

double first

MANAGEMENT INFORMATION SYSTEMS



Portal User Manual

For Parent Users

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1. Setting yourself up as User

In-order to access the portal, you will first need to set yourself up as a User. You will receive an email/letter from the school detailing the following information:

- The website link that you will need to go to, to create yourself an account.
- Details about your Username (your email address)
- Your Pin Code

Once you have received the above information follow the website link.

1.1 Create Account Screen

1. Enter your email address (This will be the email address to which you received the create account details).
2. Enter the Pin Code as stated in the email/letter
3. Click on **Go** to proceed to the next screen
4. Enter your child's date of birth
5. Click on **Go** to proceed to the next screen. (At this point an email will be sent to you containing your new password).
6. Proceed to the Login page.

Create Account

Step 1 Step 2 Step 3

Your Email Address

Your PIN

Go

Create Account

Step 1 Step 2 Step 3

Your Email Address karen.higham@doublefirst.com

What is Samuel Vinson's Date of Birth?

Day: Month: Year:

Go

Create Account

Step 1 Step 2 Step 3

Thank you!

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](#).

2. Logging in

2.1 Login Screen

1. Enter your User Name (Your email address)
2. Enter your Password (this will be contained in the email generated when you created your account).
3. Click **Login**.
4. On your first login you will be asked to change your password. (Enter your current password first, followed by your new password).
5. Any password requirements will be shown in the grey bar.

The image shows two screenshots of a web application interface. The top screenshot is the login screen, featuring the logo for 'engage by double first MANAGEMENT INFORMATION SYSTEMS'. Below the logo are two input fields: 'Username:' and 'Password:'. A red 'Login' button is positioned below the password field, with a blue 'Forgot Password?' link underneath it. Numbered callouts (1, 2, 3) point to the Username field, Password field, and Login button respectively. The bottom screenshot is the 'Reset Password' screen. It has a blue header bar with the text 'Reset Password'. Below this is a grey box containing the text 'Your password must contain:' followed by a bulleted list of requirements: 'at least 8 characters', 'at least 1 number', 'at least 1 lower case character', and 'at least 1 upper case character'. A callout (5) points to this grey box. Below the requirements are three input fields: 'Current Password', 'New Password', and 'Retype New Password'. A callout (4) points to the 'New Password' field. At the bottom right of the form is a red 'Update' button.

2.2 Forgotten Passwords

1. If you forget your password click on the **Forgot Password** link, found on the login screen.
2. You will be asked to enter your Username.
3. You will also be asked for your Child's date of birth.
4. Click on **Reset Password** and you will receive an email containing a link to the **Reset Password** screen.

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Username:

Password:

Login

1 → [Forgot Password?](#)

2 → Please complete the following to confirm your identity:

What is the username you log in to the portal with?

Username:

[Return to login](#) Next

3 → Please complete the following to confirm your identity:

What is Joshua Smith's date of birth?

Day: Month: Year:

