

EEB3 | Practical Guide for the use of SMS

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Mise à jour :

Service : ICT

Diffusion : All school

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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.

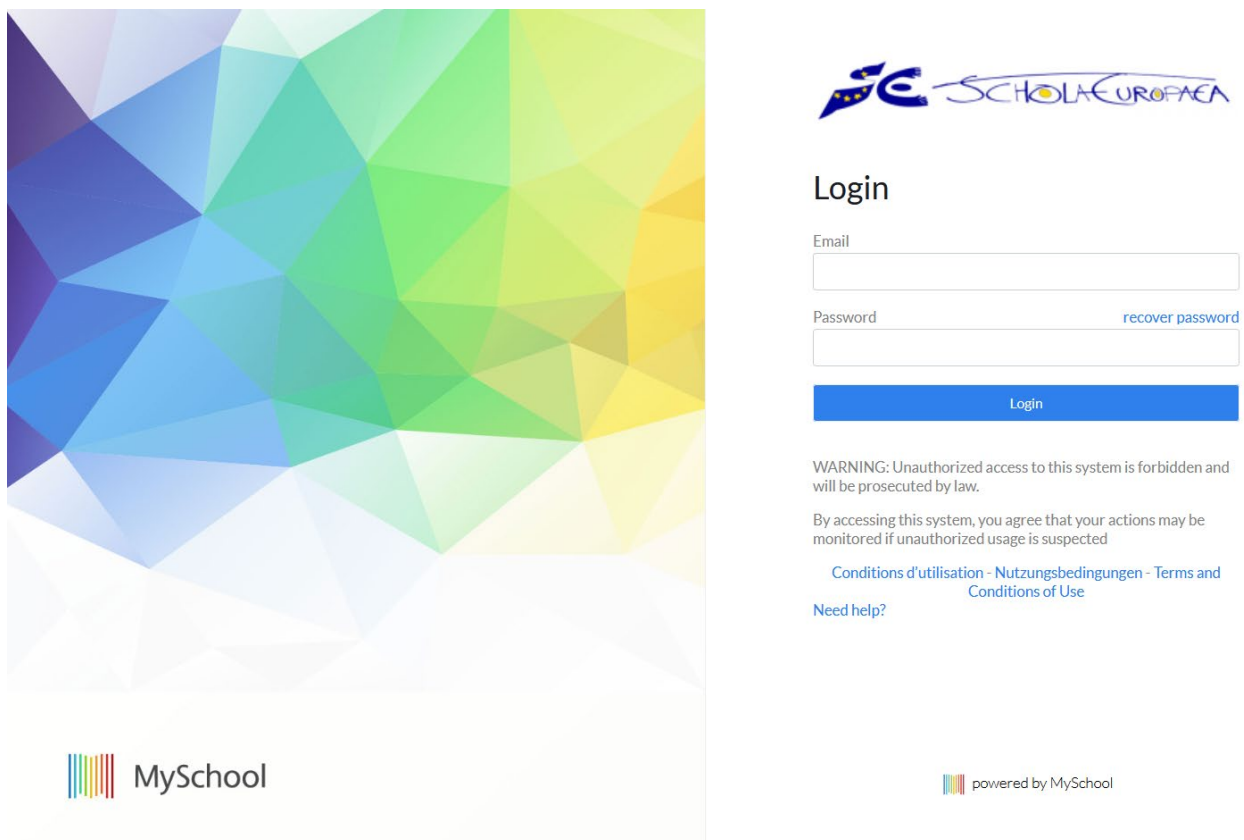
3. Steps to connect to SMS.

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).

