



nPortal

**Your guide to the new
nForma 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.

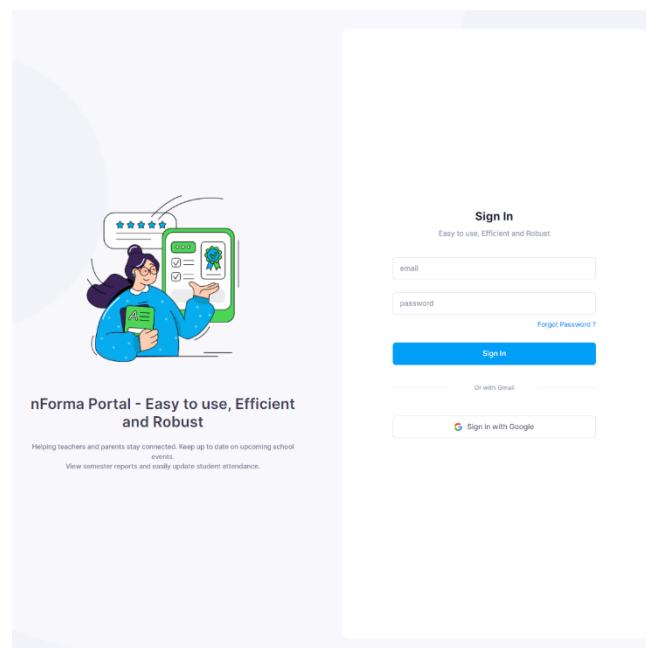
To log into the nPortal use this link: <https://portal.nforma.com.au/login>

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 displays the nForma Parent Dashboard for a child named Adelia Hartmann. The interface includes a sidebar with the nForma logo and a 'Dashboard' link. The main content area is titled 'Parent Dashboard #ONF-900' and features a profile card for Adelia Hartmann. The profile card shows a photo, name, and a 'No Email Assigned' status. Below the photo are three attendance metrics: Full Day Absences (0.00%), Morning Absences (0.00%), and Afternoon Absences (0.00%). A 'View Reports' button is located next to the profile card. To the right of the profile card is a 'Mark Attendance' button and a 'Back' button. A red arrow points from the 'Mark future attendance' annotation to the 'Mark Attendance' button. Another red arrow points from the 'View previous reports' annotation to the 'View Reports' button. A third red arrow points from the 'Select student' annotation to the student selection dropdown menu, which currently shows 'Adelia Hartmann'. Below the profile card is a 'Profile Details' section with fields for Full Name, Date of Birth, Contact Phone, Contact Email, and Relationship. A red arrow points from the 'Profile Details' annotation to this section. To the right of the profile details is a 'Contact details' section with fields for Full Name, Date of Birth, and Relationship. A red arrow points from the 'Live school data' annotation to the 'Contact details' section. Below the contact details is a 'Live school data' section with a 'Live school data' button. A red arrow points from the 'Update medical' annotation to the 'Update Medical' button. Below the live school data section is an 'Attendance By Reason' section with a table showing 'Unknown At The Moment' and 'Periods Missed (AM/PM): 4'. Below the attendance by reason section is an 'Absence Overview' section with a bar chart showing 'Day Absence', 'AM Absence', 'PM Absence', and 'Unexplained'. A red arrow points from the 'Live school data' annotation to the 'Absence Overview' section. To the right of the absence overview is an 'Unexplained Attendance' section with a pie chart showing 'Full: 2' and 'Late, Early & Full Day Count'. A red arrow points from the 'Update medical' annotation to the 'Update Medical' button.

