

education  
horizons



# Parent Portal User Guide

# Important Information

- Please ensure you are running the latest version of the software for the most up to date functionality.
- If you are unsure of any part of this process please raise a case in the Support Centre.

# Table of Contents

Setting up your Parent Portal Account .....	3
Navigating the Parent Portal.....	4
Logging out.....	8

## Setting up your Parent Portal Account

The school will send you an email/letter containing a pin code and a link to the Parent Portal registration page where you will enter your email address and the pin code.

Create Account

Step 1 Step 2 Step 3

Language: UK English

Your Email Address:

Your PIN:

Next

You will be asked a security question.

Create Account

Step 1 Step 2 Step 3

Your Email Address dolly@hotmail.com

What is Katya Belski's Date of Birth?

Day: Select... Month: Select... Year: Select...

Next

Once entered a temporary password will be sent to your email address. Follow the link in the email to set up your new password and log into the Parent Portal.

Create Account

Step 1 Step 2 Step 3

**Thank you for registering!**

Thank you for creating an account.

An email containing your password has been sent to you.

You can now log in using the [login page](#).

Next

To log into the Parent Portal enter your username and password. If you need to change the language you can select one from the drop-down list.

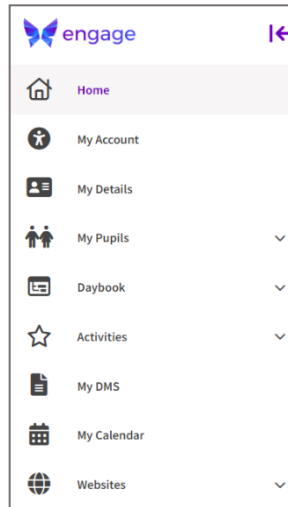
If you forget your password click the **Forgot Password?** button on the log in screen.

You will be asked to confirm your identity before you can reset your password.

## Navigating the Parent Portal

Once logged into the Parent Portal you will see your homepage. Please note: the School will decide what parts of the portal you see so it may look different to the examples below.

The menu is accessed by clicking the arrow at the top left of the screen. To close the menu click the arrow again.



**Home** – click this to return to the Home screen.

**My Account** – displays your current account balance and outstanding invoices/credits and archived invoices/credits as PDFs.

**My Details** – displays the contact details that you have provided to the school. You can request a change of information if any is incorrect. This screen also shows a Login History and allows you to Reset Password.

**My Details**

Address	Bayan Block 3 Street 2 Villa 7 Kuwait
Preferred Language	
Language 2	

**Email Addresses**

Dad Work	Dad@work.com	✓	✎
Home	Dad@home.com	✓	✎
Staff Email	Dad@staff.com		✎

**Telephone Numbers**

Dad Mobile	441935403020	📞	✎
Home	+965 2571 4342		✎

⚠ Is any of this information incorrect? Request a Change

**Login History**

No.	Login Date	IP Address
1.	12 September 2022 12:27	94.174.122.131
2.	12 September 2022 10:44	84.65.14.180
3.	08 September 2022 11:56	185.38.245.99
4.	08 September 2022 11:38	185.38.245.99
5.	08 September 2022 11:36	185.38.245.99

**Reset Password**

Your password can be anything you like

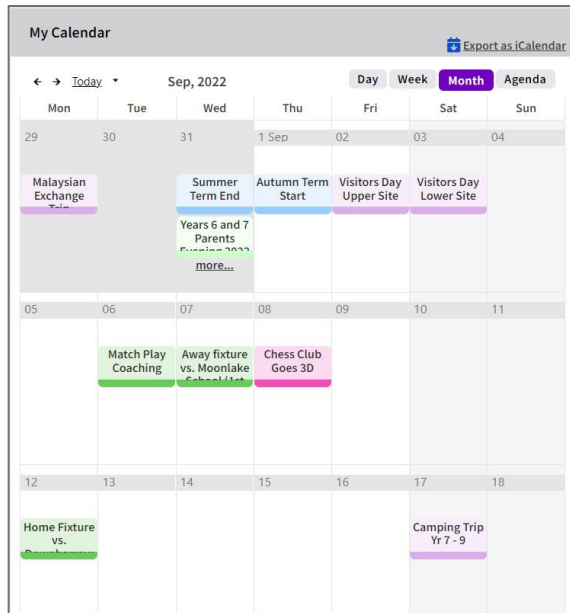
Current Password

New Password

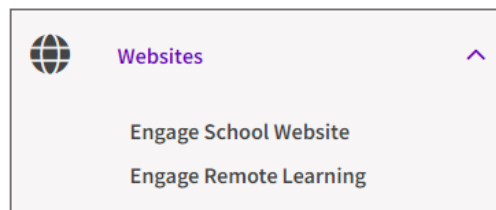
Retype New Password

[Update](#)