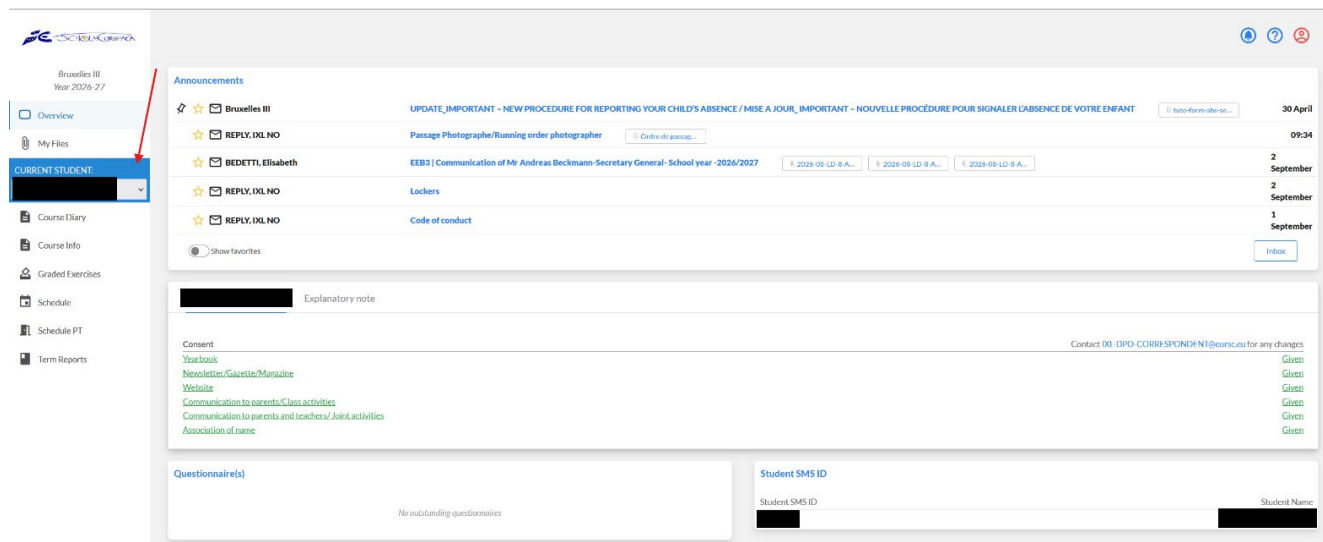
Then click on **Login**



- ▶ 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. Access the homepage (Overview)



The screenshot shows the EEB3 homepage with a sidebar on the left containing navigation links: Overview, My Files, CURRENT STUDENT (selected), Course Diary, Course Info, Graded Exercises, Schedule, Schedule PT, and Term Reports. The main content area is titled 'Announcements' and lists several items, including 'UPDATE_IMPORTANT - NEW PROCEDURE FOR REPORTING YOUR CHILD'S ABSENCE' and 'Passage Photographes/Running order photographer'. Below the announcements is a section for 'Explanatory note' with a consent form. At the bottom, there is a 'Questionnaire(s)' section and a 'Student SMS ID' section.

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

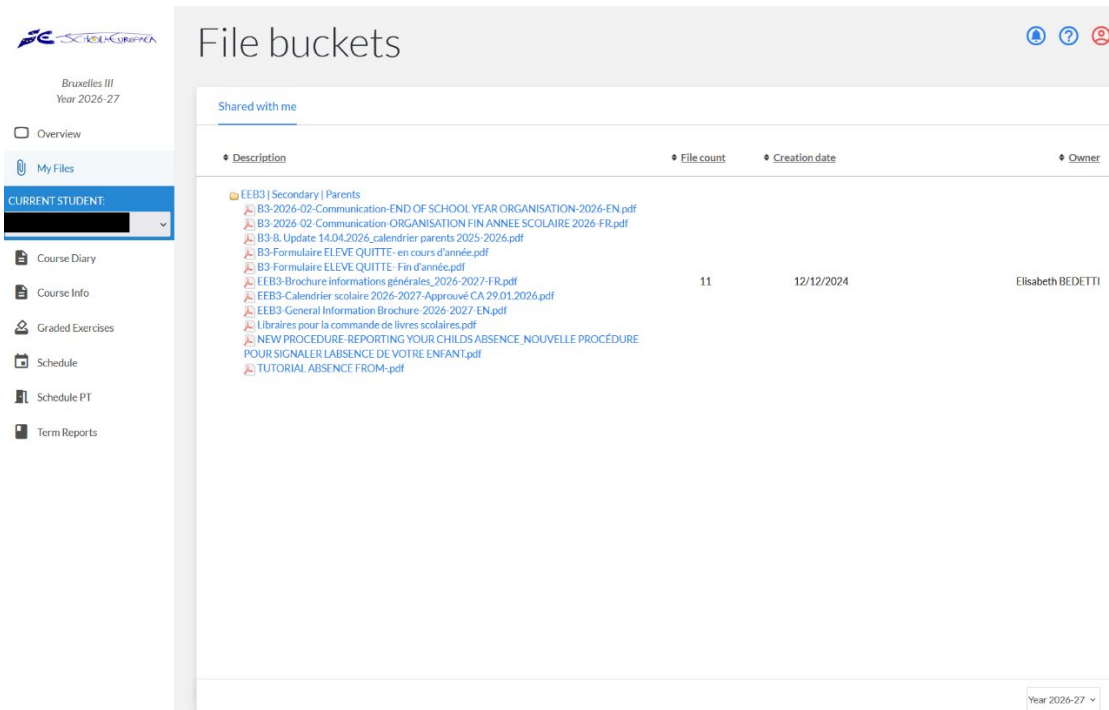
- Announcements: Where can see the latest news of the School, Teacher or Educational Advisor;
- You can review your consent regarding your child;
- See his SMS ID in case you need it to communicate some modification or reset his password;
- On the left column, if you have more than one child, you can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



