

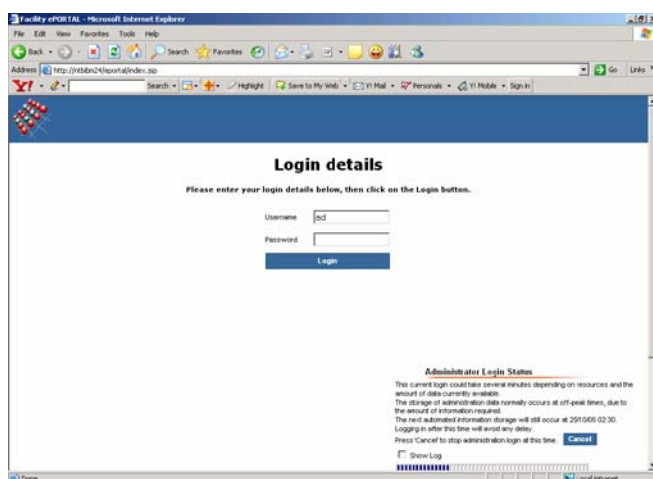
Bonus Pastor Catholic College

e-Portal Quick Guide for Parents

This document shows parents how they can quickly check on their child's latest progress and attendance data from any computer that has access to the Internet.

Once you are on the college website, move your mouse over the **Contact Us** menu button – a dropdown list will appear – click on the **Staff & Student Links** option.

Scroll down the screen a little until you see the Staff Links section. Clicking on the e-Portal link will bring up the e-portal Login Screen shown below:

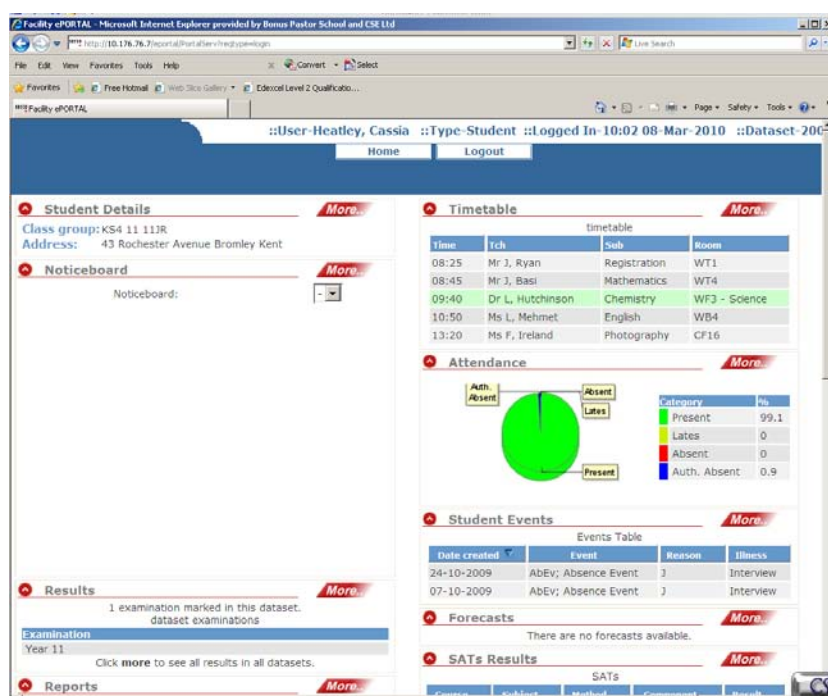


Type in the **Username** and **Password** that your child has been given at school, then click the blue **Login** button.

We suggest you make a note of the username and password and keep it somewhere safe for future use.

In the unlikely event that this does not work – please contact the college to check the details are correct. Once the system has logged in, you will see the Main Home

Page for e-portal shown below:

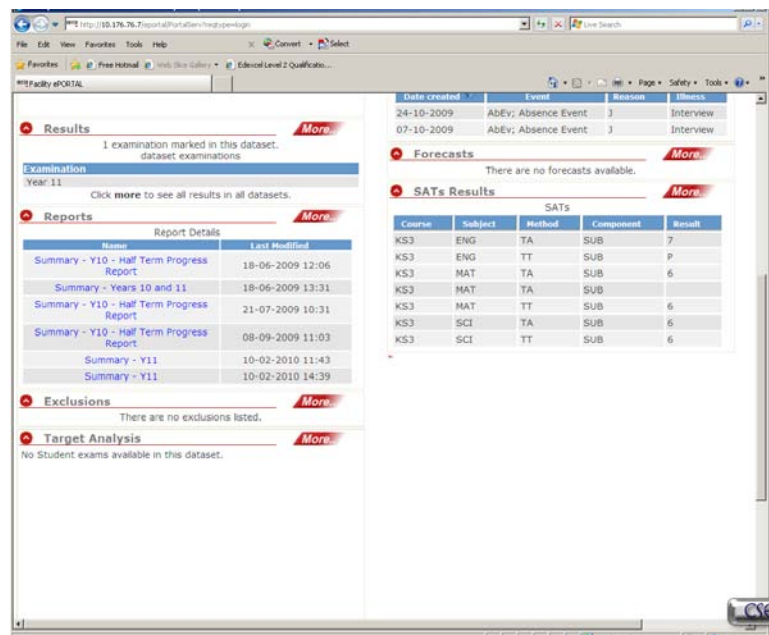


The screen is made of different sections called 'Bitlets' – each bitlet has details of different aspects of the data we hold on your child. At the top right of each bitlet is a Red More button – clicking on this will display more details on that particular aspect – if there is more to see.

If you scroll down a little, you will see the Reports bitlet – each time we create a report for your child a copy of the document will appear in this bitlet - clicking on the report name (in blue) will load the report document in Adobe Reader – a special non-editable document that you can, if you wish, print out to be read away from the computer. However, this would be slightly against the ethos of what we are trying to achieve (less paper) by providing you with digital copies of all reports.

Any text in blue on these e-portal screens is a hyperlink – a special link that will take you to further information on the item.

The Student Details bitlet is very important and you should check that the details we have – especially contact details – are up-to-date and accurate. If anything is incorrect – please contact the College and have the details amended. Obviously, neither you – nor your child – can edit any of the details anywhere in e-portal!



We hope you find this new facility useful. As a trial group of users – 7GR and 10CM students – we will be contacting you for a brief feedback in a few months time. In the meantime, if you have any problems, please contact Mr Heatley at the college.