

# 1-Ed-admin - User Guides

## Parent/Sponsor/Student Portal Premium - Parent Portal (Guide for Parents)

<p><b>1 Welcome to the Parent Portal Guide.</b></p> <p>This guide will give you detailed information to help you find your way through the Parent Portal.</p> <p>The first thing you need to do to access the Parent Portal is to make sure that you have the correct link; then, you'll be able to create your own secure password.</p> <p>If you do not have the link, please contact your Educational Institution.</p>	
<p><b>2</b></p> <p>Once you have received the link for your Parent Portal, you can enter this into your browser's URL. The login screen will appear. In this example, you can see the option for 'Forgotten Password'. Go ahead and click on this button.</p> <p>A pop-up screen will appear, where you will need to enter the email address that the school has on file for you and fill in a security CAPTCHA. A password reset email will then be sent to the email address that you entered.</p>	
<p><b>3</b></p> <p>Once the email is received, click on the link in order to set up your password.</p>	
<p><b>4</b></p> <p>You'll then be able to easily log in from the next screen, using the password that you just set up, meaning it is 100% secure. You will also receive an email confirming that the password has been changed.</p> <p>In this way, you are sure that all data is completely secured, for your protection.</p>	<p><b>Your password is changed now, confirmation email is sent to your email account. Please login <a href="#">here</a></b></p>

**5** If you are sure that you have the correct password but you are still getting the 'Incorrect Password' notification when logging in, please do the following:



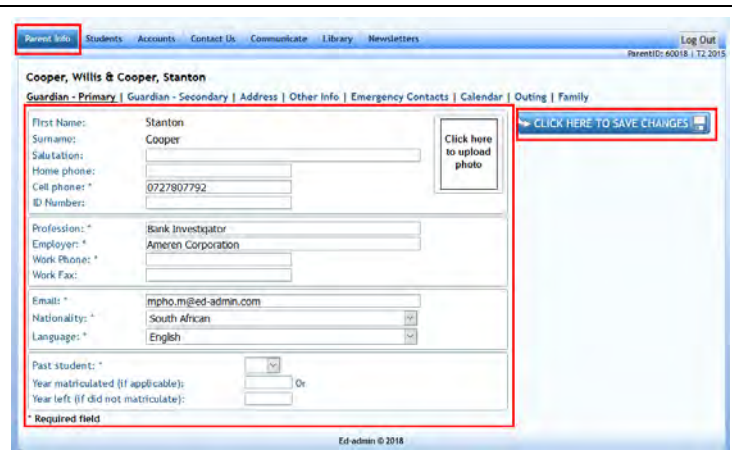
**6** Make sure that, whenever you copy the username and password, you copy from the beginning of the text instead of the 'space', as the space also counts as a character.  
Note that the password is case sensitive.



**7** Once you have successfully entered the username and password, you will then get access to the Parent Portal.  
You will notice that the Parent Portal consists of tabs (the highlighted fields in this example). In this guide, we will give detailed information about what is contained in each tab.



**8 Parent Info tab:**  
In this tab, you are able to edit or update information about each guardian.  
On the screenshots provided, you can see that there are 'Guardian - Primary' and 'Guardian - Secondary' links. In each link, individual guardian information can be entered separately.  
**NB: whenever you enter new information please make sure you click on the button to save information. Otherwise, the information you entered will be lost.**



Parent Info | Students | Accounts | Contact Us | Communicate | Library | Newsletters | Log Out  
ParentID: 40018 | 12/2015

**Cooper, Willis & Cooper, Stanton**  
Guardian - Primary | Guardian - Secondary | Address | Other Info | Emergency Contacts | Calendar | Outing | Family

First Name: Willis  
Surname: Cooper  
Home phone:   
Cell phone: \* 0827850992  
ID Number:

Profession: \* Auditor-Risk  
Employer: \* Ivax Corp.  
Work Phone: \*   
Work Fax:

Email: \* mpho.m@gmail.com  
Nationality: \* South African  
Language: \* English

Past student: \*   
Year matriculated (if applicable):  Or  
Year left (if did not matriculate):

\* Required field

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**9** The third link under 'Parent info' is the address. Here you are able to enter each guardian's Residential and Postal Addresses.