This screenshot shows the 'Assignments' and 'Attendance' sections of the EEB3 homepage. The 'Assignments' section is titled 'Assignments due within the next 14 days' and shows 'No assignments due'. Below it, the 'Attendance' section is titled 'Assignments graded over the last 14 days' and shows 'No exercises were graded during this period'. The attendance table has columns for days of the month (1-31) and rows for months (September to July). The table shows a grid of cells, some of which are shaded, indicating attendance status.

3. My Files

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



File buckets

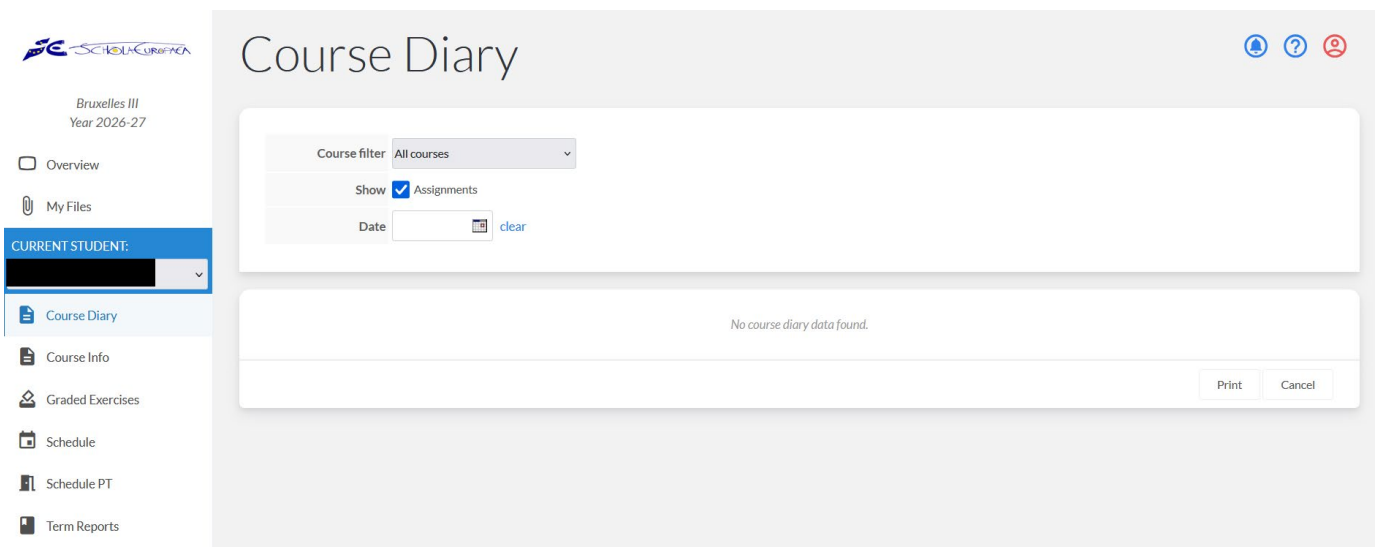
Shared with me

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

4. Course Diary

To view the **assignment**



Course Diary

Course filter: All courses

Show: ☒ Assignments

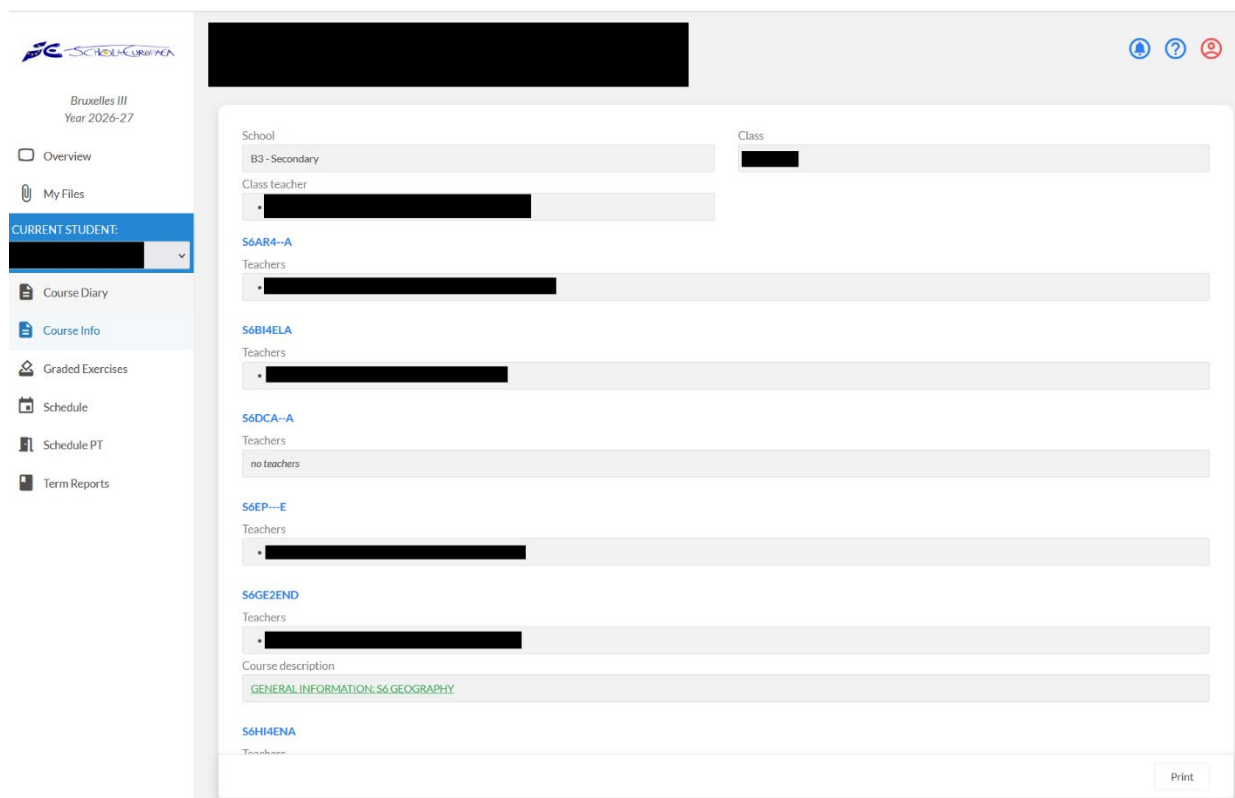
Date: clear

No course diary data found.

Print Cancel

5. 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.



