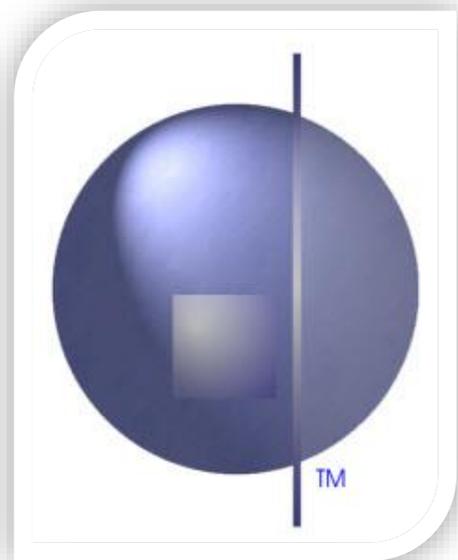


Logon Guide for Teachers to Version 3- 2017



1 Login using Chrome (recommended browser)

If your nForma Administrator has not created an nForma hyperlink on your landing page, simply enter the following URL:

<https://www.nforma.ct.com.au/content/index.html#/nsystem/login>

The FIRST time you login to nFormaWeb:

Type in your school domain in the field “Enter or Select School Domain”
DO NOT include the “catholic.edu.au” suffix.

LOGIN

Enter or Select School Domain: School Domain Verify

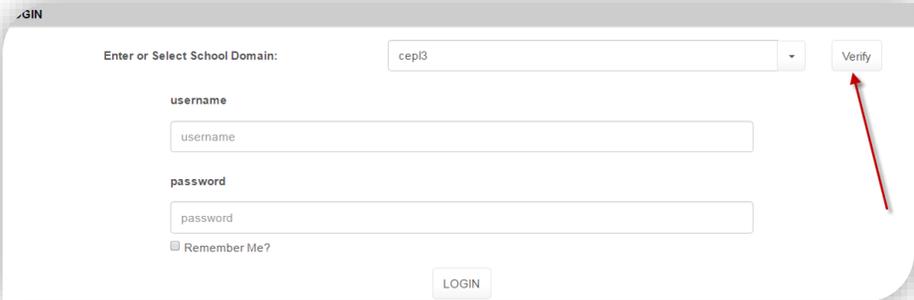
username
username

password
password

Remember Me?

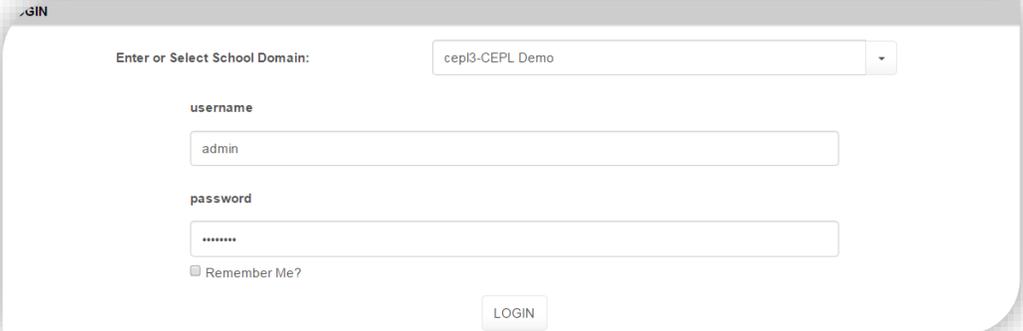
LOGIN

Click on “Verify” and the school domain field will update with the details of your school. You will also see your school logo appear in the top left corner of the screen.



The screenshot shows a login form titled "LOGIN". At the top, there is a dropdown menu labeled "Enter or Select School Domain:" with the value "cep13" selected. To the right of this dropdown is a "Verify" button, which is highlighted by a red arrow. Below the dropdown are two input fields: "username" and "password". There is also a "Remember Me?" checkbox. At the bottom center of the form is a "LOGIN" button.

Enter your username and password and click LOGIN



The screenshot shows the same login form as above, but now the "Verify" button is no longer visible. The "Enter or Select School Domain:" dropdown now shows "cep13-CEPL Demo". The "username" field contains the text "admin" and the "password" field contains a series of asterisks. The "Remember Me?" checkbox is still present. The "LOGIN" button at the bottom center is now highlighted.

