



nPortal

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

September 2025

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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

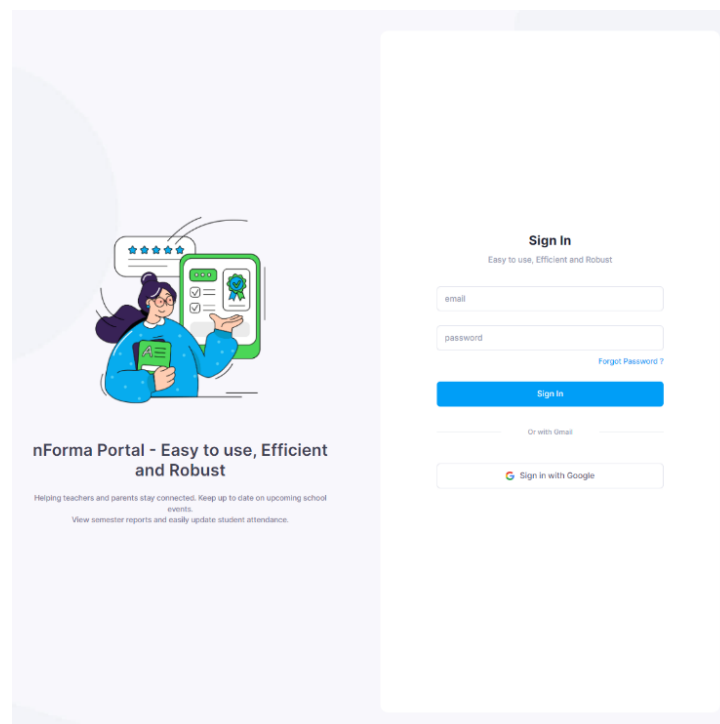
Logging in

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.



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.



Everardo Bashirian

No email assigned

10/06/2016

View Reports

Mark Attendance

Back

Contact Phone

0400000000 Verified

Contact Email

vanessa80@example.net

Relationship

Mother

Date of Birth

10/06/2016

Profile Details

St Example's

Update Medical Information

Full Name

Everardo Bashirian

Contact Email

vanessa80@example.net

Contact Phone

0400000000

Relationship

Mother

Attendance by Reason

Absences to Date

Attendance Overview

Days

Unexplained Absence

Late Arrival · Early Departure · Full Day

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.

Notices @ St Example's

Featured / Noticeboard



School Athletics Day



About Us

St. Example's encourages curiosity, creativity, and a lifelong love for learning. With a dedicated team, we provide a balanced curriculum that emphasises academic excellence, character development, and social-emotional growth.

Publications

Our goal is to strengthen our community by providing comprehensive newsletters and announcements.



Student Reports

Reports are live

 Robb Kshlerin •  Dec 18 2025



Term 4 Week 9 Newsletter

Term 4 Week 9 Newsletter

 Melissa Reynolds •  Dec 12 2025



School Athletics Day

Knox Athletics Track

 Melissa Reynolds •  Aug 07 2025



Olympics Watch Party

Watch Party

 Melissa Reynolds •  Aug 07 2025

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.