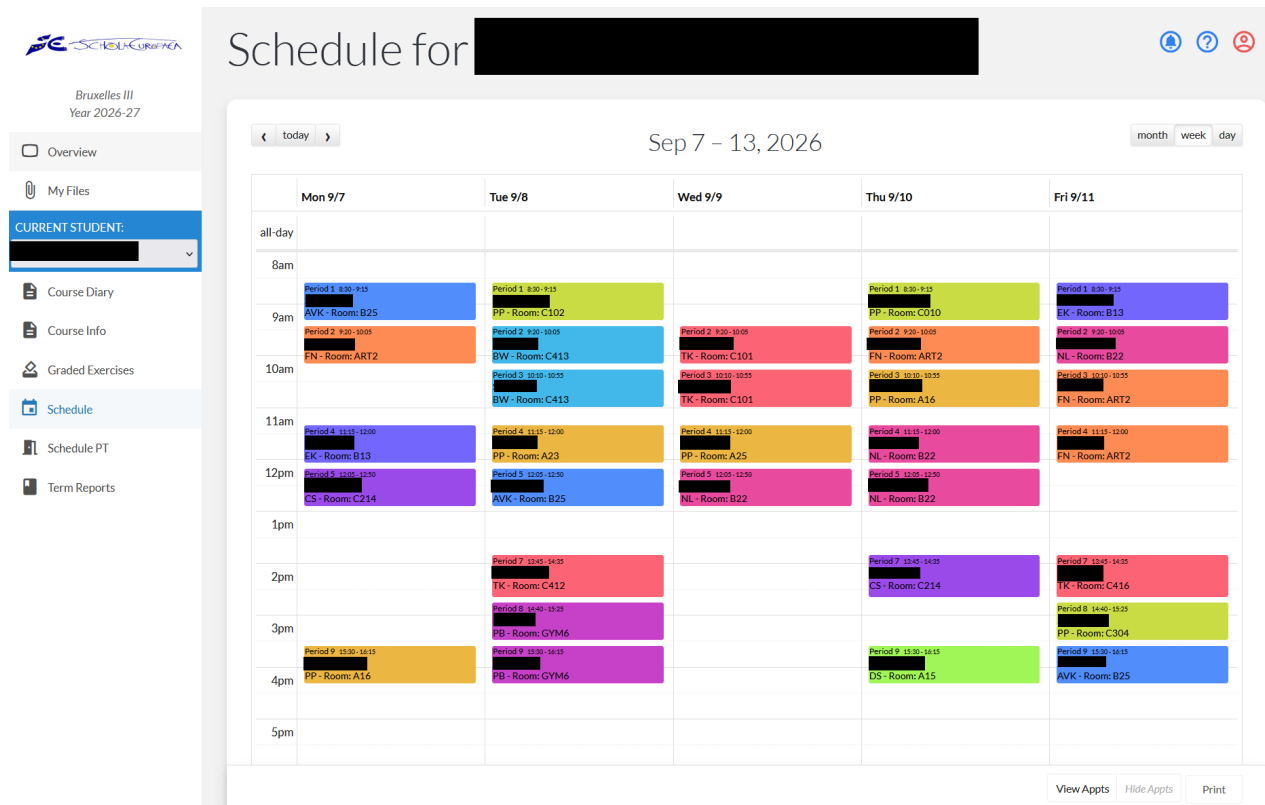
6. Graded Exercises

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



7. Timetable

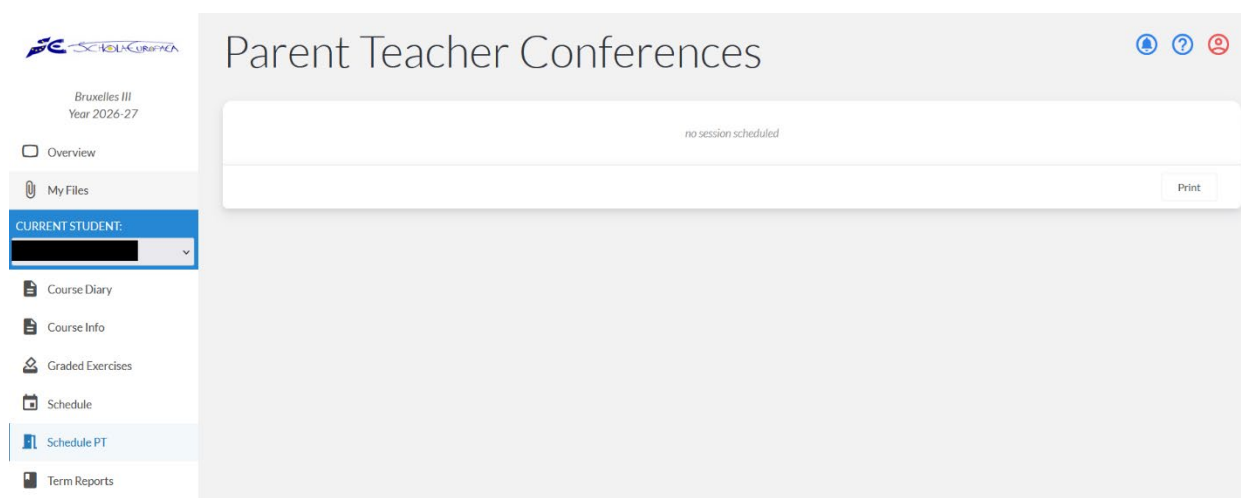
On schedule, you will find the **timetable** of your children with **name of the course** and the **location** in the school. You can filter it by day, week or month.



The screenshot shows the 'Schedule for' page for a student. The interface includes a sidebar with navigation options: Overview, My Files, CURRENT STUDENT (dropdown), Course Diary, Course Info, Graded Exercises, Schedule (selected), Schedule PT, and Term Reports. The main content area displays a calendar for the week of Sep 7 - 13, 2026. The calendar shows a grid of days from Mon 9/7 to Fri 9/11. Each day has a column of time slots (8am, 9am, 10am, 11am, 12pm, 1pm, 2pm, 3pm, 4pm, 5pm). Courses are listed in colored blocks within these slots, including Period 1 through Period 9, with room numbers like B25, C102, C101, B13, B22, ART2, B13, B22, C214, C412, GYM6, C214, A15, C304, and B25. At the bottom right, there are buttons for 'View Appts', 'Hide Appts', and 'Print'.