**Cooper, Willis & Cooper, Stanton**  
Guardian - Primary | Guardian - Secondary | Address | Other Info | Emergency Contacts | Calendar | Outing | Family

**Stanton Cooper**

Residence  
Line 1: \*   
Line 2: \*   
Line 3:   
Line 4:   
Postal Code: \*

Mail Address  Same as Above  
Line 1:   
Line 2:   
Line 3:   
Line 4:   
Postal Code:

**Willis Cooper**

Residence  
Line 1: \*   
Line 2: \*   
Line 3:   
Line 4:   
Postal Code: \*

Mail Address  Same as Above  
Line 1:   
Line 2:   
Line 3:   
Line 4:

**10** The fourth link under 'Parent info' is 'Other Info'. Here you may enter additional information that is required by the Educational Institution. The information that is required differs per institution. Therefore, the fields shown in the screenshot may be different from the ones on the Parent Portal you are viewing.

**PARENT PORTAL**

Parent Info | Students | Accounts | Contact Us | Communicate | Library | Newsletters | Log Out  
ParentID: 40018 | 12/2015

**Cooper, Willis & Cooper, Stanton**  
Guardian - Primary | Guardian - Secondary | Address | Other Info | Emergency Contacts | Calendar | Outing | Family

Maiden name:   
Report Address:   
Admission Payment Received:

Does your child have dietary specifications:

Photograph:

**11** The fifth link under 'Parent Info' is 'Emergency Contacts'. Here you are able to enter information about people that the school can call, in the case of an emergency regarding the student(s) you have registered.

**Cooper, Willis & Cooper, Stanton**  
Guardian - Primary | Guardian - Secondary | Address | Other Info | Emergency Contacts | Calendar | Outing | Family

**Stanton Cooper**

Name: \*  Relation: \*   
Cell: \*  Phone: \*   
Address:   
Comments:

Name:  Relation:   
Cell:  Phone:   
Address:   
Comments:

Name:  Relation:   
Cell:  Phone:   
Address:   
Comments:

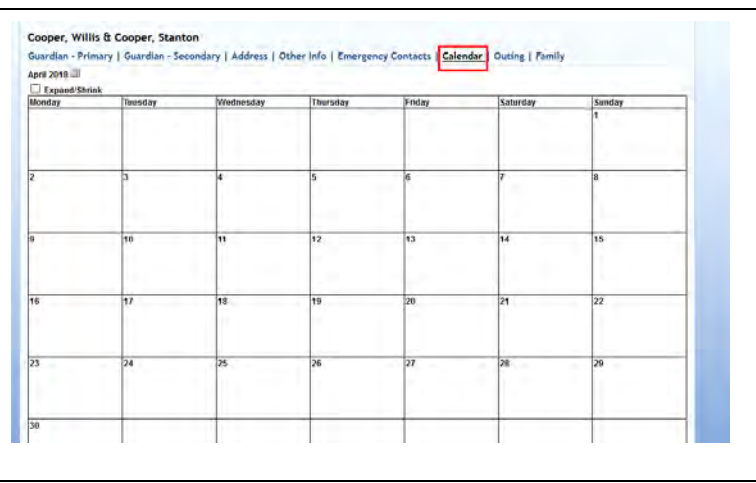
**Willis Cooper**

Name: \*  Relation: \*   
Cell: \*  Phone: \*   
Address:   
Comments:

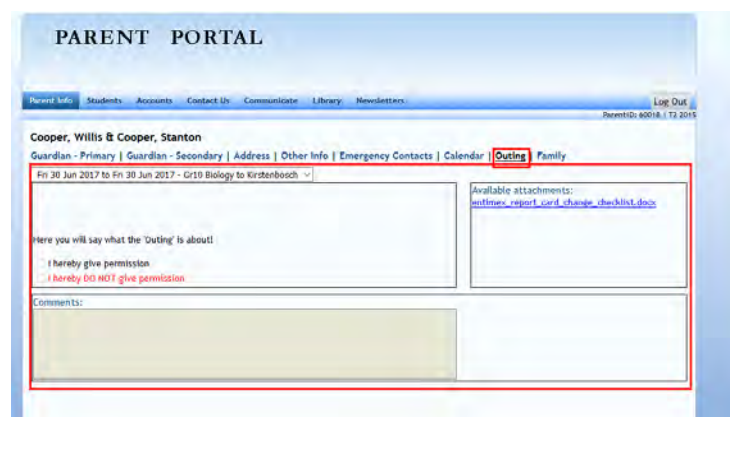
Name:  Relation:   
Cell:  Phone:   
Address:   
Comments:

Name:  Relation:   
Cell:  Phone:   
Address:   
Comments:

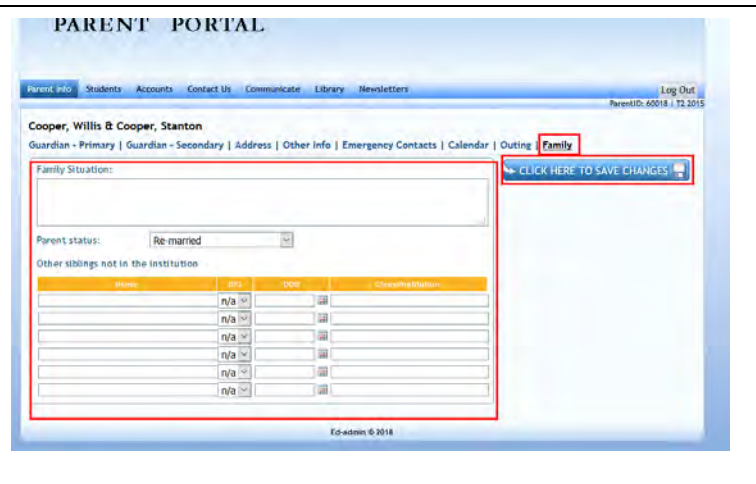
**12** The sixth link is the 'Calendar'. This enables you to view the calendar from within the Parent Portal.



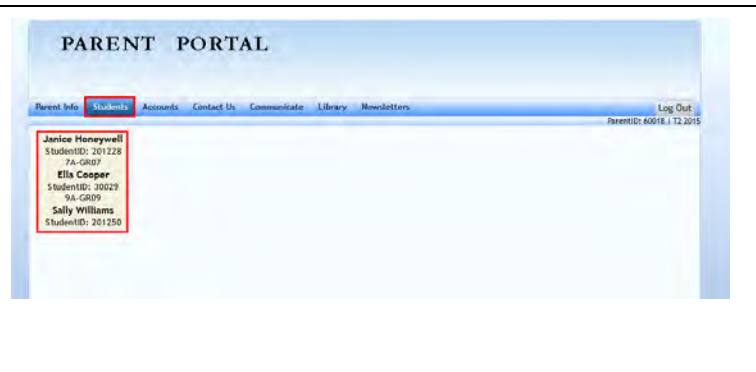
**13** The seventh link is 'Outing'. Under this link, you will find information about excursions that will be taking place and you will be able to indicate if you are giving consent or not for the excursion or outing.



**14** The last link under the 'Parent Info' link is 'Family'. You are able to enter additional information here about the family; this will contain information that you deem important for the institution to know.



**15 Students tab:**  
 The next tab that we will be looking at is the 'Students' tab.  
 In this tab, you are able to see the names and student IDs of students that you have registered to the institution.  
 When clicking on any of the students, you will be presented with a menu that allows you to enter new information (or check student progress when it comes to academics).

