



nPortal

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

6 August 2024

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nPortal

Our parent portal

We have designed a user-friendly way for schools to communicate with parents with ease. Our portal gives parents access to a platform that will contain everything they need in one place.

What we include

Our portal includes various modules for schools to utilize. Through these modules, you will have the ability to do a multitude of things all in one place without the need for logging into various programs.

Our portal includes:

- Dashboard – get an overview of your child's performance, submit absence details and access Student Reports on the go
- Notices – stay up-to-date with school activities and news
- Forms – provide parental consent to various school activities and events
- NMeet – book your Parent Teacher conference meeting online with ease
- Calendar – see ahead of time what is planned for the school year
- Medical - view and revise your child's medical records
- First Aid – stay informed on any first-aid incidents that occur while at school

**Please note that only the modules your school have subscribed to, will be available on your portal.*

Getting started

Logging in

When logging in, you will see multiple options on how to login. You can login either with a google account or another preferred email address. The most important thing to note is that it must be the email registered with the school.

For example, if you have two emails, one Google and one Hotmail, and the Hotmail is linked to the school, logging in through the google option with your Gmail account, will not work.

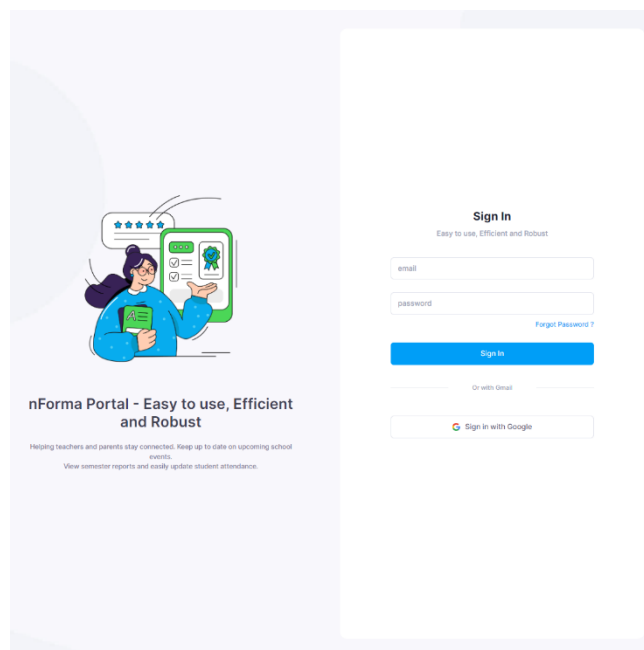
To log into the nPortal use this link: <https://portal.nforma.com.au/login>

To setup your password for the first time, you will need to click on the "Forgot Password" link. From there, enter the email address registered to the school. Once done, you should receive an email with a password reset. Once you have updated your password, you can then login.

If you have any questions, refer to our FAQs page:

<https://nforma.com.au/parent-faqs/>

Password: nforma123



Dashboard

Saving time and effort

In your child's profile, you will see a variety of data, such as profile information, attendance data, and assessment reports.

From here, you can also send absence information to the school if your child is going to be away from school. This will help the school save time in marking absences as the data will be transferred straight into the school's system.

You will also be able to access the medical module through the child's profile.

The screenshot shows the nForma Parent Dashboard for a child named Adelia Hartmann. The dashboard is divided into several sections:

- Header:** Includes the nForma logo, "Parent Dashboard #ONF-900", and the child's name "Adelia Hartmann" with a dropdown menu.
- Attendance Summary:** Displays three metrics: Full Day Absences (0.00%), Morning Absences (0.00%), and Afternoon Absences (0.00%). An "Overall Attendance" bar is shown at 100%. Buttons for "View Reports", "Mark Attendance", and "Back" are present. Annotations include "Mark future attendance" pointing to the "Mark Attendance" button, "View previous reports" pointing to the "View Reports" button, and "Select student" pointing to the name dropdown.
- Profile Details:** Lists fields for Full Name, Date of Birth, Contact Phone, Contact Email, and Relationship. An annotation "Profile Details" points to this section.
- Contact details:** Shows contact information for Adelia Hartmann (15/05/2013) and her mother. A "Verified" status is shown for the phone number. An "Update Medical" button is visible. An annotation "Update medical" points to this button.
- Attendance By Reason:** A section titled "Unknown At The Moment" showing "Reason" and "Periods Missed (AM/PM): 4" with a "Days: 2" indicator.
- Absence Overview:** A bar chart showing "Day Absence" (blue), "AM Absence", "PM Absence", and "Unexplained" (yellow). An annotation "Live school data" points to this chart.
- Unexplained Attendance:** A pie chart showing "Full: 2" with a legend for "AM 0", "PM 0", and "Full 2".