8. Schedule Parent/Teacher (PT)

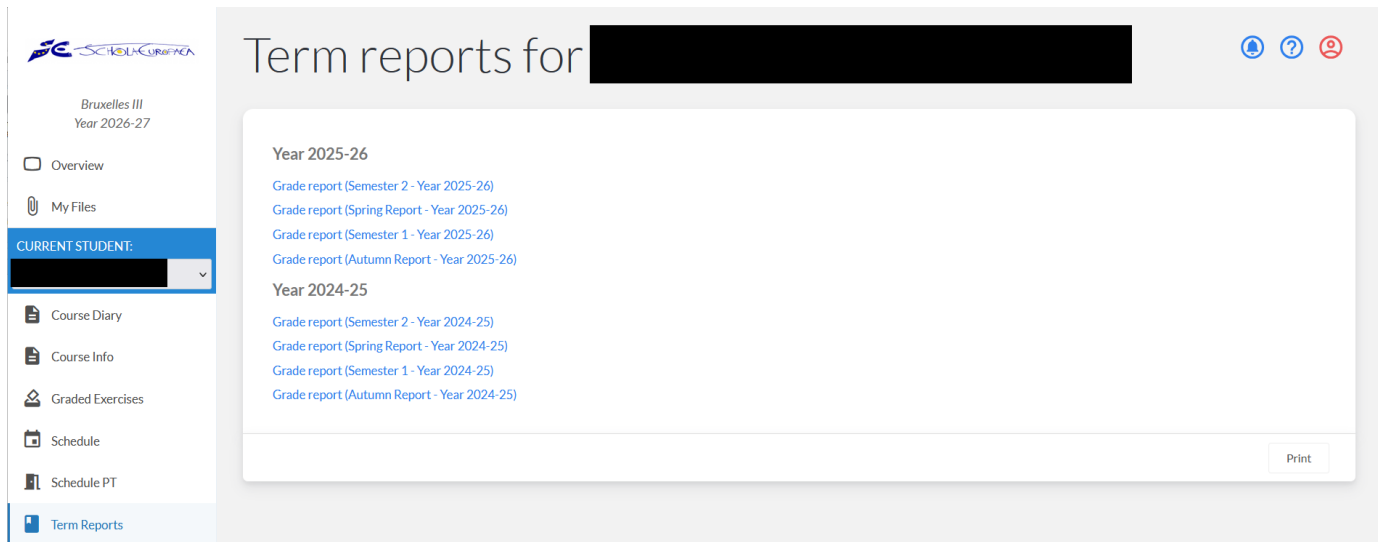
To see your **Parent Teacher meetings**.



The screenshot shows the 'Parent Teacher Conferences' page. The sidebar is identical to the previous screenshot, with 'Schedule PT' selected. The main content 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 at the bottom right.

9. 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 'Term reports for' page in the EEB3 system. The left sidebar contains the school logo, the name 'Bruxelles III', the year 'Year 2026-27', and a navigation menu with 'Overview', 'My Files', 'CURRENT STUDENT:' (with a dropdown arrow), 'Course Diary', 'Course Info', 'Graded Exercises', 'Schedule', 'Schedule PT', and 'Term Reports' (highlighted). The main content area is titled 'Term reports for' followed by a blacked-out student name. It lists reports for 'Year 2025-26' and 'Year 2024-25'. For each year, there are four links: '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.

Bruxelles III
Year 2026-27

Overview
My Files
CURRENT STUDENT:
Course Diary
Course Info
Graded Exercises
Schedule
Schedule PT
Term Reports

Term reports for [Redacted]

Year 2025-26

- Grade report (Semester 2 - Year 2025-26)
- Grade report (Spring Report - Year 2025-26)
- Grade report (Semester 1 - Year 2025-26)
- Grade report (Autumn Report - Year 2025-26)

Year 2024-25

- Grade report (Semester 2 - Year 2024-25)
- Grade report (Spring Report - Year 2024-25)
- Grade report (Semester 1 - Year 2024-25)
- Grade report (Autumn Report - Year 2024-25)

Print