HOLY NAME
PRIMARY SCHOOL

Dear Prep/New Parents & Guardians,

This semester we are pleased to announce that you will be receiving your child's semester report online via the nForma Parent Portal for the first time.

Instructions on how to access the nForma Parent Portal will be sent out to the email addresses that have been previously supplied to the school. These emails will be sent out on *<THURSDAY 16th JUNE 2022>*.

It is very important that you have updated your email addresses with the school, as an automated email containing instructions and login details will come from no-reply@nforma.com.au and not the school. Please ensure that you check your junk/spam folder for an email from that address.

It is highly recommended that you use a computer to access your child's reports for the first time. Subsequent logins can be made on a mobile device if preferred.

Once you have followed the instructions, you will be able to view your child's report online.

Once in the portal you will need to choose your child (if you have more than one at our school) and then choose the reporting component.

Forgotten passwords:

If you have forgotten your password, please follow the 'forgotten password' link. **Please note that your new password needs to be at least 7 characters long and must include at least one non alpha-numeric character, e.g. *, - / or similar.**

If you have requested a password reset and the email does not appear, please look in your junk/spam folder for an email from no-reply@nforma.com.au.

If you have any questions or issues, please contact the school office.