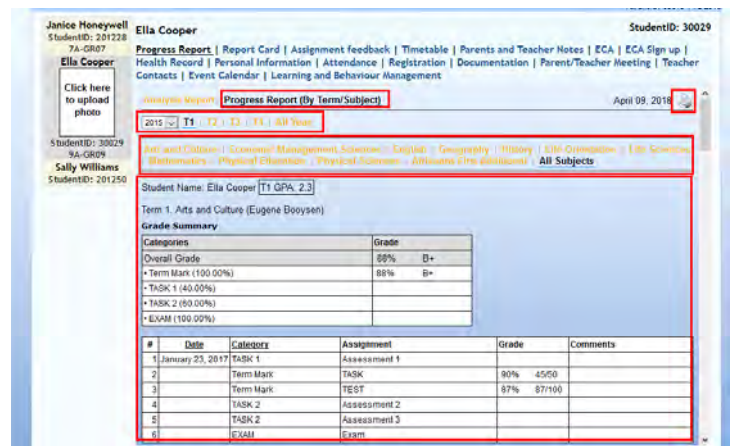


**16** The first link that is found under 'Students' is 'Progress Report'.

The Progress Report allows you to view a student's academic progress - by means of a table - that lets you compare marks obtained by the learner in each term. This can be viewed by clicking on the 'Analysis Report'.

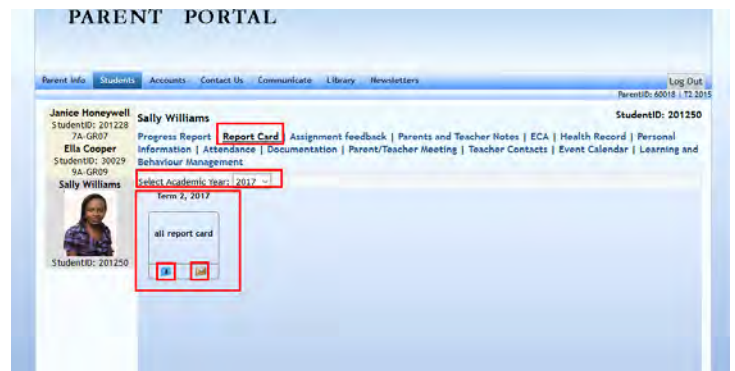


**17** To view detailed information regarding a student's progress in each term - and in each subject - you will need to click on 'Progress Report (By Term/Subject)'.

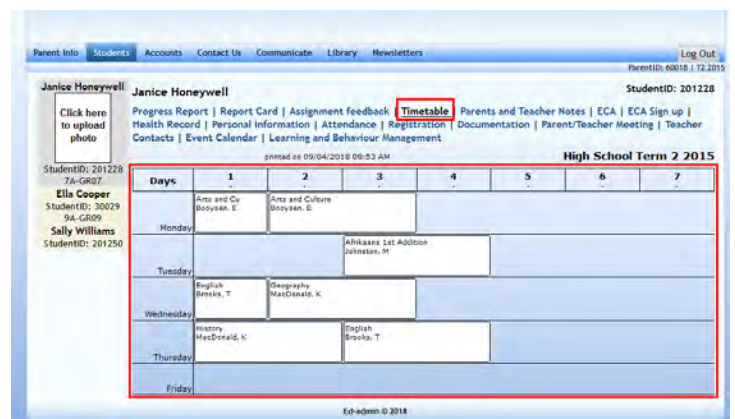


**18** The next link under 'Students' is 'Report Card'.

This function will enable you to view a student's report card for each academic year and term. You are also able to print, download or even email the report card directly from the Parent Portal.

