Quick Guide to the Parent Portal (v4)
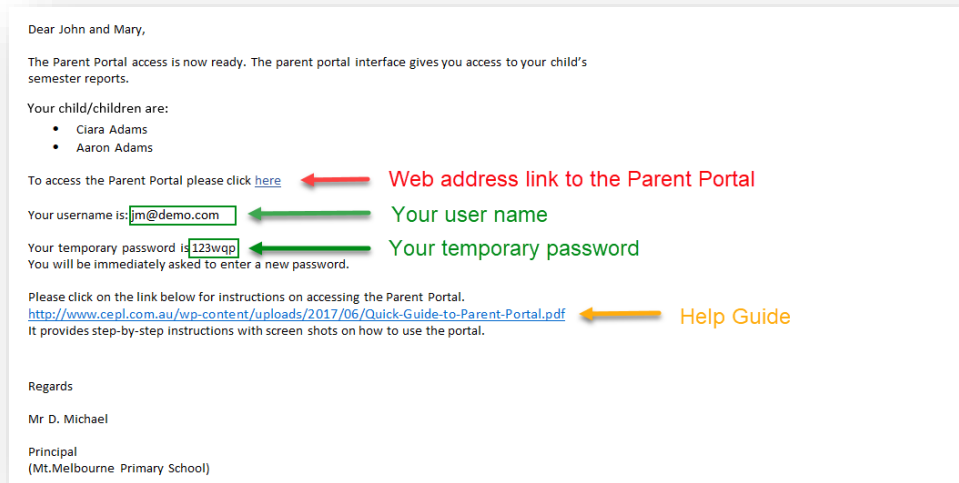
Contents

How to Login

Refer to the email that was sent to you from your school. The email will contain the following:

Dear John and Mary,

The Parent Portal access is now ready. The parent portal interface gives you access to your child's semester reports.

Your child/children are:
- Ciara Adams
- Aaron Adams

To access the Parent Portal please click here ← Web address link to the Parent Portal

Your username is: jm@demo.com ← Your user name

Your temporary password is 123wqp ← Your temporary password
You will be immediately asked to enter a new password.

Please click on the link below for instructions on accessing the Parent Portal.
http://www.cepl.com.au/wp-content/uploads/2017/06/Quick-Guide-to-Parent-Portal.pdf ← Help Guide
It provides step-by-step instructions with screen shots on how to use the portal.

Regards

Mr D. Michael

Principal
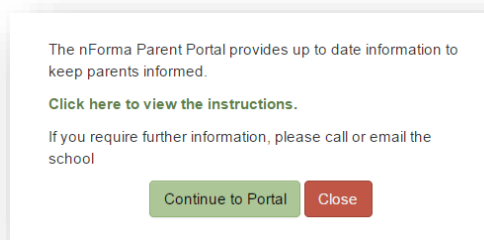(Mt.Melbourne Primary School)

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)

user@demo.com

Password

••••••••

Submit

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

The nForma Parent Portal provides up to date information to keep parents informed.

Click here to view the instructions.

If you require further information, please call or email the school
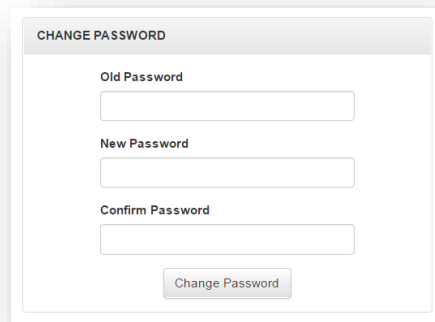
Continue to Portal   Close

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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. - * !)*
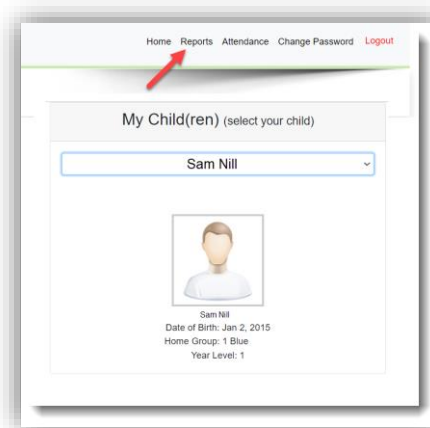   c. Re-enter your password in the 'Confirm Password' and click on 'Change Password'.