Notices

Keeping you up to date

Notices are a great way for schools to keep you up to date. Our notices system allows schools to communicate notices to you about upcoming events and news related to the whole school or your child's specific year level. You will be able to view notices through the portal.

The screenshot shows the nForma Notices portal for Trinity School. On the left is a dark vertical sidebar with the nForma logo at the top and a 'Notices' icon with the text 'Notices' below it. A red arrow points from this icon to the main content area. The main content area has a header 'Notices @ Trinity School' with a sub-header 'Feature / Notice Board' and an illustration of a person holding a tablet. Below this is a notice titled 'Athletics Day' with a blue plus icon in the top right corner. The notice text reads: 'Dear Parent/ Guardian, We will be hosting our annual Athletics Day on March 15th. This is a very popular day in our school calendar that the students love. It is a great day filled with teamwork and a bit of friendly competition. We will be carrying out a number of events, some being qualifications for interschool. Please ensure you fill out the permission form that will be sent out shortly. Thank you for your ongoing support.' Below the text is a photograph of a running track with hurdles. At the bottom of the notice are two expandable sections: 'Schedule Date' and 'Activities'. To the right of the Athletics Day notice is a section titled 'About Us' with the text: 'Welcome to Trinity School, where learning comes alive and every child's potential is nurtured with care and dedication. Established with a commitment to providing a dynamic and enriching educational experience, our primary school is a vibrant community dedicated to the holistic development of young minds.' Below these sections is a 'Publications' section with the text: 'Our objective is to deliver comprehensive newsletters and notices aimed at uplifting our entire community.' At the bottom of the page are three decorative images: a row of educational icons (flask, pencil, ruler, etc.), a photograph of a school building, and a photograph of red flowers.

Forms

Your Permission

Our forms setup allows schools to create various permission forms requesting your consent. Whether it be for upcoming sports events, the use of photographs or class excursions, all forms requiring your consent can be found in one spot. With a click of a few buttons, you will be able to complete the required forms in no time.

The screenshot displays the nForma interface for Trinity School. The main content area shows a table of forms with the following data:

TITLE	NAME	STATUS	DATE
Annual Photograph/ Video permission form	Alexander Russel	Not Accepted	Tue Dec 31, 2024

Annotations in the image include:

- A red arrow pointing to the 'Forms' menu item in the left sidebar.
- A red arrow pointing to the 'Annual Photograph/ Video permission form' link in the table.
- A red arrow pointing to the 'Not Accepted' status in the table.
- A red arrow pointing to the 'Tue Dec 31, 2024' date in the table.
- Four text boxes with arrows pointing to the table cells: 'Click here to view the form' (pointing to the title), 'Student's name' (pointing to Alexander Russel), 'Status of the form' (pointing to Not Accepted), and 'Due by date' (pointing to Tue Dec 31, 2024).

Calendar

School dates

With our parent portal, schools can have either their current google calendar linked to the portal or a separate portal calendar. Regardless of what they choose, you can always view upcoming school events.