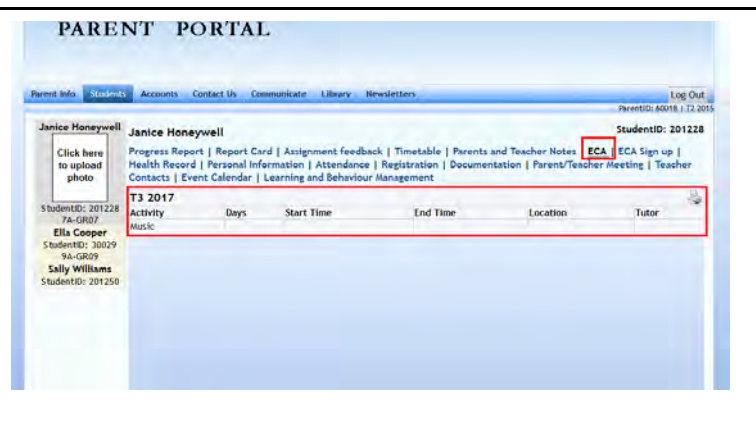


**19** You are also able to view each learner's timetable by clicking on the 'Timetable' link found under the 'Students' tab.



**20** The Parent Portal also allows you to view the extracurricular activities that the learner has signed up for.

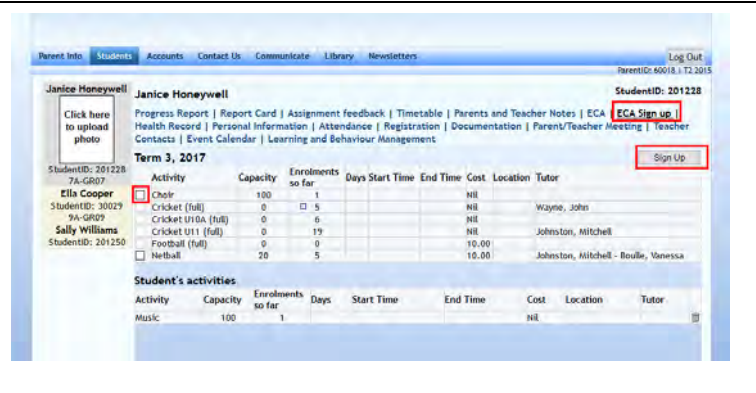
You may view the activities by going to 'Students' and then clicking on the 'ECA' link.



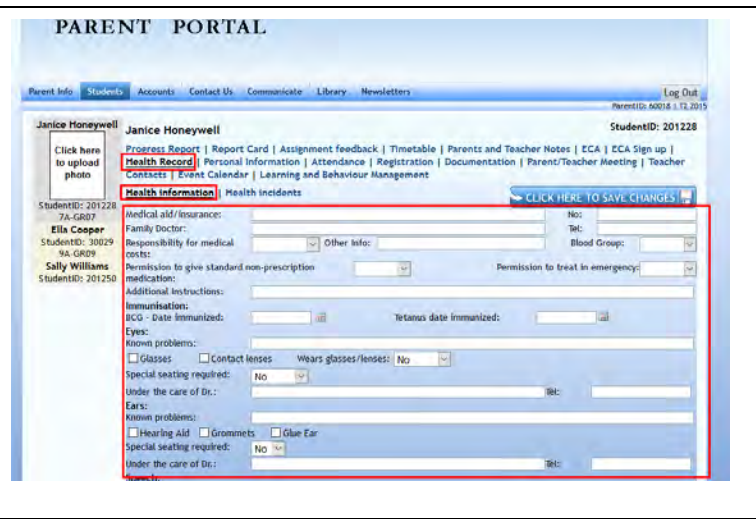
**21** You are also able to sign up students for any activity that is made available by the institution. You just have to tick the highlighted checkbox next to the activity and then click on the 'Sign up' button.

You are also able to de-register students from any of the activities that the learner has signed up for.

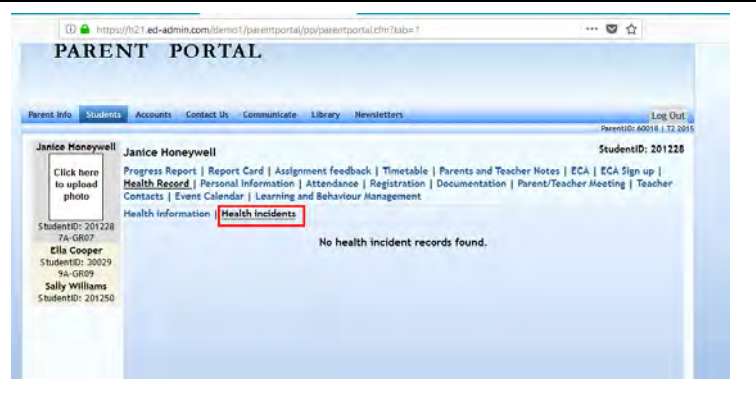
This can be done by clicking on the 'ECA Sign up' link.