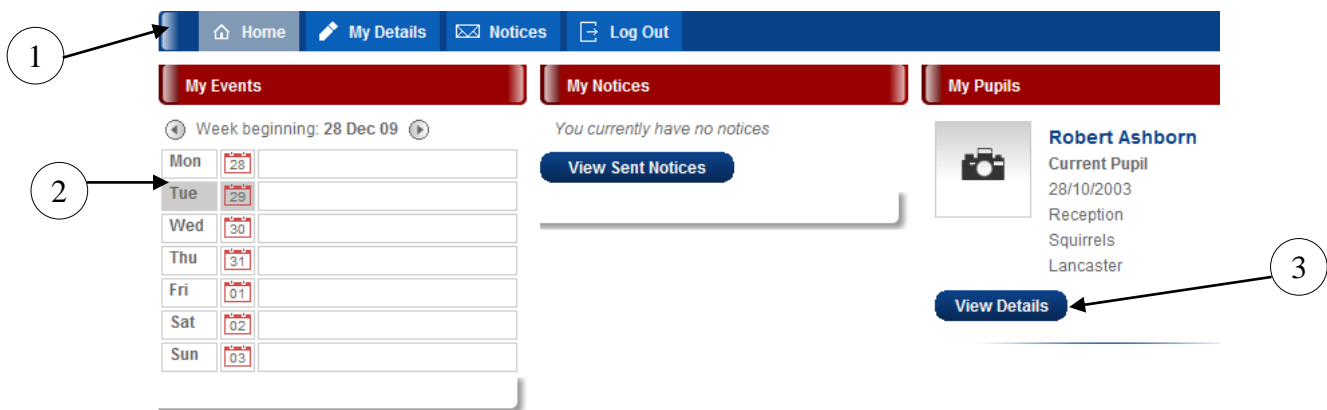
[Return to login](#) Reset Password

4 →

3. Home Screen

This is the screen that Parent Users will see when they first log in. (The School Administrator has the ability to turn these sections on and off, so you may not always find that your screens look identical to the ones shown here.)

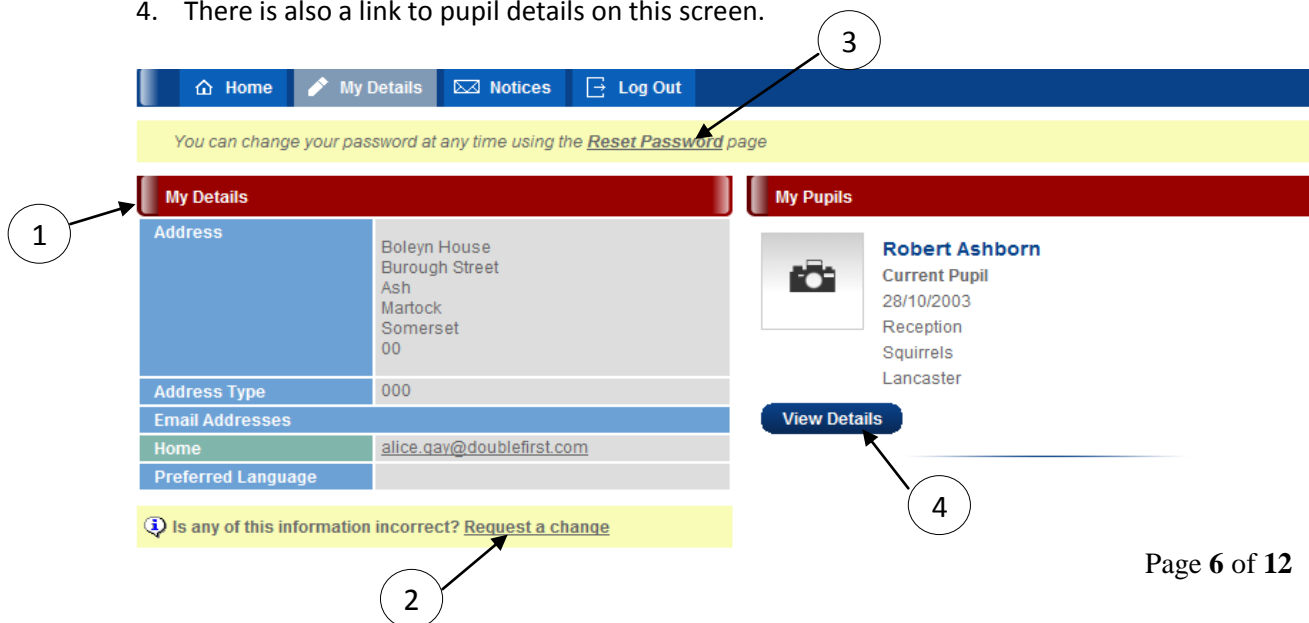
1. The tabs across the top of the screen allow you to access each main area of the Parent Portal.
2. The events calendar will show details of Term Dates and up and coming school events.
3. You will also find additional links to other areas of the parent Portal.



