



nPortal

**Your guide to the new nForma
Parent Portal as a parent**

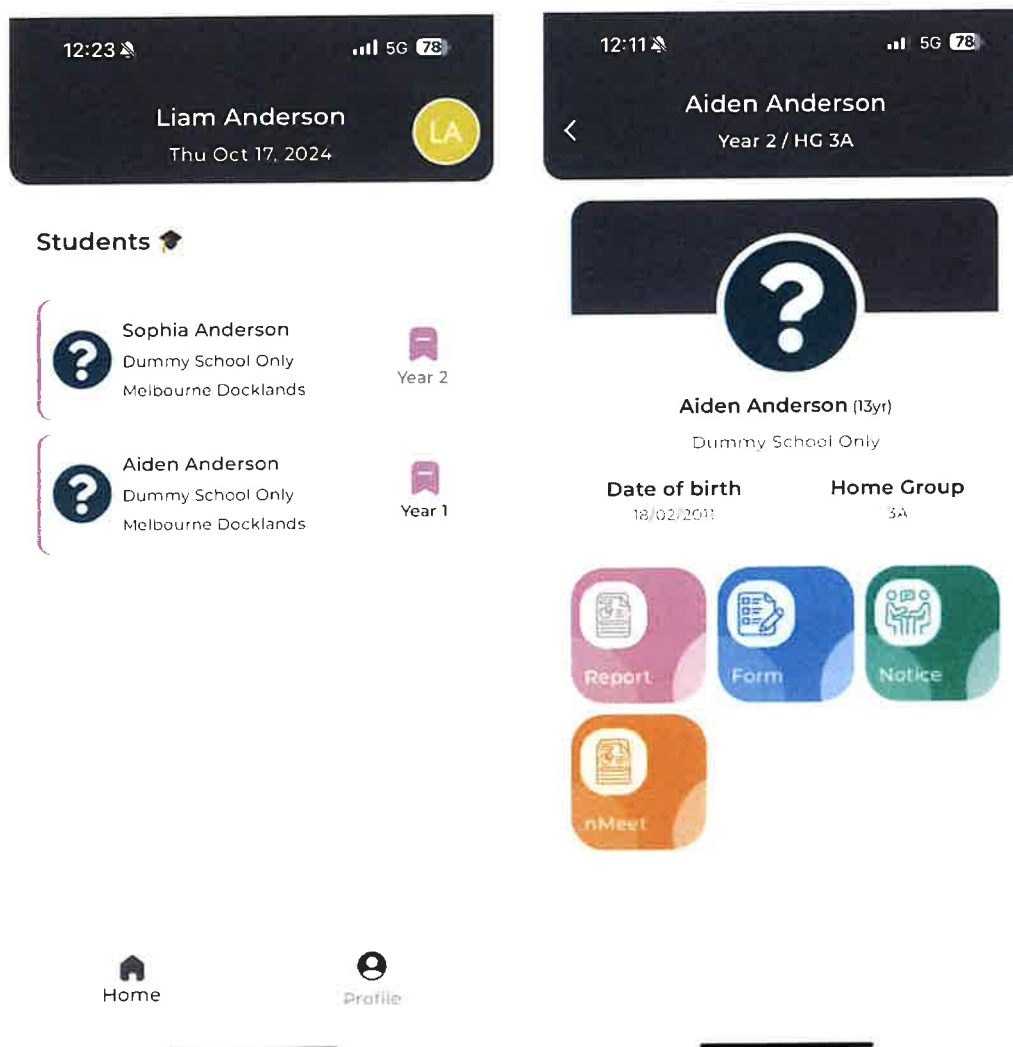
September 2025

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The App – nForma for parents

You will find the nPortal app (nForma for parents) available in the Apple “App Store” and “Google Play Store” for android users. The app can be found by searching for “nForma for Parents”. The app is available to download for free.



Logging in

Logging into the nPortal App is nice and simple. There are multiple ways that you can login to the App. The main thing to remember is to ensure that the email being used to login, is the email

that is linked with the school. If you are unsure of which email address is linked to the school, you can ask the school and they can inform you of it.

1. Continue with Google – If your Gmail account is linked with the school, you can login through that button
2. Continue with Apple – If the email account linked to your apple account is the same as the one linked to the school, you can use that button
3. Email and Password – If you have a custom email domain, Hotmail, etc. you can type that in and login. If you have never logged in before, you will need to activate your account. To activate your account, click “forgot password?”. This will then request an email address to send the password reset to. Input the email and submit. You will then receive an email with instructions. Once done, you can use those login details and login to the app. This process can also be done through our desktop version - <https://portal.nforma.com.au/login>

Reports

To view your child’s semester reports, simply choose the selected child. Next click on the Report icon. Click on the report you wish to download and then you can view it.

Forms

To respond to a form, go into the “Form” module/icon for the selected student. Select the required form that has not been responded to and acknowledge the details.

Note: There are three different colours that represent the status of your response

- Yellow: Has not been responded to
- Red: Has been submitted, but did not give consent
- Green: Has been submitted and consent has been given

Notices

To view a notice, go into the “Notice” module/icon for the selected student. All notices that are available to view will now be presented. You can go and read the details of each one.

nMeet

To respond to a nMeet, go into the “nMeet” module/icon for the selected student. Select the required session and time slot you would like to book. If you wish to change your booking time, simply go back in, click on the booking time that has already been made to cancel it, and then re-book for another time.

Note: nMeet functions a bit differently to other Interview booking systems. You will find that each nMeet is the day. For example, you may see nMeet Day 1 and another nMeet for Day 2. This would be for the same event, but they are separate days. So make sure to check the date on which you are booking into so that you are not booking twice.

Calendar

Currently we do not have the calendar as a module on the app. If you would like to view the school's google calendar, login to the browser version (<https://portal.nforma.com.au/login>) and click on the calendar module on the left-hand side of your page. You will then be directed to the Google calendar.