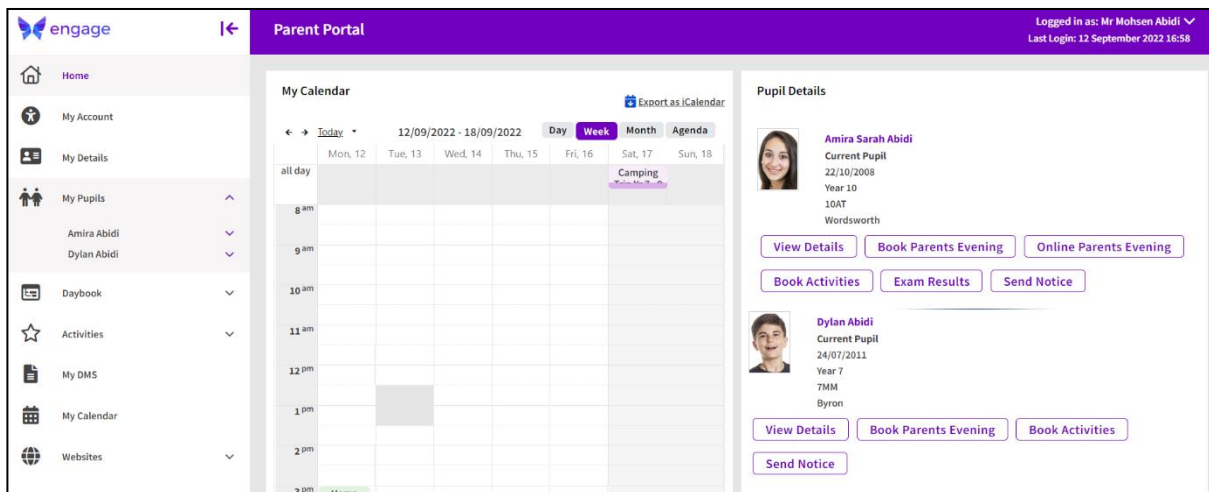
**My Calendar** – displays the school calendar, your personal calendar and any other calendars that have been shared with you. You can also export calendar information. The calendar can also be accessed from the Home screen.



**Websites** – displays links to websites that the school has set up such as the school’s website, educational information sites etc.











The **Pupil Details** section lists your child/children and contains personal information, academic information, timetables, attendance and reports. You can access the Pupil Record via the **My Pupils** menu option or by selecting the **View Details** button on the homepage under each child.



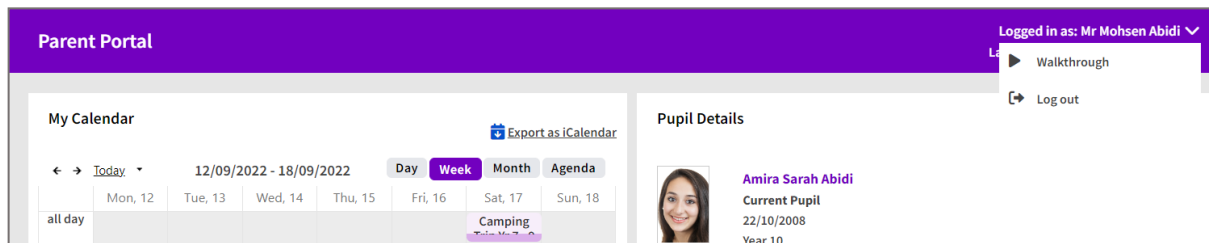


The **Documents** section displays documents that the school has published for you to view. Click on a document title to view it. Documents can be saved and printed.

Documents	
Document Type:	New
Document	Date
 <a href="#">Activity Consent and Requirement Form</a> 	14/04/2023
 <a href="#">2014 Football Team Sheet</a> 	11/01/2023
 <a href="#">2014 Rugby Team Sheet</a> 	22/10/2022
 <a href="#">Octobers Hockey Team Sheet</a> 	15/09/2022

## Logging out

To log out hover over your name in the top right corner of the screen and click Log Out.



The screenshot shows the 'Parent Portal' interface. At the top right, it says 'Logged in as: Mr Mohsen Abidi'. Below this, there is a dropdown menu with options: 'Walkthrough' and 'Log out'. The main content area is split into two sections: 'My Calendar' and 'Pupil Details'. The 'My Calendar' section shows a calendar for the week of 12/09/2022 to 18/09/2022, with a 'Camping' event on Saturday, 17th. The 'Pupil Details' section shows a profile for 'Amira Sarah Abidi', a 'Current Pupil' born on 22/10/2008, in 'Year 10'.