

# NPORTAL



**ONFORMA**  
SOLUTIONS

**Your guide to the new  
Onforma Parent Portal**

**13 March 2024**

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# nPortal

## Our parent portal

**We have designed a user-friendly way for schools to communicate with parents with ease. Our portal gives parents access to a platform that will contain everything they need in one place.**

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## What we include

Our portal includes various modules for schools to utilize. Through these modules, you will have the ability to do a multitude of things all in one place without the need for logging into various programs.

### Our portal includes:

- Dashboard – get an overview of your child's performance, submit absence details and access Student Reports on the go
- Notices – stay up-to-date with school activities and news
- Forms – provide parental consent to various school activities and events
- NMeet – book your Parent Teacher conference meeting online with ease
- Calendar – see ahead of time what is planned for the school year
- Medical - view and revise your child's medical records
- First Aid – stay informed on any first-aid incidents that occur while at school

*\*Please note that only the modules your school have subscribed to, will be available on your portal.*

# Getting started

## Logging in

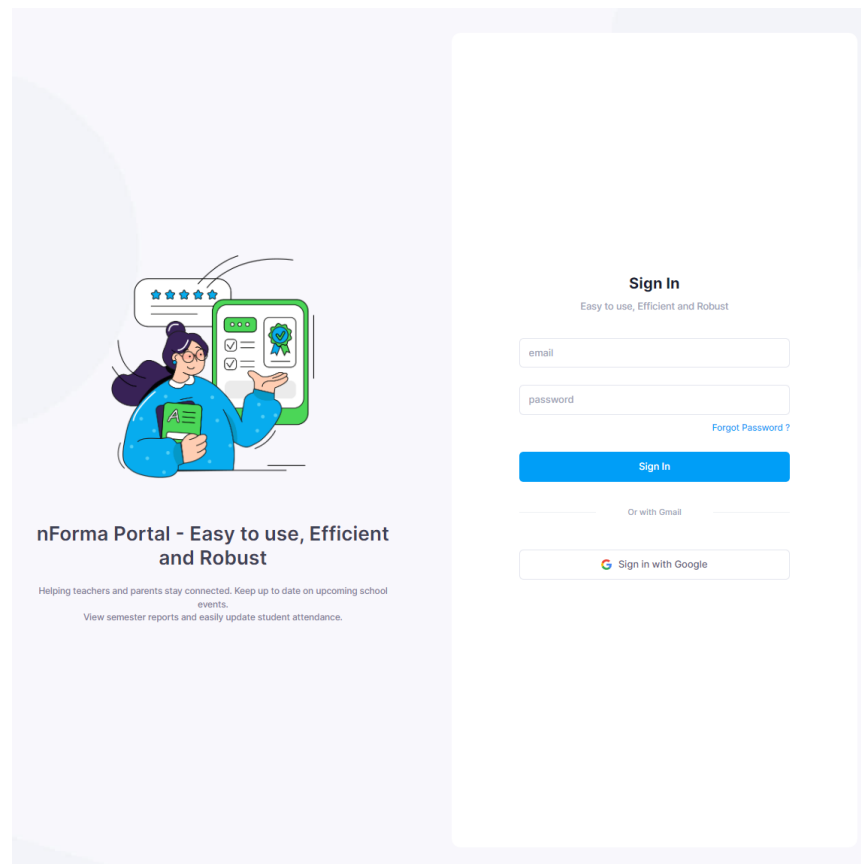
When logging in, you will see multiple options on how to login. You can login either with a google account or another preferred email address. The most important thing to note is that it must be the email registered with the school.

For example, if you have two emails, one Google and one Hotmail, and the Hotmail is linked to the school, logging in through the google option with your Gmail account, will not work.

To log into the nPortal use this link: <https://portal.nforma.com.au/login>

To setup your password for the first time, you will need to click on the "Forgot Password" link. From there, enter the email address registered to the school. Once done, you should receive an email with a password reset. Once you have updated your password, you can then login.

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The image displays the nForma Portal login interface. On the left, there is a promotional graphic featuring a cartoon character holding a tablet, with a speech bubble indicating a 5-star rating. Below the graphic, the text reads: "nForma Portal - Easy to use, Efficient and Robust". Further down, it states: "Helping teachers and parents stay connected. Keep up to date on upcoming school events. View semester reports and easily update student attendance." On the right, the "Sign In" form is shown. It includes the heading "Sign In" and the tagline "Easy to use, Efficient and Robust". The form has two input fields for "email" and "password". A "Forgot Password?" link is located below the password field. A blue "Sign In" button is positioned below the input fields. Below the button, there is a section for "Or with Gmail" and a "Sign in with Google" button featuring the Google logo.