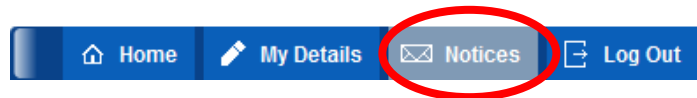
4. My Details Tab



1. The **My Details** tab contains your Contact Details (Address, Telephone and Email).
2. The **Request a Change** option allows you to inform the school office of any changes that need to be made to your contact details.
3. It is also possible to change your password in this screen.
4. There is also a link to pupil details on this screen.

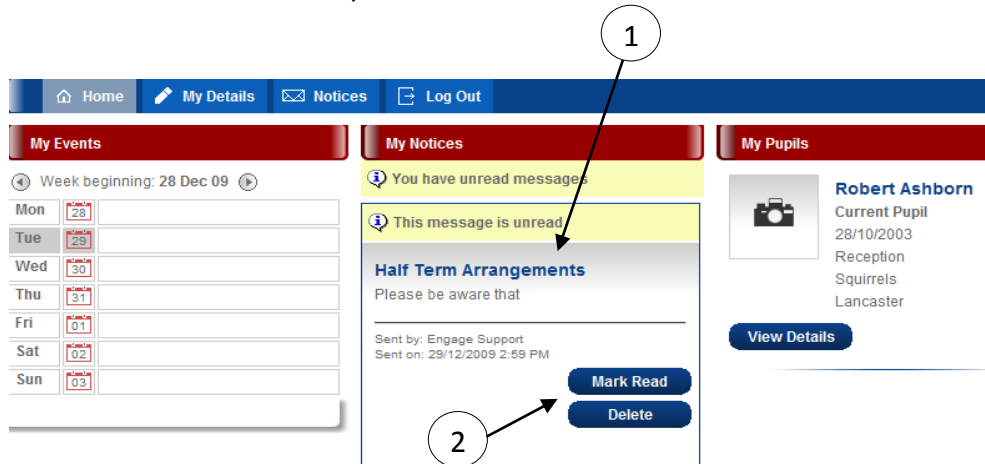


5. Notices and Events



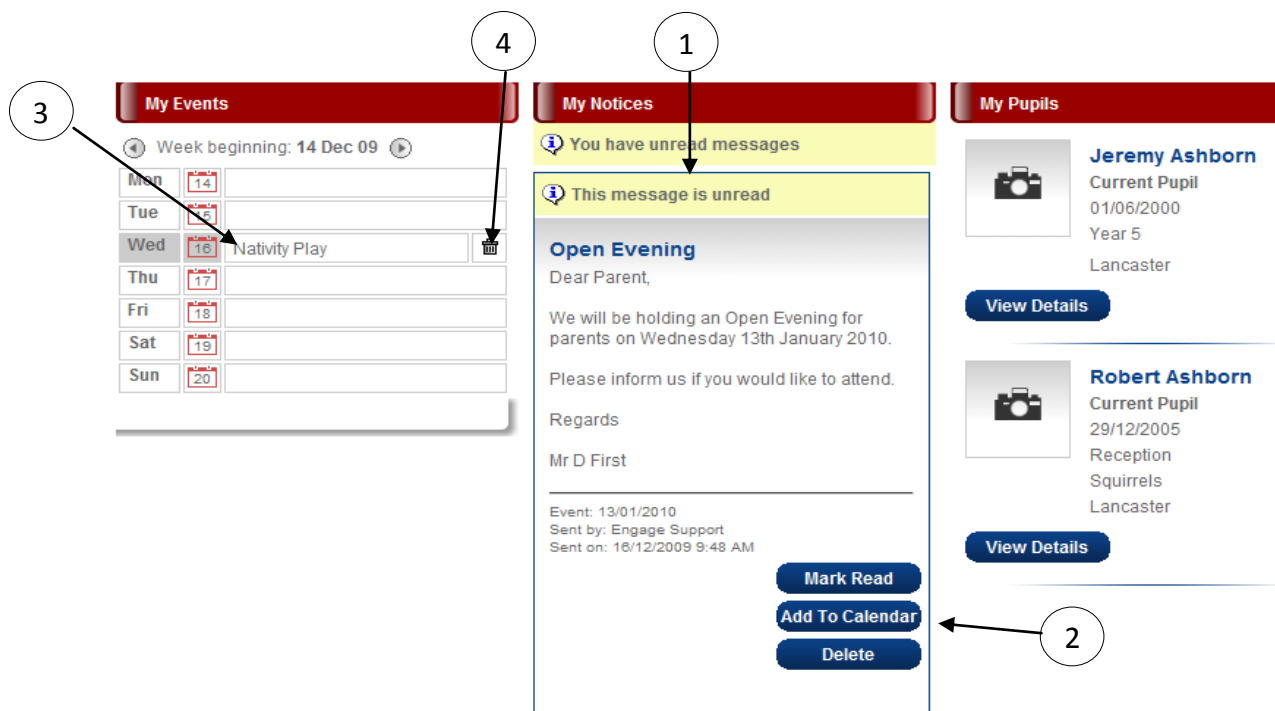
5.1 Receiving Notices

1. New Notices will appear on the home page.
2. When a new Notice is received you can choose to **Mark Read** or **Delete**.



5.2 Receiving Events.

1. New Events will appear on the home page.
2. When a new Event is received you can choose to **Mark Read**, **Add to Calendar** or **Delete** the message.
3. If you choose **Add to Calendar**, the Event will appear on the *Events Calendar* on your Home Page.
4. You can also delete an Event from your Events Calendar.



6. Viewing Pupil Details

1. To view details for a pupil click on **View Details**.
2. Click on the relevant panel to reveal the details that you would like to see.

The screenshot shows the 'My Pupils' interface. At the top, there is a navigation bar with 'Home', 'My Details', 'Notices', and 'Log Out'. A 'View Details' button is highlighted with a circled '1'. Below this, the pupil's name 'Robert Ashborn' is displayed along with their current class 'Reception Squirrels Lancaster'. A list of detail