



nPortal

**Accessing Reports via the
desktop version**

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Table of Contents

nPortal	1
Getting started.....	3
Reports.....	4

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.

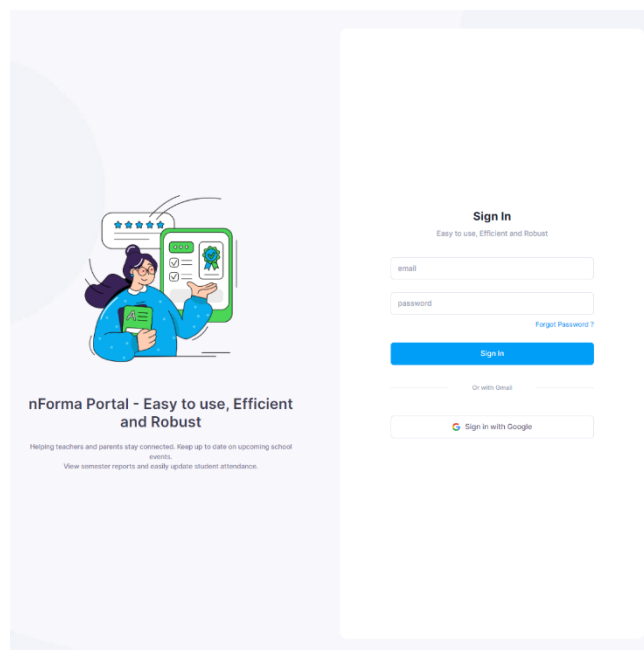
To log into the nPortal use this link: <https://portal.nforma.com.au/login>

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



Reports

Saving time and effort

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

To view your child's semester reports, simply choose the selected child's profile. There will be a blue "View Reports" button at the top of the page, click that. You will then be presented with all the available reports for your child. Click on "download", they will now download to your device where you can view them.

The screenshot displays the nForma Parent Dashboard for a child named Adelia Hartmann. The dashboard includes a sidebar with navigation options like Dashboard, Notices, Forms, Calendar, and nMeet. The main content area shows the child's profile with a large question mark icon, a 'No Email Assigned' status, and attendance statistics for Full Day (0.00%), Morning (0.00%), and Afternoon (0.00%). A 'View Reports' button is highlighted with a red arrow, and a 'View their report' callout points to it. Below the profile information, there are sections for Profile Details, Attendance By Reason (Sick: 6 periods missed, 3 days; Unknown At The Moment: 7 periods missed, 3.5 days), Absence Overview (Day Absence: 6 days, AM Absence: 1 day, PM Absence: 1 day, Unexplained: 4 days), and Unexplained Attendance (Late, Early & Full Day Count).