**22** The 'Health Record' link found in 'Students' enables you to enter any medical information relating to each student.



**23** You are able to view any health incidents that may have occurred - to the learner - whilst at the institution.



24 The student's Personal Information can also be edited in 'Personal Information' under the 'Students' tab.

**NB: Please remember to click the**



**button to ensure that all changes are saved.**

25 If the information that you would like to update is not visible on the 'Parent Portal', you are able to email the changes by clicking on the highlighted link (as shown in this example).

A popup window will appear, allowing you to enter the information and submit it via email.

26 The Parent Portal also allows you to track the student's attendance by clicking on the 'Attendance' link (found in the 'Students' tab).

You will be able to view the number of days the learner has been absent - and present - for each term.

27 You are able to contact each student's subject and class teacher by clicking on the 'Contacts'.

## 28 Accounts tab:

The next tab to discuss is the 'Accounts' tab.

In this tab, you are able to view your accounts by clicking on the links labeled 'Statement' and 'Invoices'.

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
25/11/2016	Advance payments - Reversal - Cooper, Ella GR09	10,000.00		10,000.00
26/11/2016	Payment TransferReceipt (611642) - 611642		10,000.00	0.00
23/07/2017	2017 Tuition Fee GR9 - Cooper, Ella GR09	2,222.00		2,222.00
23/07/2017	2017 Tuition Fee GR9 - Cooper, Ella GR09	2,222.00		4,444.00
23/07/2017	2017 Tuition Fee GR9 - Cooper, Ella GR09	2,222.00		6,666.00
23/07/2017	2017 Tuition Fee GR9 - Cooper, Ella GR09	2,222.00		8,888.00
09/10/2017	2017 Tuition Fee GR11 - Honeywell, Janice GR07	5,555.00		14,443.00
		24,443.00	10,000.00	14,443.00

Account ID: 60018 Year 2017 Invoice No: 501734 Invoice Date: 09/10/2017

To: [Redacted] E-Mail: mgho.m@ed-admin.com E-Mail: mgho.m@gmail.com

Student Name - Honeywell, Janice GR07  
142754 2017 Tuition Fee GR11

	Total
ZAR	5,555.00
Total	6,566.00
Paid	6.00
Balance	6,560.00

Please Note:  
1st instalment: ZAR 5,555.00 due on 9 October, 2017  
Please pay into the following account

## 29 Under the 'Accounts' tab you are also able to make payments.

Please select invoices to pay now:

Invoice number	Date	Total Due Currency	Amount Paid	Balance	Paying now
<input type="checkbox"/> 501670	25/11/2016	0.00 ZAR	10,000.00	-10,000.00	-10000.00
<input checked="" type="checkbox"/> 501674	23/11/2016	10,000.00 ZAR	0.00	10,000.00	10000.00
<input checked="" type="checkbox"/> 501731	23/07/2017	8,888.00 ZAR	0.00	8,888.00	8888.00
<input checked="" type="checkbox"/> 501734	09/10/2017	5,555.00 ZAR	0.00	5,555.00	5555.00
Total:		24,443.00 ZAR	10,000.00	14,443.00	-10000.00

Information on Fees and Charges

Agree with the Terms and Conditions  
 Agree with the Privacy Policy  
 Agree with the Refund Policy

Pay with Card

## 30 Contact Us tab:

You are able to contact the institution regarding each learner by going to the 'Contact Us' tab and entering the information that you would like to share with the school.

This information will be sent to the institution's Admin or HR departments, depending on the email address set up by the Education Institution.