Parent Dashboard #ONF-900

Adelia Hartmann

No Email Assigned

0.00% Full Day Absences

0.00% Morning Absences

0.00% Afternoon Absences

Overall Attendance 100%

View Reports

Mark Attendance

Back

Mark future attendance

View previous reports

Select student

Profile Details

Full Name

Date of Birth

Contact Phone

Contact Email

Relationship

Contact details

Adelia Hartmann

15/05/2013

Verified

Mother

Live school data

Update Medical

Update medical

Attendance By Reason

Absences so far

Unknown At The Moment

Reason

Periods Missed (AM/PM): 4

Days: 2

Absence Overview

Days

Day Absence

AM Absence

PM Absence

Unexplained

Unexplained Attendance

Late, Early & Full Day Count

Full: 2

AM 0

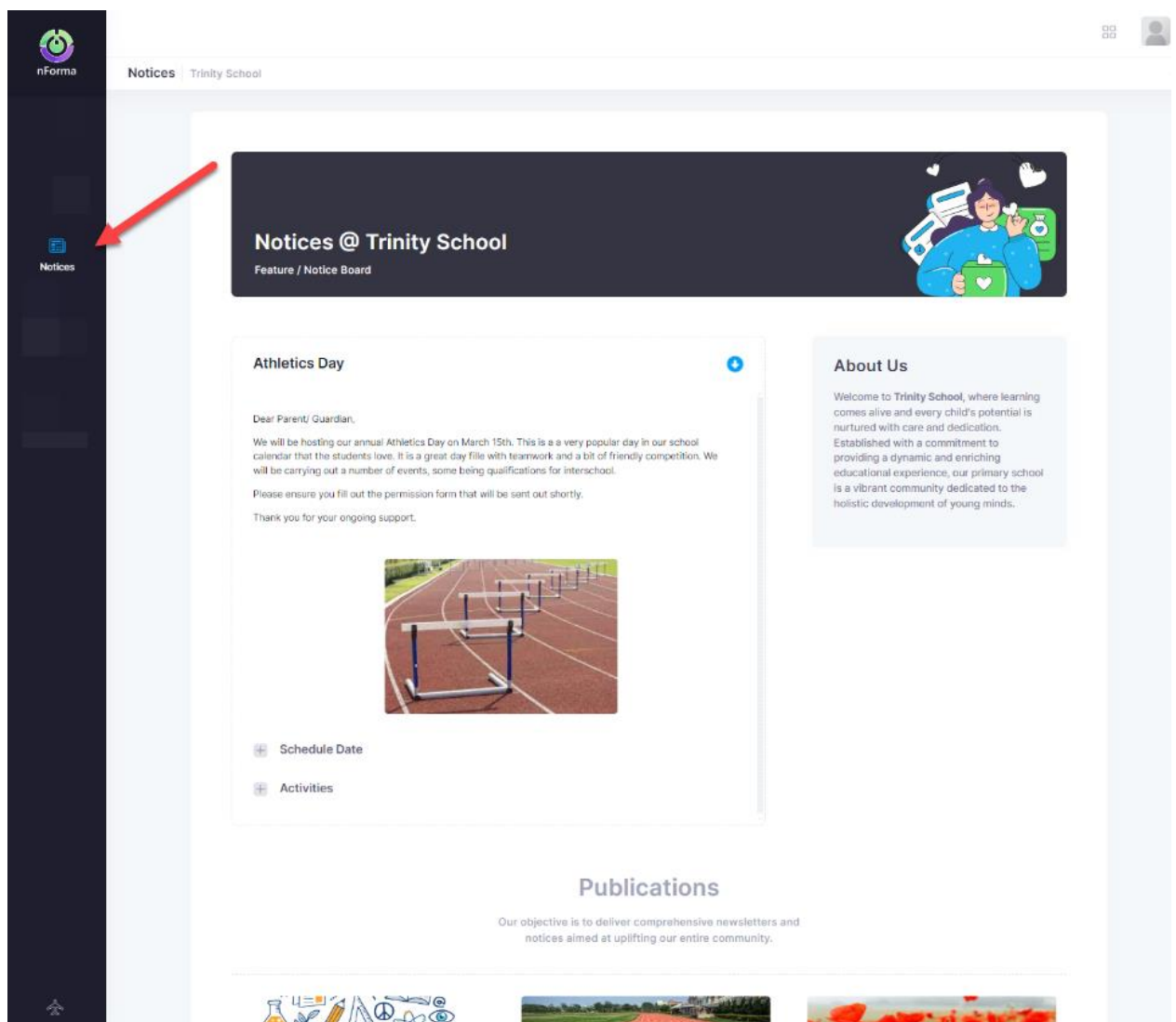
PM 0

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.



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 shows the nForma Forms interface for Trinity School. A dark sidebar on the left contains a 'Forms' button, which is highlighted with a red arrow. The main content area displays a table of forms. A red arrow points to the 'Annual Photograph/ Video permission form' link in the 'TITLE' column. Another red arrow points to the 'Alexander Russel' text in the 'NAME' column. A third red arrow points to the 'Not Accepted' status in the 'STATUS' column. A fourth red arrow points to the 'Tue Dec 31, 2024' date in the 'DATE' column. Below the table, there is a pagination bar showing 'Showing 1 to 1 of 1 records' and a page number '1'.