5. A successful message will appear if all criteria was met for the new password.
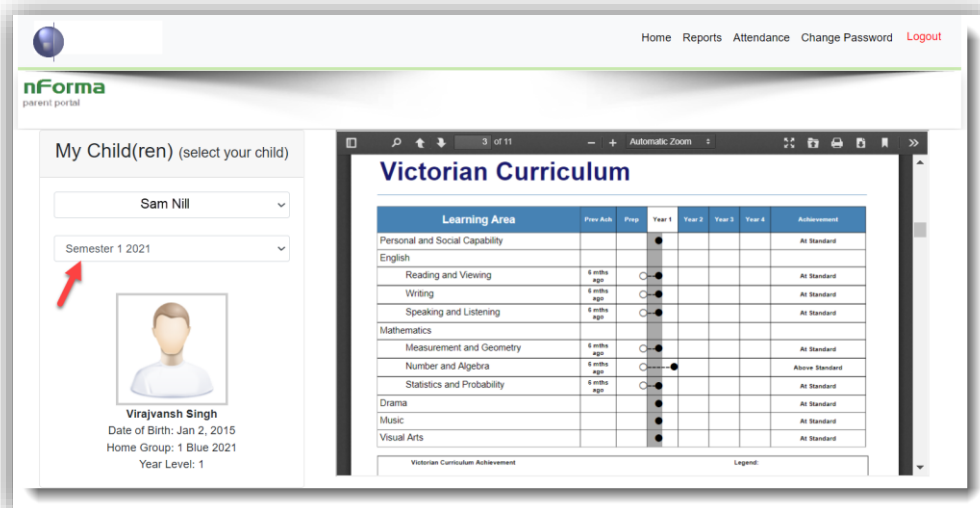
Viewing Your Child's Reports

1. At the main menu of the portal, select the child for the report that you would like to view
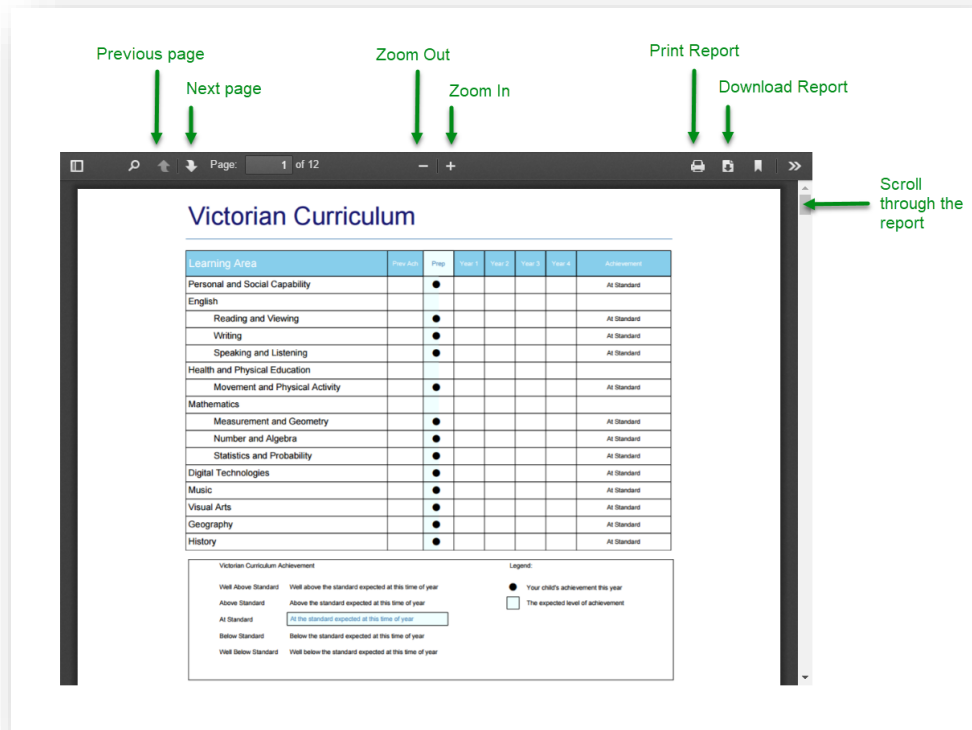

2. Click on 'Reports'

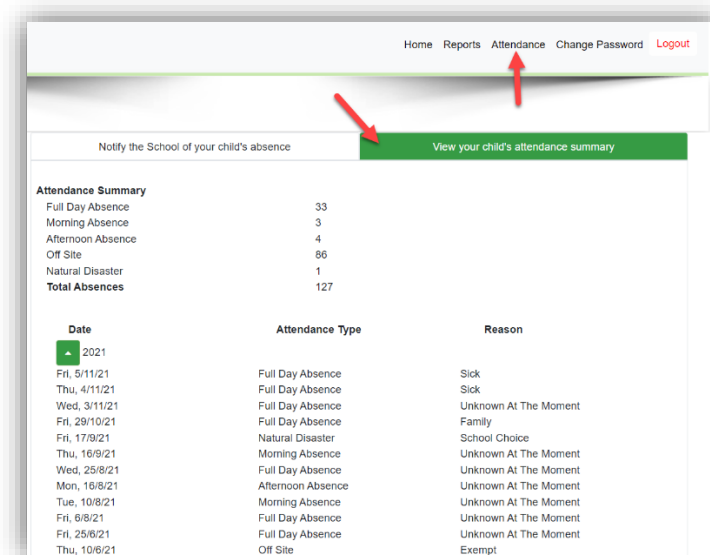3. Select the reporting period. Your chosen child's report will appear.

4. Navigating on the report page.

Viewing Your Child's Attendance Summary

5. To view your child's **attendance** history

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