panels is shown below, with the 'Contact Details' panel highlighted by a circled '2'. The panels include: Contact Details, Siblings, Timetable, Medical Details, Catering Details, Transport Details, Attendance, Pupil Subjects and Teachers, Pupil Incidents and Actions, Additional Information, and Assessment Reports.

6.1 Contact Details

This area will allow you to view the contact details that the school holds on record for your pupil.

The 'Contact Details' form shows the following information:

- Name: Henry & Millicent Ashborn
- Greeting: Lord & Lady Ashborn
- Relationship: Parent
- Address: Boleyn House, Borough Street, Ash, Martock, Somerset, TA12 6PP, UK
- Has Parental Responsibility?
- Profession 1: Barrister
- Profession 2: Housewife
- Priority: 1
- Email Addresses: Home: alice.qav@doublefirst.com
- Telephone Numbers: Home: 01935823355

6.2 Siblings

1. The Siblings panel will allow you to view sibling information.
2. Click on **View Details** to see further details for the sibling.



6.3 Timetable

This panel will allow you to view your pupil's timetable.

Timetable						
	08:00 - 08:45	08:45 - 09:30	10:00 - 10:45	10:45 - 11:30	12:30 - 13:15	13:25 - 14:10
Mon	CLL E10		PSED E10	PD E10	Knowl E10	Knowl E10
Tue	C DEV E10		Knowl E10		CLL E10	CLL E10
Wed	PD E10		C DEV E10		Knowl E10	PSRN E10
Thu	PSRN E10		PSED E10		CLL E10	C DEV E10
Fri	PSED E10		PD E10		PSRN E10	PSRN E10

6.4 Medical Details

This area will allow you to view the medical details that the school holds for your pupil.

