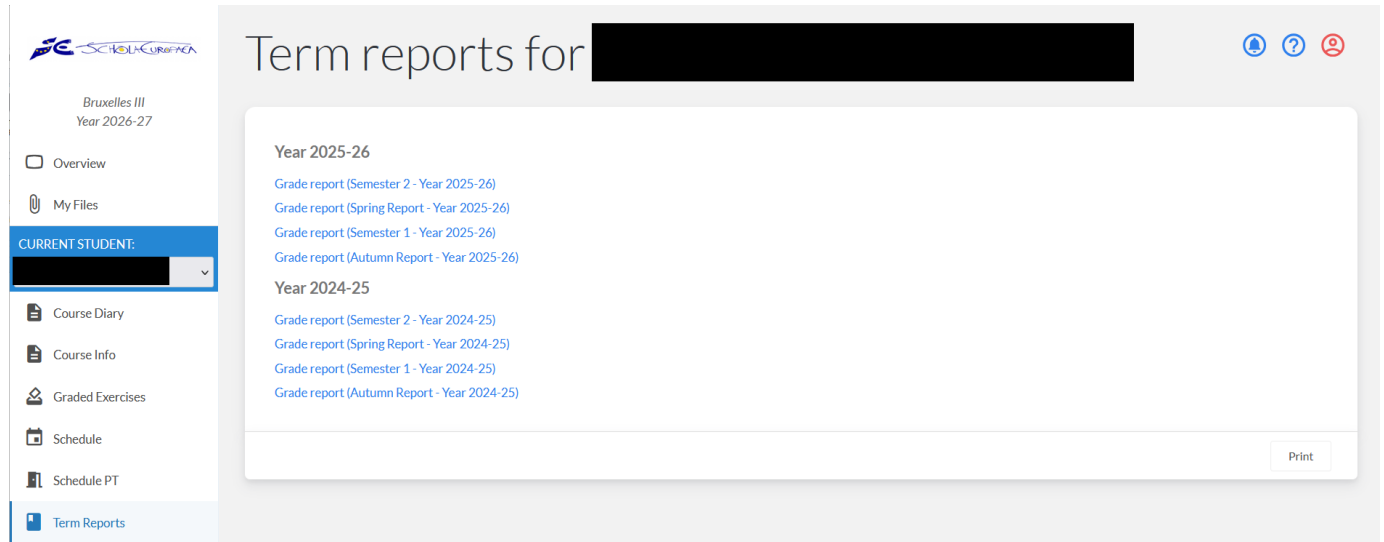
To see your **Parent Teacher meetings**.



The screenshot shows the 'Parent Teacher Conferences' page. The left sidebar is identical to the previous screenshot, with 'Schedule PT' selected. The main area has a header 'Parent Teacher Conferences' and a sub-header 'no session scheduled'. Below this is a large empty box with a 'Print' button in the bottom right corner. The top right of the main area has icons for a bell, question mark, and user profile.

8. Term Reports

Here you will find all the **grade reports** of your children over the year.
You will be able to download it and print it if needed.



The screenshot shows the EEB3 SMS interface. On the left is a sidebar with the school logo and navigation links: Overview, My Files, CURRENT STUDENT (with a dropdown menu), Course Diary, Course Info, Graded Exercises, Schedule, Schedule PT, and Term Reports (highlighted). The main content area is titled "Term reports for [redacted]" and contains two sections: "Year 2025-26" and "Year 2024-25". Each section lists four report types: "Grade report (Semester 2 - Year 2025-26)", "Grade report (Spring Report - Year 2025-26)", "Grade report (Semester 1 - Year 2025-26)", and "Grade report (Autumn Report - Year 2025-26)". A "Print" button is located at the bottom right of the report list.