# Dashboard

## Saving time and effort

In your child's profile, you will see a variety of data, such as profile information, attendance data, and assessment reports.

From here, you can also send absence information to the school if your child is going to be away from school. This will help the school save time in marking absences as the data will be transferred straight into the school's system.

You will also be able to access the medical module through the child's profile.

The screenshot displays the nForma Parent Dashboard for a child named Adelia Hartmann. The interface includes a sidebar with the nForma logo and a 'Dashboard' link. The main content area is titled 'Parent Dashboard #ONF-900' and features a profile card for Adelia Hartmann. The profile card shows a photo, name, and email status, along with attendance statistics: 0.00% Full Day Absences, 0.00% Morning Absences, and 0.00% Afternoon Absences. A 'View Reports' button is annotated with 'View previous reports', and a 'Mark Attendance' button is annotated with 'Mark future attendance'. A 'Back' button is also visible. The 'Overall Attendance' is shown as 100%. A 'Select student' annotation points to the student's name in the top right. Below the profile card, there are sections for 'Profile Details' (with a red arrow pointing to the 'Full Name' field), 'Contact details' (with a red arrow pointing to the 'Update Medical' button), and 'Live school data' (with a red arrow pointing to the 'Absence Overview' chart). The 'Absence Overview' chart shows 'Day Absence' (blue bar), 'AM Absence' (blue bar), 'PM Absence' (blue bar), and 'Unexplained' (yellow bar). The 'Unexplained Attendance' section shows a pie chart with 'Full: 2' and 'AM 0', 'PM 0', 'Full 2'.

