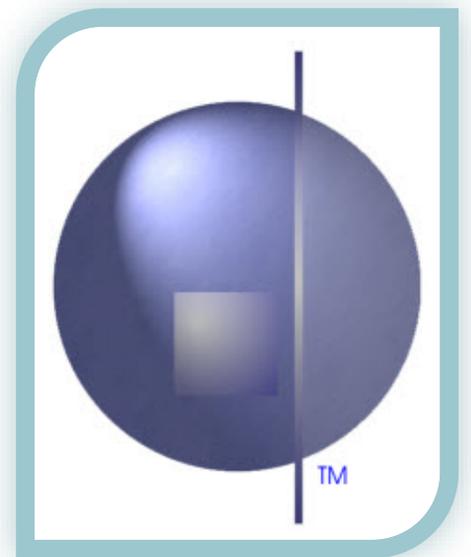


Quick Guide to the **Parent Portal** (v3)



Contents

CONTENTS1

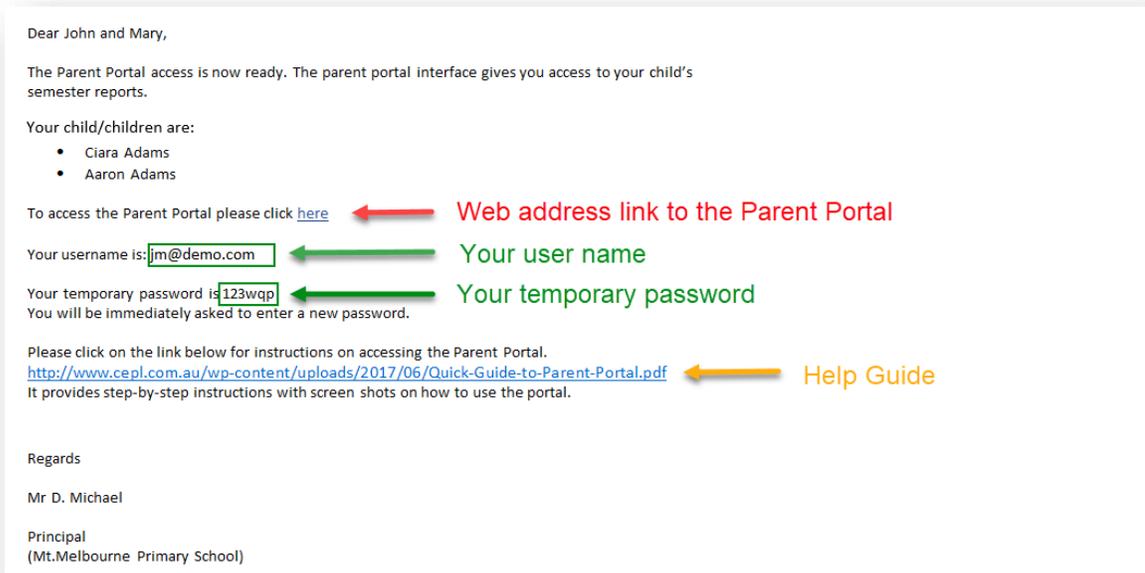
HOW TO LOGIN.....2

VIEWING YOUR CHILD’S REPORTS4

MINIMUM REQUIREMENTS.....6

How to Login

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



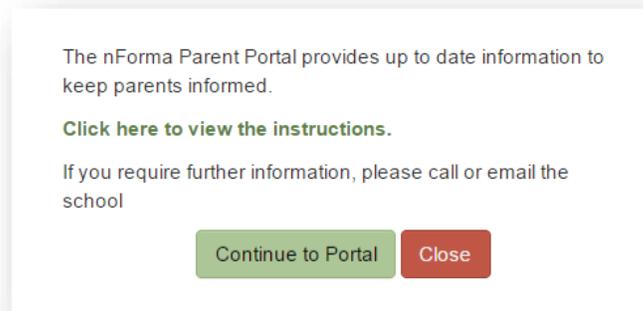
1. Click on the portal link from your email. This will open your parent portal access in your browser.
2. Enter your username and password and click on submit.

LOGIN

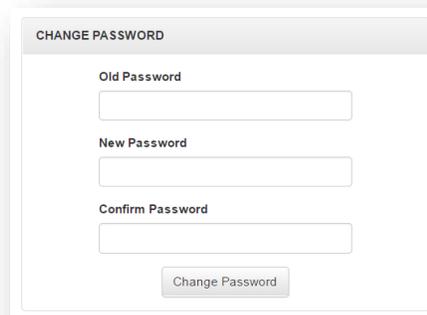
User Name (Email Address)

Password

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'.