The next time you login to nFormaWeb on the same computer:

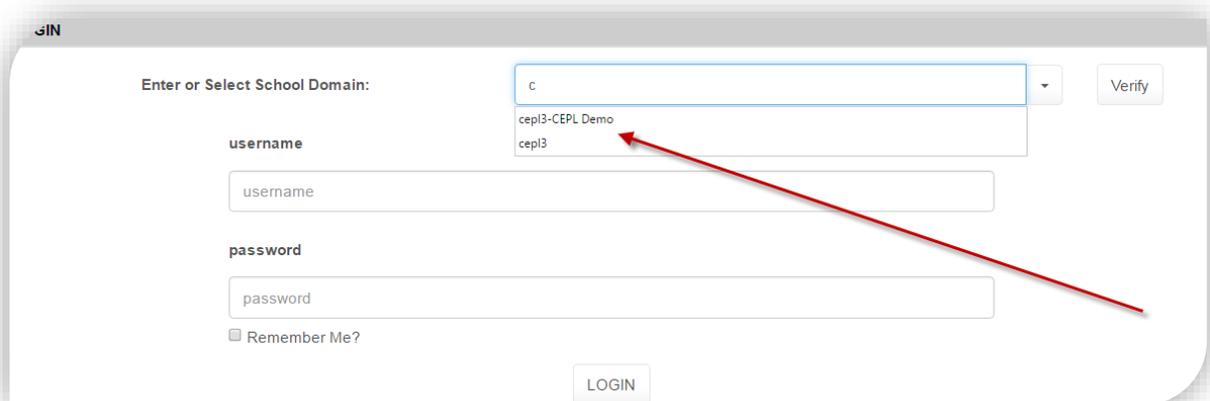
Select from the drop list your school domain. Check that the logo appears for your school.



The screenshot shows the login page with the following elements:

- Header: LOGIN
- Form title: Enter or Select School Domain:
- Dropdown menu: cep13-CEPL Demo (with a red arrow pointing to the dropdown arrow)
- Dropdown list: cep13-CEPL Demo (with a red arrow pointing to the list item)
- Fields: username, password
- Checkbox: Remember Me?
- Button: LOGIN

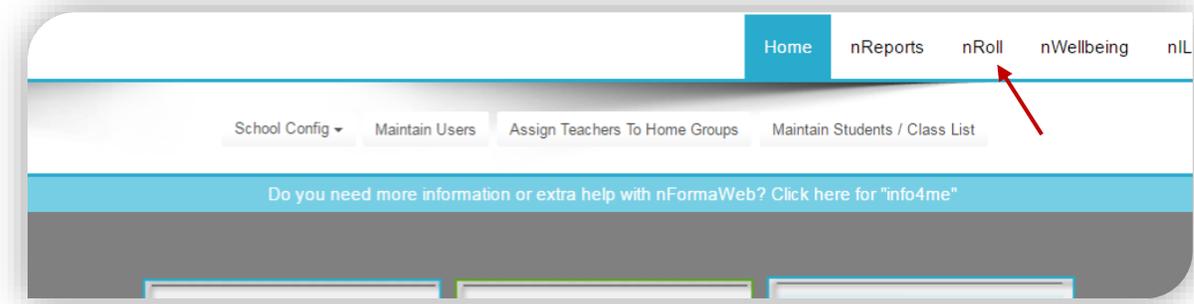
DO NOT SELECT YOUR SCHOOL DOMAIN FROM THE BROWSER'S "autofill" list. If you do select the "autofill" option, the school logo will not appear and the system will not log you in.



The screenshot shows the login page with the following elements:

- Header: LOGIN
- Form title: Enter or Select School Domain:
- Dropdown menu: c (with a red arrow pointing to the dropdown arrow)
- Dropdown list: cep13-CEPL Demo, cep13 (with a red arrow pointing to the list items)
- Fields: username, password
- Checkbox: Remember Me?
- Button: LOGIN
- Button: Verify

At the main menu, use the menu bar to access other modules.



PLEASE NOTE: nRoll, nWellbeing, nILP, nAid and nAssessment still use the version 2 interface.

nRoll

nAid

nWellBeing