Parent Dashboard #ONF-900

Adelia Hartmann

No Email Assigned

0.00% Full Day Absences

0.00% Morning Absences

0.00% Afternoon Absences

View Reports

Mark Attendance

Back

Overall Attendance 100%

View previous reports

Mark future attendance

Select student

Profile Details

Full Name

Date of Birth

Contact Phone

Contact Email

Relationship

Contact details

Adelia Hartmann

15/05/2013

Verified

Mother

Update Medical

Live school data

Update medical

Attendance By Reason

Absences so far

Unknown At The Moment

Reason

Periods Missed (AM/PM): 4

Days: 2

Absence Overview

Days

Day Absence

AM Absence

PM Absence

Unexplained

Unexplained Attendance

Late, Early & Full Day Count

Full: 2

AM 0

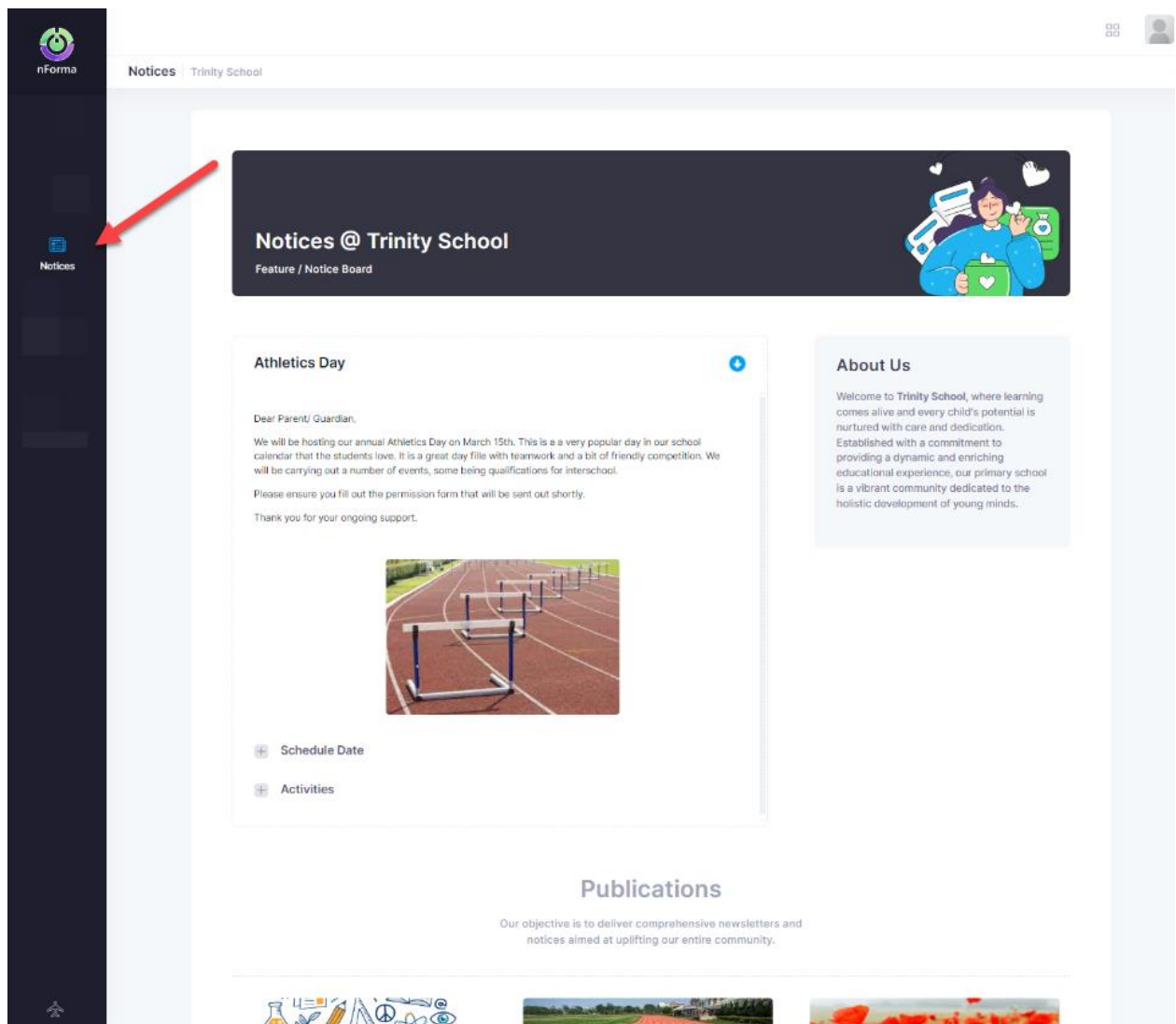
PM 0

Full 2

# Notices

## Keeping you up to date

Notices are a great way for schools to keep you up to date. Our notices system allows schools to communicate notices to you about upcoming events and news related to the whole school or your child's specific year level. You will be able to view notices through the portal.



# Forms

## Your Permission

Our forms setup allows schools to create various permission forms requesting your consent. Whether it be for upcoming sports events, the use of photographs or class excursions, all forms requiring your consent can be found in one spot. With a click of a few buttons, you will be able to complete the required forms in no time.

The screenshot shows the nForma Forms interface. On the left is a dark sidebar with the nForma logo and a 'Forms' menu item. The main content area is titled 'Forms | Trinity School' and includes a 'SELECT STUDENT' dropdown. Below this is a search bar labeled 'Search By Name' and a 'Filter' button. A table displays one record:

TITLE	NAME ^	STATUS	DATE
<a href="#">Annual Photograph/ Video permission form</a>	Alexander Russel	Not Accepted	Tue Dec 31, 2024

Below the table, it says 'Showing 1 to 1 of 1 records' and a pagination control shows '1'.

Four red arrows point to specific elements with text boxes:

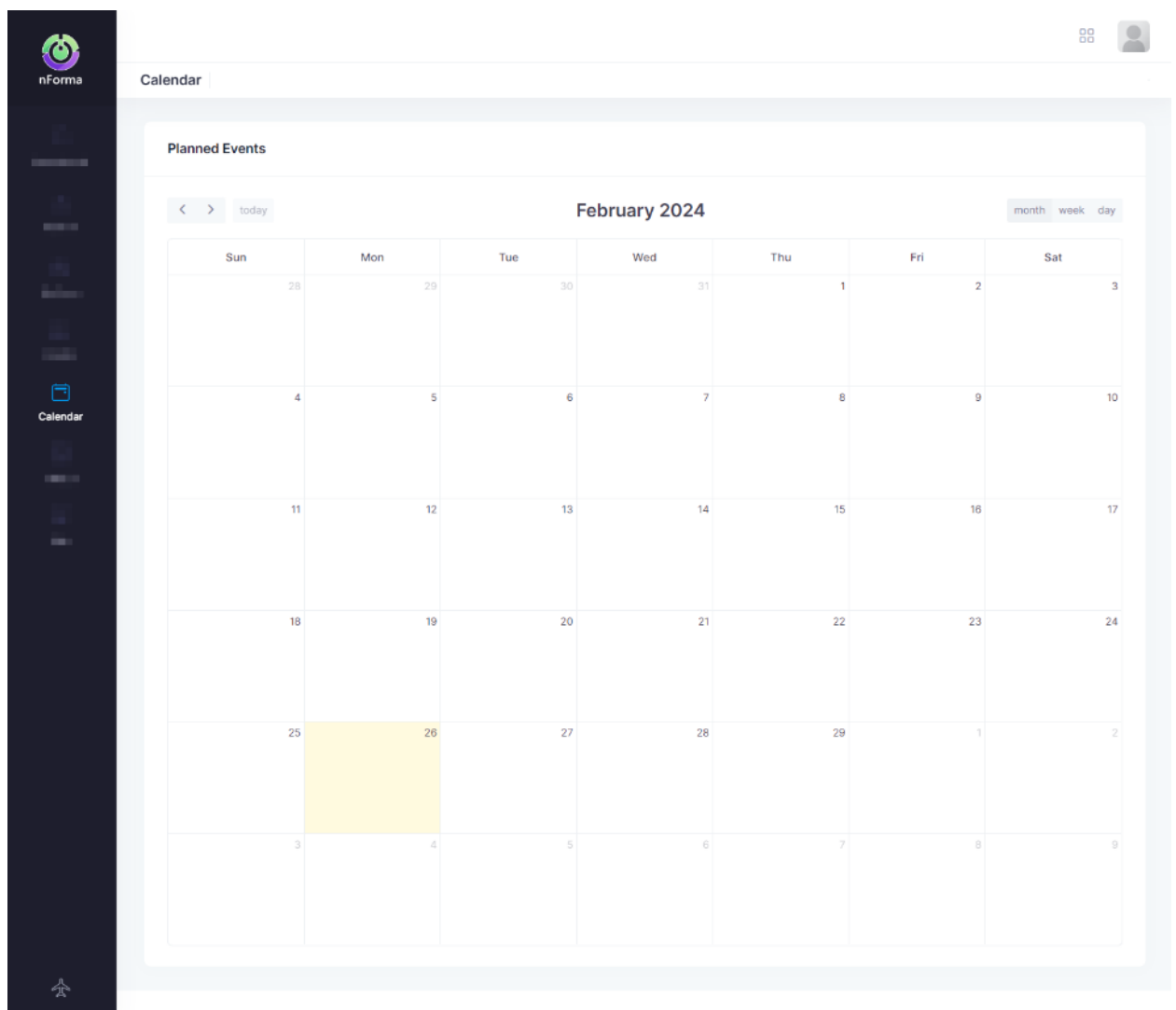
- An arrow points to the 'Forms' menu item in the sidebar.
- An arrow points to the link 'Annual Photograph/ Video permission form' with the text box: 'Click here to view the form'.
- An arrow points to the name 'Alexander Russel' with the text box: 'Student's name'.
- An arrow points to the status 'Not Accepted' with the text box: 'Status of the form'.
- An arrow points to the date 'Tue Dec 31, 2024' with the text box: 'Due by date'.

At the bottom left, it says '2024 © on5.io prd v1.0'. At the bottom right, it says 'About Support'.

# Calendar

## School dates

With our parent portal, schools can have either their current google calendar linked to the portal or a separate portal calendar. Regardless of what they choose, you can always view upcoming school events.



# nMeet

## Setting up a meeting

Many schools use PTO to set up their parent teacher interviews and any other meetings. Instead of having to use multiple programs, our parent portal has nMeet. This is where schools can create their meetings and you can respond. It is a very efficient, user-friendly process. You simply need to select your desired session and book in an available time slot. Ensure to always read the name of the meeting in case the nMeet has multiple days options.

The screenshot displays the nMeet interface for setting up a meeting. The sidebar on the left features the nForma logo and a navigation menu. The main content area shows the 'Parent Teacher Interviews' section. A red arrow labeled 'Name of the meeting' points to 'Parent Teacher Interviews Day 1'. Another red arrow labeled 'Date of the meeting' points to 'Tuesday, 05, Mar 2024'. A third red arrow labeled 'Basic information' points to the 'Appointment Details' section, which includes fields for Title, Teacher, HomeGroup, Code, and Appointment Status. A fourth red arrow labeled 'Respond here' points to the 'Manage Appointment' button. A fifth red arrow labeled 'Student's name' points to 'Alexander Russel'. A sixth red arrow labeled 'Session two' points to 'Tuesday, 12, Mar 2024'. The footer of the interface shows the year '2024' and the version 'pr5.10 prd v1.0'.