The screenshot displays the nForma parent portal's calendar interface. On the left is a dark sidebar with the nForma logo and various navigation icons. The main content area is titled "Calendar" and shows a "Planned Events" section. Below this is a monthly calendar for February 2024. The calendar grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates shown are 28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 1, 2, 3, 4, 5, 6, 7, 8, 9. A yellow highlight is present on the date 26 (Monday). The interface also includes navigation arrows, a "today" button, and view options for "month", "week", and "day".

nMeet

Setting up a meeting

Many schools use PTO to set up their parent teacher interviews and any other meetings. Instead of having to use multiple programs, our parent portal has nMeet. This is where schools can create their meetings and you can respond. It is a very efficient, user-friendly process. You simply need to select your desired session and book in an available time slot. Ensure to always read the name of the meeting in case the nMeet has multiple days options.

The screenshot displays the nMeet interface for a meeting titled "Parent Teacher Interviews". The interface includes a sidebar with the nMeet logo and a main content area. The main content area shows a list of meeting sessions for "Alexander Russel". The first session is for "Tuesday, 05, Mar 2024" and is titled "Parent Teacher interviews Day 1". The second session is for "Tuesday, 12, Mar 2024" and is titled "Parent Teacher interviews Day 2". The "Appointment Details" section for the first session provides the following information:

- Title: Parent Teacher interviews Day 1
- Teacher: Camille Pfeffer
- HomeGroup: OOSV
- Code: OOA
- Appointment Status: Not Booked

Annotations with red arrows point to various elements:

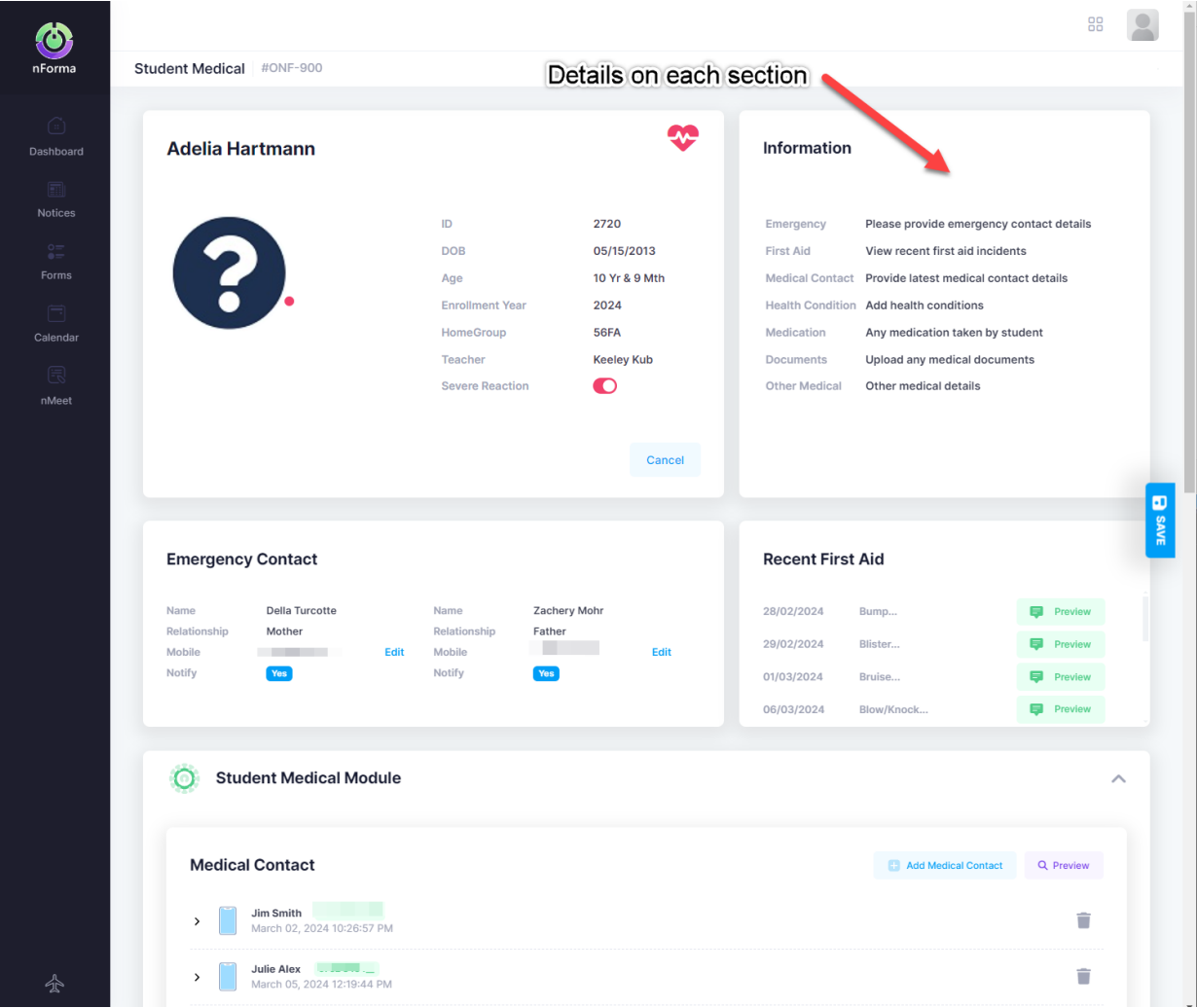
- "Name of the meeting" points to the meeting title "Parent Teacher interviews Day 1".
- "Date of the meeting" points to the date "Tuesday, 05, Mar 2024".
- "Basic information" points to the "Appointment Details" section.
- "Respond here" points to the "Manage Appointment" button.
- "Student's name" points to the student name "Alexander Russel".
- "Session two" points to the second meeting session.