Medical Details	
NHS Number	Notes
Allergies	• Bee Stings
Ailments	• Diabetes
Medication	• Insulin

6.5 Catering Details

This area will allow you to view any catering details that the school holds for your pupil.

Catering Details		General Notes
Eligible for Free Meal	✓	
Free Meal Start Date	05/01/2010	
Free Meal Review Date	09/07/2010	
Diet Type	Diet Notes	
• Vegetarian	•	

6.6 Transport Details

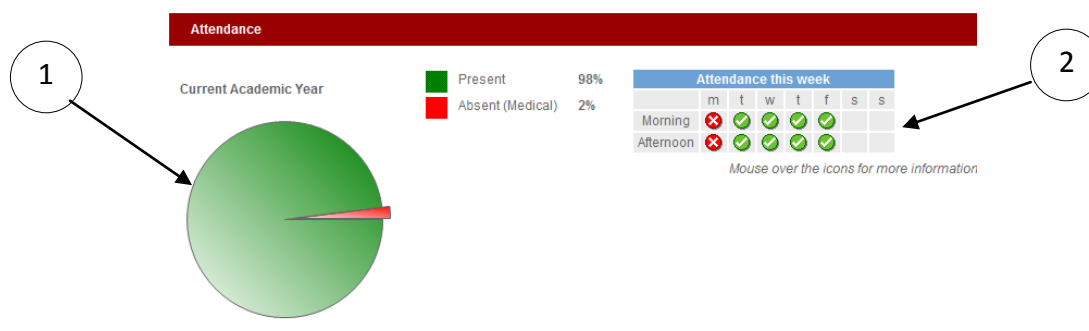
This area will allow you to view any transport details that the school hold for your pupil.

Transport Details		Travel Route
Free School Transport	✓	
Travel Type	Bus	
Travel From	Martock	
Pickup Location	Martock Post Office	
LEA Provided Transport	✗	

6.7 Attendance

This area will allow you to view attendance details for your pupil.

1. You can view the pupil's attendance for the current academic year so far.
2. You can also view the pupil's attendance for the current week.



6.8 Pupil Subjects and Teachers

This area will allow you to view subjects that the pupil studies and the teachers they are taught by.

Subject Name	Class Name	Teacher
Communication, Language and Literacy	Communication, Language and Literacy	Miss Holly Turton
Creative Development	Creative Development	Miss Holly Turton
Knowledge and Understanding of the World	Knowledge and Understanding of the World	Miss Holly Turton
Personal, Social and Emotional Development	Personal, Social and Emotional Development	Miss Holly Turton
Physical Development	Physical Development	Miss Holly Turton

6.9 Pupil Incidents and Actions

This area allows you to view any incidents or actions logged against your pupil.

1. Click on the arrow to view more information.

Pupil Incidents and Actions

10 December 2009	Accident +	▶
07 December 2009	Good Behaviour	▶
08 October 2009	Misbehaviour	▼

Incident Description: Didn't take his dinner tray back to the canteen

Follow up action: Detention

Is Medical:

School Only:

Reported By: Ian Haig-Brown

Last Updated: 09 October 2009

6.10 Addition Information

The school have the ability to add extra fields to the system. Any information contained in these fields will be available here.


Additional Information	
Clubs	Tennis Club
Locker Number	98

6.11 Assessment Reports

This area will allow you to view past and present Assessment Reports for the selected pupil.

Assessment Reports

Reporting Period: Show this year's Reporting Periods: Show all reports for this pupil:

 Use the filters above to display pupil assessment reports

1. Select the Reporting Period that you would like to view, or select 'Show all reports for this pupil' to view every report published to the Portal for the Pupil.
2. Click on the report that you would like to view. Reports will be displayed in a PDF format. (A PDF reader can be downloaded from <http://www.adobe.com/products/reader/>).

