Quick Guide to the Parent Portal (v4)



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How to Login

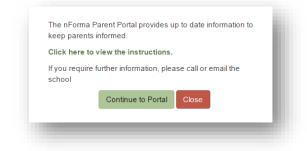
Refer to the email that was sent to you from your school. The email will contain the following:

he Parent Portal access is now ready. The parent ports	al 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 here	Web address link to the Parent Portal	
our username is: jm@demo.com	Your user name	
our temporary password is 123wqp <	Your temporary password	
lease click on the link below for instructions on access	sing the Parent Portal.	
	/06/Quick-Guide-to-Parent-Portal.pdf Help Guide	
t provides step-by-step instructions with screen shots	on how to use the portal.	
egards		
/r D. Michael		
rincipal		
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.

Us	ser Name (Email Address)
	user@demo.com
Pa	ssword
•	
	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 'Reports'



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

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t portal							
My Child(ren) (select your child)	D P 🕇 🕽 of 11	- [+	- Automatic Z	oom ‡		X & @ E	š∎ »
ivity Critic(Terry (select your child)	Victorian Curr	iculur	m				^
	victoriali ouri	Culu					. 81
Sam Nill v	Learning Area	Prev Ach	Prep Year 1	Year 2 Year 3	Year 4	Achievement	- H.
Semester 1 2021	Personal and Social Capability		•			At Standard	
	English						
1	Reading and Viewing	6 mths ago	00			At Standard	
	Writing	6 mths apo	00			At Standard	
	Speaking and Listening	6 mths apo	00			At Standard	
	Mathematics						
	Measurement and Geometry	6 mths ago	00			At Standard	
	Number and Algebra	6 mths apo	0			Above Standard	
	Statistics and Probability	6 mths apo	0-0			At Standard	
	Drama		•		+	At Standard	
Virajvansh Singh	Music		•			At Standard	
Date of Birth: Jan 2, 2015	Visual Arts		•			At Standard	
Home Group: 1 Blue 2021							· •

4. Navigating on the report page.

Previous page	Zoom	Out					Pr	int Report		
Next page			Zoon	n In				Download	d Report	
	12	- -	ŀ					8 B N	»»	Scroll
Victorian C	Curriculum								-	through t report
Learning Area	Piev Ach	Prep	Year 1	Year 2	Year 3	Year 4	Achievement			
Personal and Social Capabili	y	•					At Standard	1		
English										
Reading and Viewing		•					At Standard			
Writing		•					At Standard	1		
Speaking and Listening)	٠					At Standard	1		
Health and Physical Education	n							1		
Movement and Physics	al Activity	•					At Standard			
Mathematics								1		
Measurement and Geo	metry	•					At Standard	1		
Number and Algebra		•					At Standard			
Statistics and Probabili	ty	٠					At Standard			
Digital Technologies		٠					At Standard			
Music		•					At Standard			
Visual Arts		•					At Standard			
Geography		•					At Standard			
History		•					At Standard			
Victorian Curriculum Achieven	ent			Le	egend:			1		
Well Above Standard Well	above the standard expected at this time	of year			Your	hilfs achie	vement this year			
	e the standard expected at this time of ye			Ē	_		of achievement			
At Standard At the	standard expected at this time of year			_	_					
Below Standard Below	r the standard expected at this time of ye	ar								
	below the standard expected at this time	of year								
Well Below Standard Well										

Viewing Your Child's Attendance Summary

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

		Home Reports Attendance Change Password Logout
Notify the School of y	our child's absence	View your child's attendance summary
Attendance Summary		
Full Day Absence	33	
Morning Absence	3	
Afternoon Absence	4	
Off Site	86	
Natural Disaster	1	
Total Absences	127	
Date	Attendance Type	Reason
2021		
Fri, 5/11/21	Full Day Absence	Sick
Thu, 4/11/21	Full Day Absence	Sick
Wed, 3/11/21	Full Day Absence	Unknown At The Moment
Frl, 29/10/21	Full Day Absence Natural Disaster	Family School Choice
Fri, 17/9/21 Thu, 16/9/21		School Choice Unknown At The Moment
Wed, 25/8/21	Morning Absence Full Day Absence	Unknown At The Moment
Mon, 16/8/21	Afternoon Absence	Unknown At The Moment
Tue, 10/8/21	Morning Absence	Unknown At The Moment
Fri. 6/8/21	Full Day Absence	Unknown At The Moment
Fri. 25/6/21	Full Day Absence	Unknown At The Moment
Thu, 10/6/21	Off Site	Exempt

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