At the bottom of the page, there is a footer with the text "2024 © n5.io prd v1.0" and "About Support".

Medical

Health and safety

Our medical module is a great way for you to keep schools up to date with your child's health conditions and medical history. The module acts as an interface where you and the school can upload any health-related data. Whether it be names of doctors to current medication the child is prescribed to, everything will be found there.





Dashboard

Notices

Forms

Calendar

nMeet



Student Medical #ONF-900



Health Condition

[+ Add Health Condition](#) [Q Preview](#)

- Sigmund Crist** Asthma
March 03, 2024 10:36:48 AM
- Della Turcotte** Allergy
March 05, 2024 11:24:30 AM
- Della Turcotte** Allergy
March 05, 2024 11:24:30 AM
- Della Turcotte** Eczema
March 07, 2024 10:02:19 AM

Medication

[+ Add Medication](#) [Q Preview](#)

- Sigmund Crist** Epipen
March 03, 2024 10:36:48 AM
- Della Turcotte** Phenergan
March 05, 2024 11:25:39 AM
- Della Turcotte** Claratyne
March 05, 2024 11:25:39 AM
- Della Turcotte** Ventolin
March 05, 2024 11:25:39 AM

Medical Document

NAME	DATE	ACTIONS
Anaphylaxis Action Plan	05/03/2024	

Upload Files:

[Attach Files](#)

Max file size is 10MB and max number of files is 10.

Other Medical

- Dietary
- Disability
- Hospitalise
- Phobia
- Immunisation
- Nebuliser

Medicare Card

Expiry Date

[SAVE](#)




First Aid

Keeping you informed

First aid is a great way for the school to keep you informed of any visits your child may have to the first aid bay. Our program allows the first aid staff to give you reports of what has happened and any further actions required, ensuring you are always up to date on the safety of your child. You can access the report in the medical module or it may be sent to you via email.

Student First Aid [Edit Incident](#)

 **Adelia Hartmann**
DOB: 05/15/2013

Emergency Contact Mother:
Email Address: [Redacted]
Parent Name: Della Turcotte
Phone: [Redacted]

Emergency Contact Father:
Email Address: adriana.beier@example.org
Parent Name: Zachery Mohr
Phone: [Redacted]

Reporter Details
Details about the Reporting and Treating Person
Reported By: Mary Schuster

Location Details
Location, Injury, and Activity Details of the Incident:
Injury Type: Bump
Location Type: Adventure Playground
Activity Type: Lunch time

Incident Date
Date and Time of the Incident: February 28, 2024 12:00 PM

Treatment
Details Of Treatment: Applied an ice pack

Relevant
Any Other Relevant Details: Returned back to class

Notification
Would you like to inform the parents/guardians?

[Close](#) [Save](#)