# Medical

## Health and safety

Our medical module is a great way for you to keep schools up to date with your child's health conditions and medical history. The module acts as an interface where you and the school can upload any health-related data. Whether it be names of doctors to current medication the child is prescribed to, everything will be found there.

The screenshot displays the nForm Student Medical Module interface. A dark sidebar on the left contains navigation icons for nForm, Dashboard, Notices, Forms, Calendar, and nMeet. The main content area is titled "Student Medical #ONF-900" and features a "Details on each section" label with a red arrow pointing to the "Information" section.

**Student Medical #ONF-900**

**Adelia Hartmann**

**Information**

Emergency	Please provide emergency contact details
First Aid	View recent first aid incidents
Medical Contact	Provide latest medical contact details
Health Condition	Add health conditions
Medication	Any medication taken by student
Documents	Upload any medical documents
Other Medical	Other medical details

**Emergency Contact**

Name	Della Turcotte	Name	Zachery Mohr
Relationship	Mother	Relationship	Father
Mobile	0402165274	Mobile	0411166753
Notify	<input checked="" type="checkbox"/>	Notify	<input checked="" type="checkbox"/>

**Recent First Aid**


28/02/2024	Bump...	<a href="#">Preview</a>
29/02/2024	Blister...	<a href="#">Preview</a>
01/03/2024	Bruise...	<a href="#">Preview</a>
06/03/2024	Blow/Knock...	<a href="#">Preview</a>

**Student Medical Module**

**Medical Contact**

[Add Medical Contact](#) [Preview](#)

>	<b>Jim Smith</b> <a href="#">0405 165 324</a> March 02, 2024 10:26:57 PM	
>	<b>Julie Alex</b> <a href="#">9752 845 7...</a> March 05, 2024 12:19:44 PM	

nForma

Dashboard

Notices

Forms

Calendar

nMeet

Student Medical #ONF-900

Health Condition

Add Health ConditionPreview

Sigmund CristAsthma

March 03, 2024 10:36:48 AM

Della TurcotteAllergy

March 05, 2024 11:24:30 AM

Della TurcotteAllergy

March 05, 2024 11:24:30 AM

Della TurcotteEczema

March 07, 2024 10:02:19 AM

Medication

Add MedicationPreview

Sigmund CristEpipen

March 03, 2024 10:36:48 AM

Della TurcottePhenergan

March 05, 2024 11:25:39 AM

Della TurcotteClaratyne

March 05, 2024 11:25:39 AM

Della TurcotteVentolin

March 05, 2024 11:25:39 AM

Medical Document

Search Documents

NAME

DATE

ACTIONS

Anaphylaxis Action Plan

05/03/2024

Upload Files:

Attach files

Max file size is 10MB and max number of files is 10.

Other Medical

Dietary

Disability

Hospitalise

Phobia

Immunisation

Nebuliser

Medicare Card

Expiry Date


SAVE

# First Aid

## Keeping you informed

First aid is a great way for the school to keep you informed of any visits your child may have to the first aid bay. Our program allows the first aid staff to give you reports of what has happened and any further actions required, ensuring you are always up to date on the safety of your child. You can access the report in the medical module or it may be sent to you via email.

**Student First Aid** [Edit Incident](#)

 **Adelia Hartmann**  
DOB: 05/15/2013

**Emergency Contact Mother:**  
Email Address: [Redacted]  
Parent Name: Della Turcotte  
Phone: [Redacted]

**Emergency Contact Father:**  
Email Address: adriana.beier@example.org  
Parent Name: Zachery Mohr  
Phone: [Redacted]

**Reporter Details**  
Details about the Reporting and Treating Person  
Reported By: Mary Schuster

**Treated By:**  
Della Luetgten

**Location Details**  
Location, Injury, and Activity Details of the Incident:  
Injury Type: Bump  
Location Type: Adventure Playground  
Activity Type: Lunch time

**Incident Date**  
Date and Time of the Incident: February 28, 2024 12:00 PM

**Treatment**  
Details Of Treatment: Applied an ice pack

**Relevant**  
Any Other Relevant Details: Returned back to class

**Notification**  
Would you like to inform the parents/guardians? ☒

[Close](#) [Save](#)