**Managebac information**

The data in the PES matches to the data stored in the school ManageBac system, which in was provided during the application and enrolment process. The login details for the PES must therefore match exactly to the spellings that we have in ManageBac. If in doubt, we recommend logging in to ManageBac to check your data and that of your children there.

If you are unable to log into ManageBac, you can reset your password from the following link:<https://vis.managebac.com/reset-password/new>

If you notice any of your data is not correct on ManageBac, please write to the school at change@vis.ac.at

**Your own details**

Your **first and last name** must match exactly to the spelling on ManageBac. Please note that accented characters are not accepted and will have been replaced using the standard substitutions (e.g. ä >> ae).

Your **email address** must be the same as the one that you log into to ManageBac with.

The **title**is an optional field and does not have to match ManageBac. Please feel free to select any option here.

**Your child’s details**

Your child’s **first and last name** must match exactly to the spelling on ManageBac. Please note that accented characters are not accepted and will have been replaced using the standard substitutions (e.g. ä >> ae). If your child has a middle name, please check ManageBac to see whether this was included as an additional first name during the application process. If so, this should also be included on the PES login screen.

Your child’s **date of birth** must match to ManageBac.