

NPORTAL



ONFORMA
SOLUTIONS

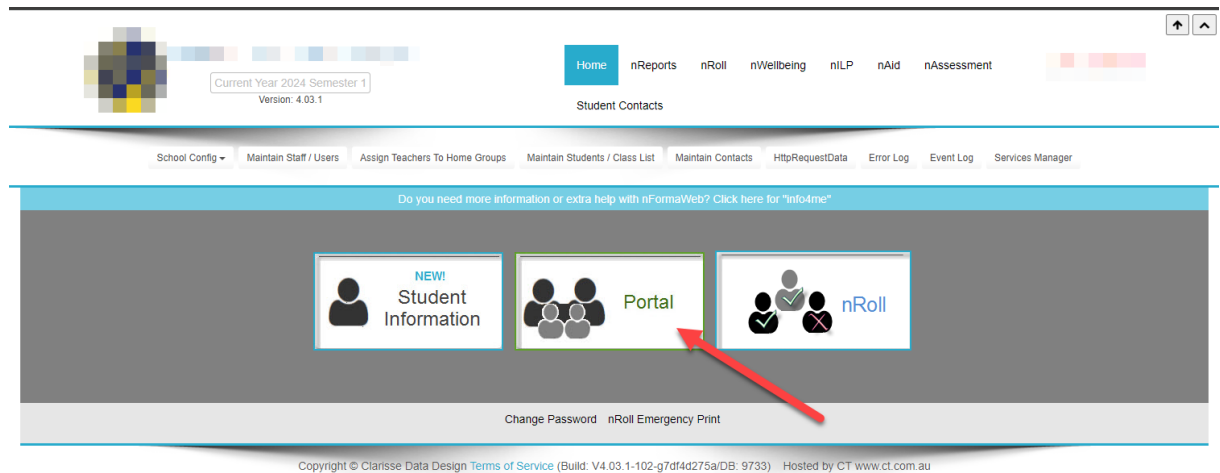
**Your guide to the new
Onforma Parent Portal**

3 April 2024

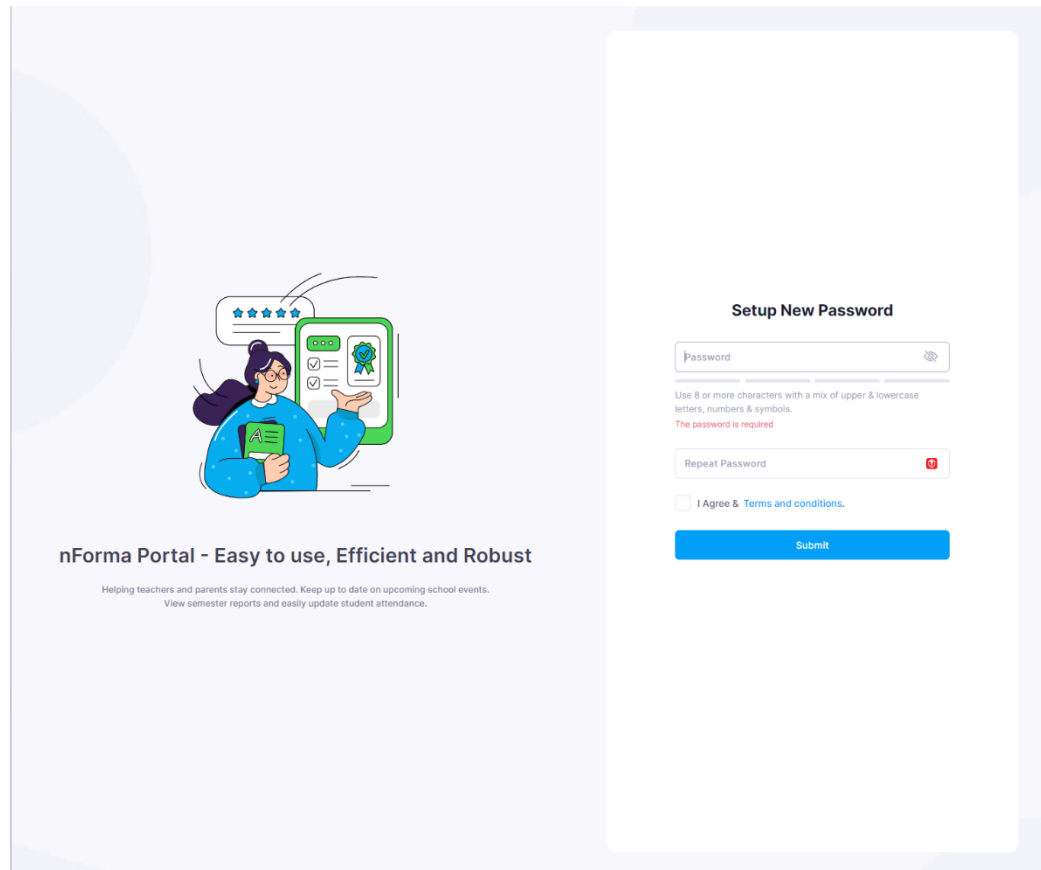
Getting started

Logging in for the first time

Logging in to the nPortal is a very simple process. Before using the nPortal, you will need to activate your account. To do this you will first need to log into nForma. In nForma, you will see a "Portal" button, click on that button.



Once done, you will be redirected to the nPortal login page. It will then request that you set a new password. You can re-use your nForma password or create a new one. Passwords must be a minimum of 8 characters, have a mix of upper- and lower-case letters, numbers and symbol characters.



Once you have added a new password, accept the conditions and continue. You will now be asked to login one more time. This is because there is one more acknowledgement that needs to be approved. Use your school email and new password to login and accept. Your account is now activated and you will now be in the new nPortal.

From now on, whenever you need to log into the nPortal, click that "Portal" button in nForma and it will take you into the portal automatically without having to sign in again.