nForma

Forms

Forms Trinity School

SELECT STUDENT

Search By Name

Filter

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

Showing 1 to 1 of 1 records

1

Click here to view the form

Student's name

Status of the form

Due by date

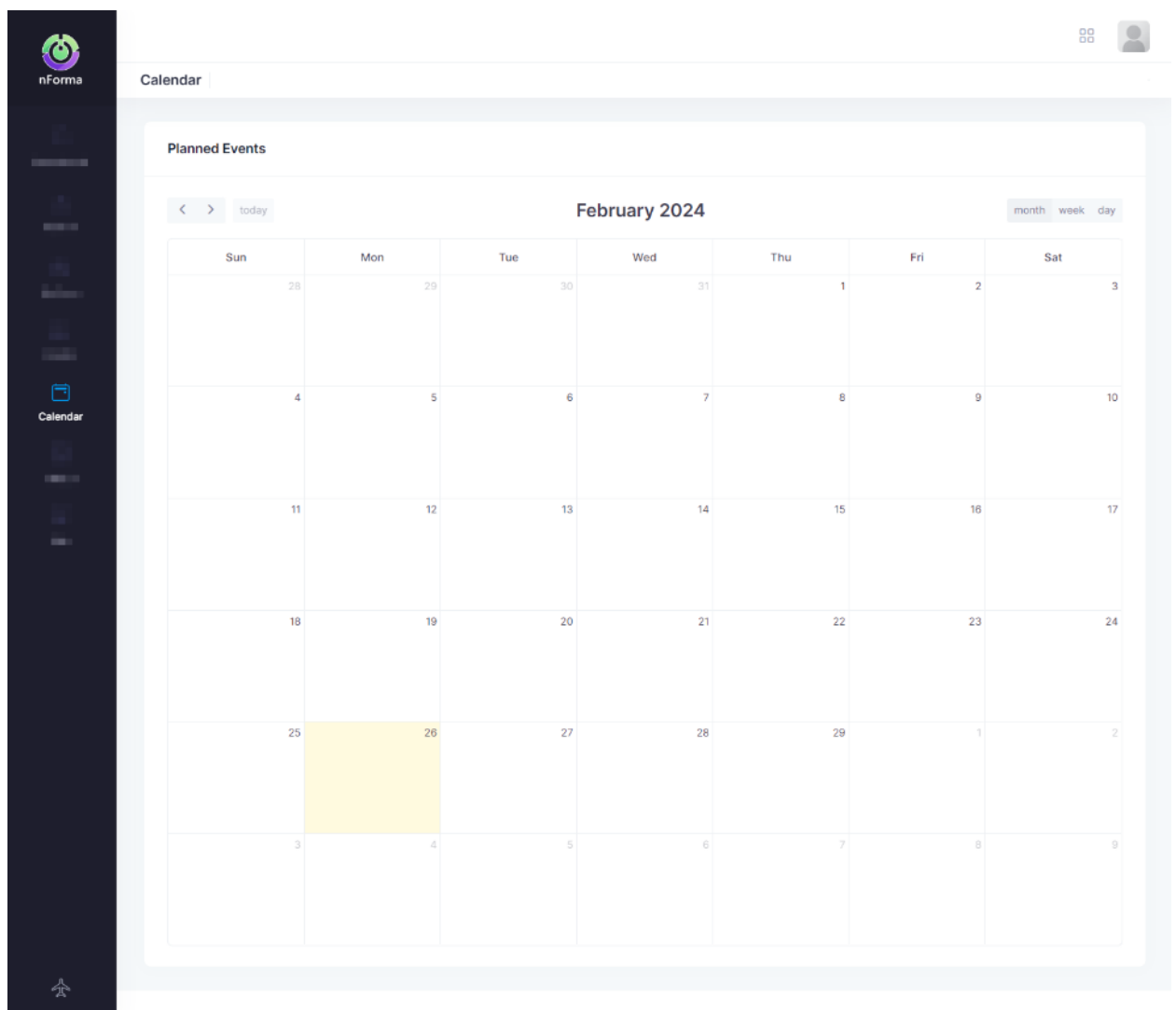
2024© on5.io prd v1.0

About Support

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.



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 setting up a meeting. The interface includes a sidebar on the left with the nForma logo and a main content area. The main content area shows a meeting titled "Parent Teacher Interviews" for Alexander Russel. The meeting details are as follows:

Field	Value
Title	Parent Teacher Interviews Day 1
Teacher	Camille Pfeffer
HomeGroup	00SV
Code	00A
Appointment Status	Not Booked

Annotations on the screenshot include:

- Name of the meeting**: Points to the meeting title "Parent Teacher Interviews".
- Date of the meeting**: Points to the date "Tuesday, 05, Mar 2024".
- Basic information**: Points to the meeting 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 date "Tuesday, 12, Mar 2024" for the second session.

The footer of the interface shows the copyright notice "2024 © n5.10 prd v1.0" and the links "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.

The screenshot displays the Medical module interface for a child named Jensen Ortiz. The interface is organized into several sections:

- Header:** Child's name (Jensen Ortiz), age (8 Yr & 5 Mth), DOB (23/11/2017), and a unique ID (1D3220CE-C437-49C9-A5F7-325FF92B4443). Summary boxes show 2 CONDITIONS, 2 MEDS, and 1 MEDICAL DOCS.
- Overview Tab:** Selected tab showing a summary of health data. Red arrows point to the 'Overview' tab and the '2 ACTIVE CONDITIONS' box.
- Student Medical Snapshot:** A section titled 'Most important items at a glance' showing a 'Severe reaction' and '1 high severity condition'. Below this are various health indicators (Dietary, Disability, Immunisation, Hospitalise, Nebuliser, Travel sickness, Glasses / contacts, Medicare, WWCC) with 'No' status.
- Quick Actions:** A section with buttons for 'Add medication', 'Add health condition', and 'Manage contacts'.
- Active Medication:** A section titled 'Current active medication records' showing 'Claratyne' (Expiry 2026-07-24) and 'Epipen' (Expiry 2026-08-13), both with 'Yes' status.
- Priority Flags:** A section titled 'Priority Flags' showing a 'Severe Reaction' flag with a 'First aid alert' and a 'Saved' button. A red arrow points to this section.
- Medical Indicators & Details:** A section titled 'Medical Indicators & Details' showing a grid of health indicators (Dietary, Phobia, Disability, Immunisation, Hospitalise, Nebuliser, Travel Sickness, Glasses / Contacts, Medicare, WWCC) with toggle switches. Below this are fields for Medicare No, Medicare Expiry, WWCC No, WWCC Expiry, Ambulance Membership No, and Private Health.

Red arrows indicate the flow of information and key features: from the Overview tab to the Active Conditions box, from the Student Medical Snapshot to the Quick Actions section, and from the Priority Flags section to the Medical Indicators & Details section.

2
EMERGENCY CONTACTS

1
MEDICAL CONTACTS

2
ACTIVE CONDITIONS
1 high severity

2
ACTIVE MEDICATIONS
2 with expiry

Active Conditions

Quick view of current medical conditions

Hayfever

Hayfever • Has hayfever and uses Claratyne

Low

Anaphylactic to Nuts

Allergy • Anaphylactic to nuts. Has an EpiPen.

High

+ Add

Active Medications

Compact medication snapshot

Claratyne

Expiry 2026-07-24

Active

EpiPen

Expiry 2026-08-13

Active

+ Add

Additional Emergency Contacts

2 of 2 + Add contact

Search additional emergency contacts

Showing 1-2 of 2

NAME	RELATIONSHIP	MOBILE	EMAIL	ACTIONS
John Ortiz	Father	0400000000	John.Ortiz@example.com	
Jessica Ortiz	Mother	0400000000	Jessica.Ortiz@example.com	

PreviousPage 1 of 1Next

Medical Contacts

1 of 1 + Add medical contact

Search medical contacts

Showing 1-1 of 1

NAME	PROFESSION	MOBILE	ADDRESS	ACTIONS
Dr Jack Smith	Doctor	999999999	nForma Medical Centre	

PreviousPage 1 of 1Next

2
HEALTH CONDITIONS

2
MEDICATIONS

Health Conditions

2 of 2 + Add condition

Search health conditions

Showing 1-2 of 2

NAME	TYPE	SEVERITY	ACTIVE	NOTES	ACTIONS
Hayfever	Hayfever	Low	Yes	Has hayfever and uses Claratyne	
Anaphylactic to Nuts	Allergy	High	Yes	Anaphylactic to nuts. Has an EpiPen.	

PreviousPage 1 of 1Next

Medications

2 of 2 + Add medication

Search medications

Showing 1-2 of 2

NAME	EXPIRY	ACTIVE	NOTES	ACTIONS
Claratyne	2026-07-24	Yes	Uses claratyne for hayfever	
EpiPen	2026-08-13	Yes	Uses an EpiPen for Nut allergy	

PreviousPage 1 of 1Next

Medical Documents

1 document

Search medical documents

ORDER	DOCUMENT	DATE	ACTIONS
	Anaphylaxis Plan PDF • Uploaded by Adell Gusikowski	04/05/2026	

Choose File

No file chosen

Upload medical document

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. The school is able to send the report to you via email.



Sacred Heart

First Aid Incident Report

Incident Date/Time	October 11, 2024, 12:00 pm
Student	
DOB	12/11/13
Home Group	5 B
Year Level	Year Lvl 5
Location	Playground
Reporter	Emile Wolf
Treated By	School Nurse

Dear Parents/Carers,

Today, received first aid attention due to following reasons:

Bump to head

received following treatment(s):

- Applied an ice pack
- Rested in Sick Bay

Other Relevant Details:

- After resting in sick bay for 30 minutes, Germaine was sent back to class. There were no signs of any visible swelling.

Please reach out to the school for any inquiries.

Office Hours Mon-Fri, 8AM - 4PM



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