Setting up ManageBac

Step 1: log into www.mybackpack.apsk12.org, using the same log-in you use to log into the school computers
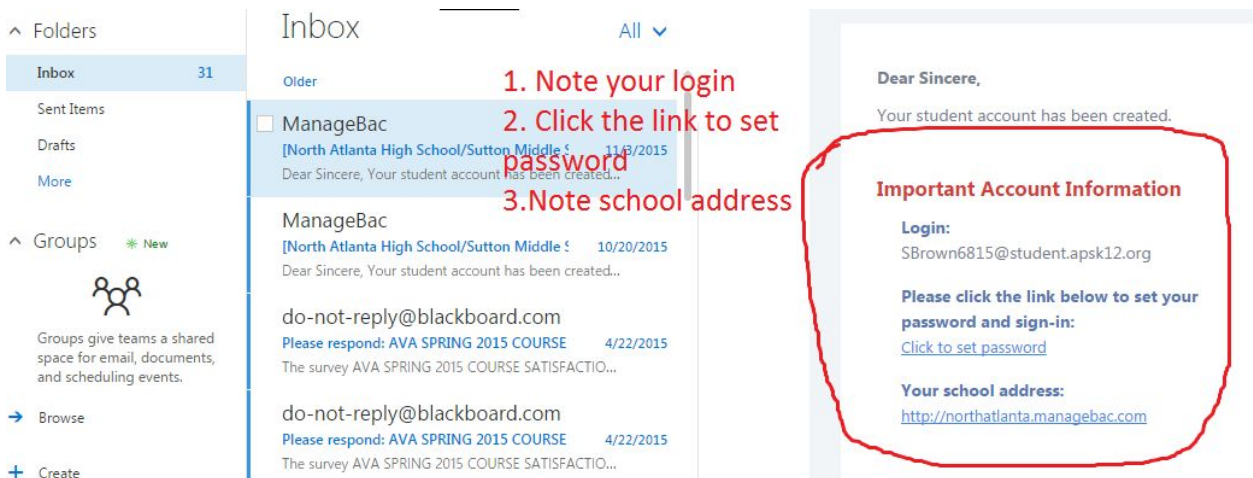
*Note: If the above step doesn't take you to mybackpack:
1. Go to this website: http://www.atlantapublicschools.us/Page/39016
2. Follow the steps on that website (click on the link on that screen)
3. It should take you to the mybackpack log-in, and you can follow the rest of the steps outlined in this document

Click "email"
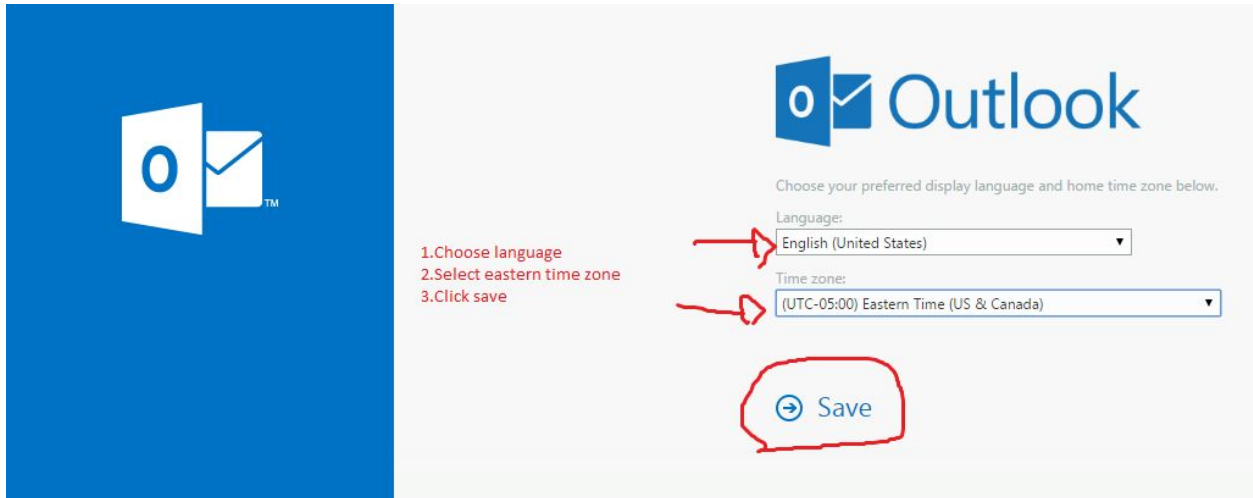
Step 2: Choose your language and time zone (if you have never used your school email before)

Step 3: Find the email from ManageBac. Click the set password link

Step 4: Create a ManageBac password

Step 5: On your dashboard, you will see a list of upcoming deadlines. Click "Final Personal Project"

Step 6: Open the files named "Project_Cover_Sheet" and "Project_Academic_Honesty_Form". You will include the cover sheet with your project report. You will print and sign the Academic Honesty Form

Step 7: To submit your project report, journal entries, and any visuals, click "choose file" and select the file from your computer. To add another file, click "add another file". If uploading a url, such as a website or video you created, copy and paste in onto a Word Document, save the document, and upload it.

Click "upload files" when you have added all attachments.