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

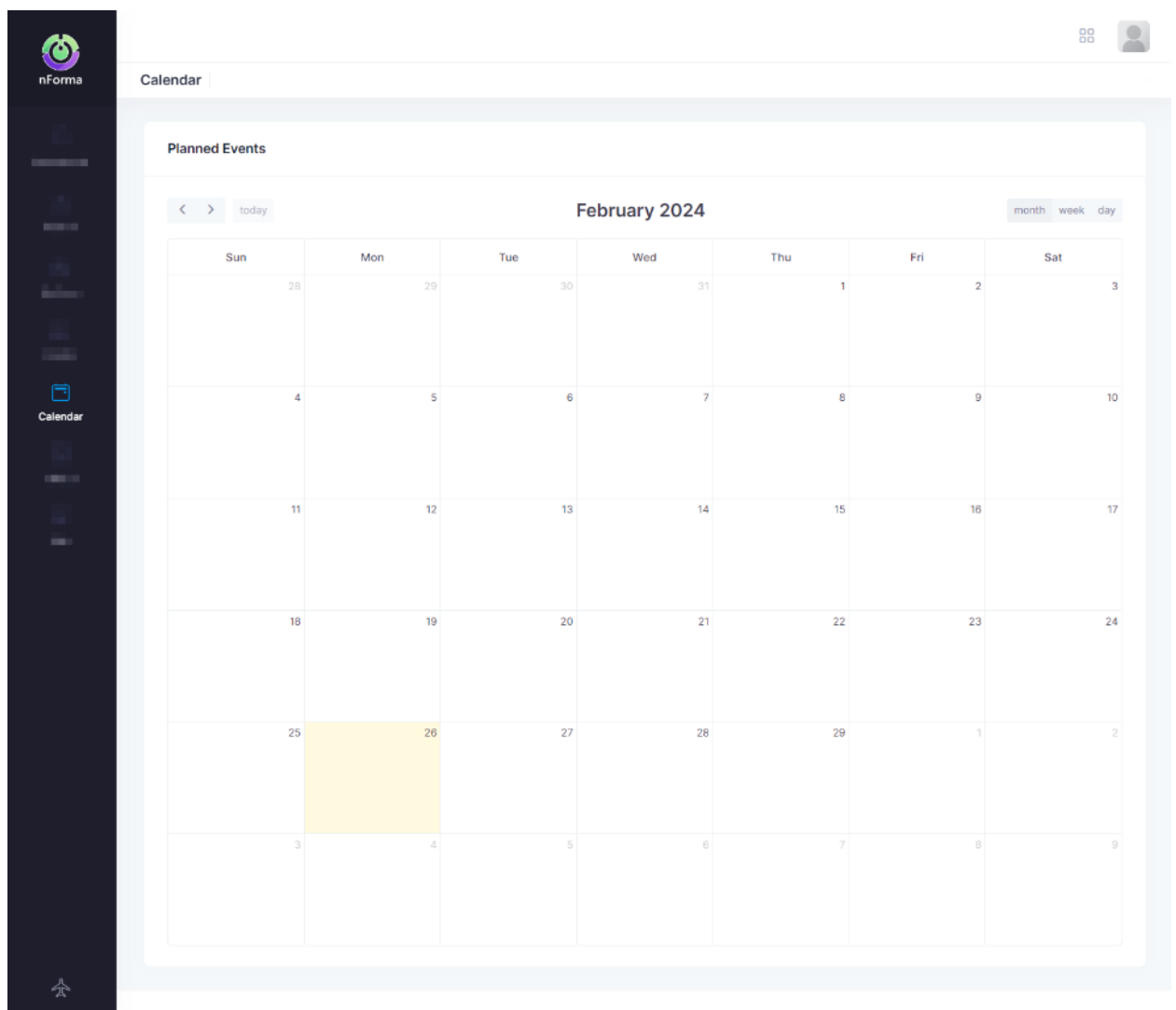
Status of the form

Due by date

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 highlight the following elements:

- Name of the meeting:** Points to the title "Parent Teacher Interviews".
- 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 name "Alexander Russel".
- Session two:** Points to the date "Tuesday, 12, Mar 2024" for the second session.

At the bottom of the interface, there is a footer with the text "2024 © n5.10 prd v1.0" and links for "About" and "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 nForm Student Medical Module interface. A dark sidebar on the left contains navigation icons for nForm, Dashboard, Notices, Forms, Calendar, and nMeet. The main content area is titled "Student Medical #ONF-900" and features a "Details on each section" label with a red arrow pointing to the "Information" section.

Student Medical #ONF-900

Adelia Hartmann

Information

Emergency	Please provide emergency contact details
First Aid	View recent first aid incidents
Medical Contact	Provide latest medical contact details
Health Condition	Add health conditions
Medication	Any medication taken by student
Documents	Upload any medical documents
Other Medical	Other medical details

Emergency Contact

Name	Della Turcotte	Name	Zachery Mohr
Relationship	Mother	Relationship	Father
Mobile	<input type="text"/>	Mobile	<input type="text"/>
Notify	<input checked="" type="checkbox"/> Yes	Notify	<input checked="" type="checkbox"/> Yes

Recent First Aid


28/02/2024	Bump...	Preview
29/02/2024	Blister...	Preview
01/03/2024	Bruise...	Preview
06/03/2024	Blow/Knock...	Preview


Student Medical Module


Medical Contact


[Add Medical Contact](#) [Preview](#)


>	Jim Smith March 02, 2024 10:26:57 PM	
>	Julie Alex March 05, 2024 12:19:44 PM	



nForma


Dashboard


Notices


Forms


Calendar



nMeet


Student Medical | #NF-900


Health Condition


Add Health Condition

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

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

Search Documents




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


11

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:
Parent Name: Della Turcotte
Phone:

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

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

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](#)