Concerning: Ella Cooper (GR09)

Copy me:

Message subject: [Text area]

Message body: [Text area]

Attachments: [Browse... No file selected.]

Reset Send Message

## 31 Communicate tab:

If you wish to communicate information to a specific teacher, or ask questions, you are able to do so by going to the 'Communicate' tab.

Here you are able to communicate with any of the teachers that teach the specific student that you have selected in the 'concerning' field.

Concerning: Ella Cooper (GR09)

To teacher / staff: [Dropdown menu]

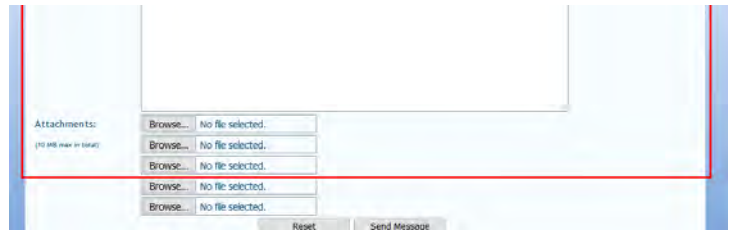
Copy me:

Message subject: [Text area]

Message body: [Text area]



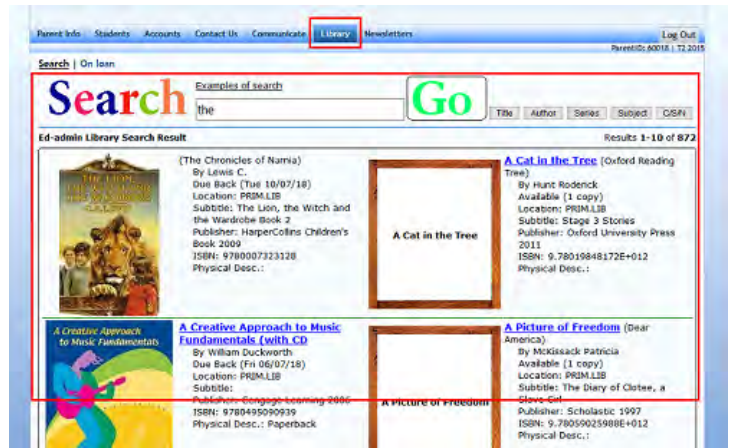
selected in the concerning area.



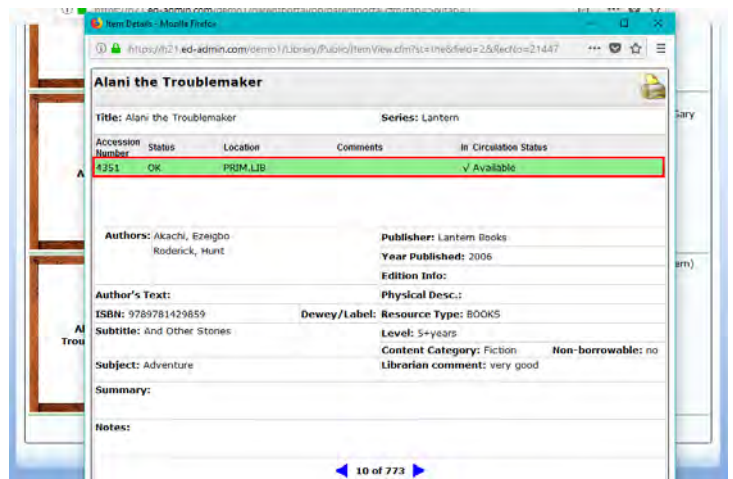
### 32 Library tab:

Parents and guardians have access to the library's catalogue, via the 'Parent Portal'.

To access the library, parents will have to click on the 'Library tab'; they will then be able to search the library for books that they require.



33 When you click on a particular book, you are able to see the book's availability - and its location - so that when you loan the book you are ensured as to its availability.



### 34 Newsletters tab:

On the 'Newsletters' tab, you are able to view any of the newsletters that have been sent out by the Educational Institution, per term.