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

Viewing Your Child's Reports

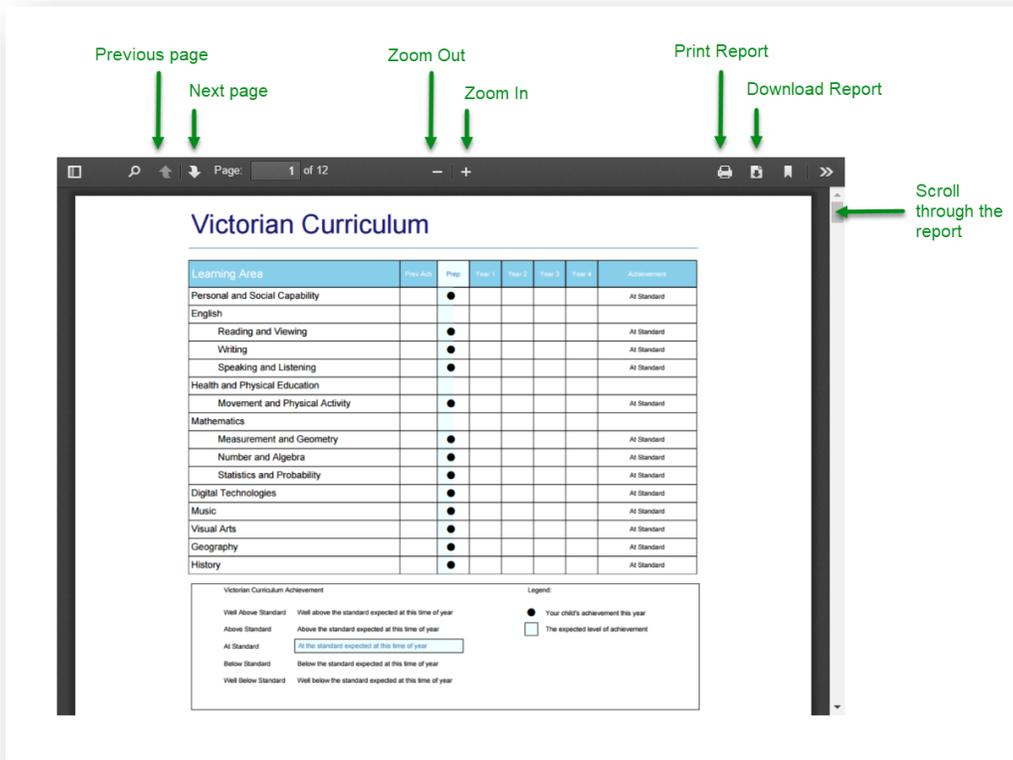
1. At the main menu of the portal, select the child for the report that you would like to view.
2. Click on 'Assessment and Reporting'.

Copyright 2014 Clarisse Data Design (Build 5373/DB:5129) Hosted by CT www.nforma.com.au

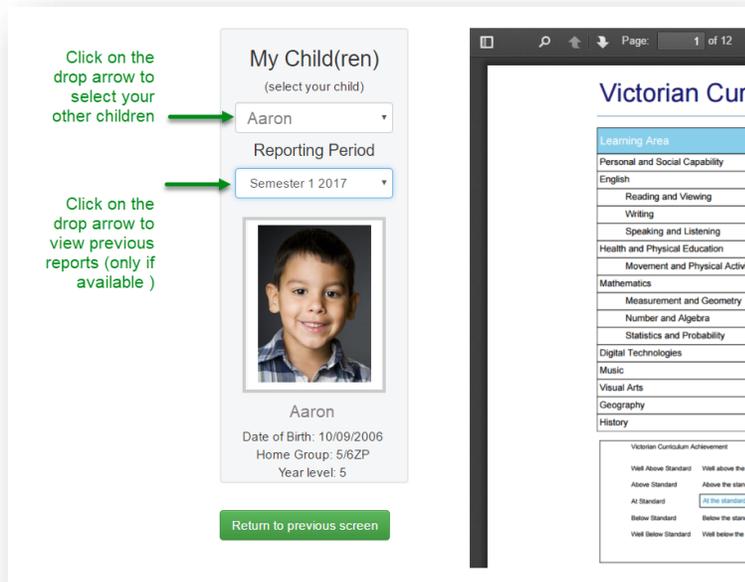
3. Your chosen child's report will appear.

Copyright 2014 Clarisse Data Design (Build 5373/DB:5129) Hosted by CT www.nforma.com.au

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