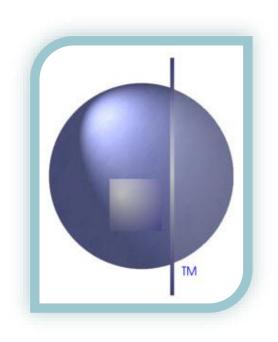
Quick Guide to the Parent Portal (v1.1)



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How to Login

Refer to the email that was sent to you from your school.

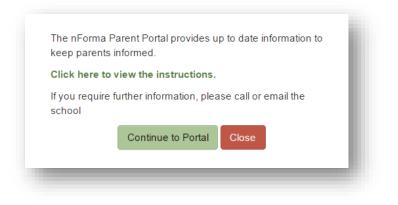
ear John and Mary,	
he Parent Portal access is now ready. The parent portal interface gives you access to your child's emester reports.	
our child/children are:	
Ciara Adams	
Aaron Adams	
o access the Parent Portal please click <u>here</u> Web address link to the Parent Porta	l
our username is: jm@demo.com	
our temporary password is 123wqp ou will be immediately asked to enter a new password.	
lease click on the link below for instructions on accessing the Parent Portal.	
ttp://www.cepl.com.au/wp-content/uploads/2017/06/Quick-Guide-to-Parent-Portal.pdf device Help G	uide
egards	
fr D. Michael	
rincipal	
Mt.Melbourne Primary School)	

The email will contain the following:

- 1. Click on the portal link from your email. This will open your parent portal access in your browser.
- 2. Enter your username and password and click on submit.

User Name (Email Address)	
user@demo.com	
Password	
Submit	

3. The welcome screen will appear. Click on 'Continue to Portal'.



- 4. You will be required to change your password.
 - a. Enter your current password
 - b. Enter your new password.
 NOTE: Password must be minimum 7 characters and must contain at least one non-alphanumeric character (e.g. - * !)
 - C. Re-enter your password in the 'Confirm Password' and click on 'Change Password'.

Old Password
New Password
Confirm Password
Change Password

5. A successful message will appear if all criteria was met for the new password.

Viewing Your Child's Reports

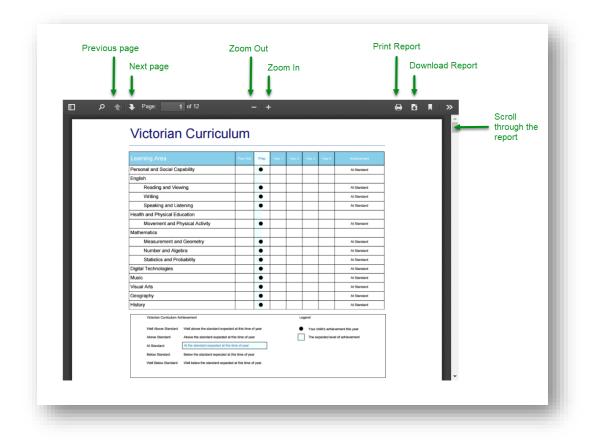
- 1. At the main menu of the portal, select the child for the report that you would like to view.
- 2. Click on 'Assessment and Reporting'.

parent portal		Log Out Change Password
lessages	My Child(ren) (select your child)	
chool Notice All Parents	Aaron 🔹	1. Select your child
Dear Families,		
Velcome to your child's online semester report.		Assessment and Reporting
is we value highly the learning partnership between ome and school, this report outlines your child's chievement against the standards set down in the fictorian Curriculum.		2. Click here for the
lease share this report with your child, as this will set the oundation for future learning goals next semester.	Aaron Date of Birth: 10/09/2006 Home Group: 5/62P Year level: 5	reports

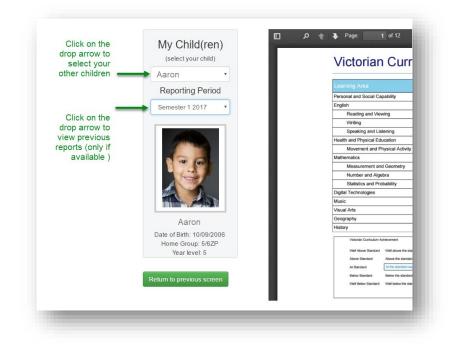
3. Your chosen child's report will appear.

							Log Out	Change Pa	ssword
My Child(rep)	の 全 🕽 Page: 1 of	12	- +					0 D	
My Child(ren) (select your child)	Victorian C	urriculum							٦
Aaron •	Learning Area		~					ĩ	
Reporting Period		1167.651					Actorization	4	
	Personal and Social Capability English		•	-	-		At Standard	-	
Semester 1 2017 *	Reading and Viewing		•	-	-	\vdash	At Standard	-	
	Witing		:	-	-	\vdash	At Standard	-	
	Speaking and Listening			-	-	\vdash	At Standard	-	
	Health and Physical Education		•	-	-	+	A 144 144	-	
	Movement and Physical		•		-		At Dandard	-	
	Mathematics			-	-	+		-	
	Measurement and Geor	netry	•		-		At Standard	-	
	Number and Algebra	,	•	-	-		At Standard	1	
	Statistics and Probability	/	•	-	-		At Standard	1	_
	Digital Technologies		•	-	-		At Standard	1	_
	Music		•				At Standard	1	_
	Visual Arts		•				At Standard	1	
Aaron	Geography		•				At Danderd	1	_
	History		•				At Standard	1	
ate of Birth: 10/09/2006	Vetolen Curriculum Adhevene	а			Legend			i.	_
Home Group: 5/6ZP	Viel Anne Standard - Viel all	tow the standard expected at this time-				hids achieve			_
Year level: 5		the standard expected at this time of vo					f achievement		
	At Standard At The	standard expected at this time of year							
turn to previous screen	Below Standard Below	he standard expected at this time of ye							_
tum to previous screen	Viel Below Standard Well be	New The standard expedied at This Sime	of year						- 1

4. Navigating on the report page.



5. Selecting my other children's reports.



Recommended Requirements

For efficient use of the Parent Portal, the recommended system requirements are listed below.

Operating Systems:

Windows 10 OS10.11.6

Phone:

Android 7.0 IOS 10.3.2

Browser:

Chrome Version 59.0.3071.115 (Official Build) Microsoft Edge 40.15063.0.0 Firefox 54.0.1

Adobe Reader:

Version 2017.009.20044