



nPortal

**Your guide to the
nForma for Parents App**

July 2025

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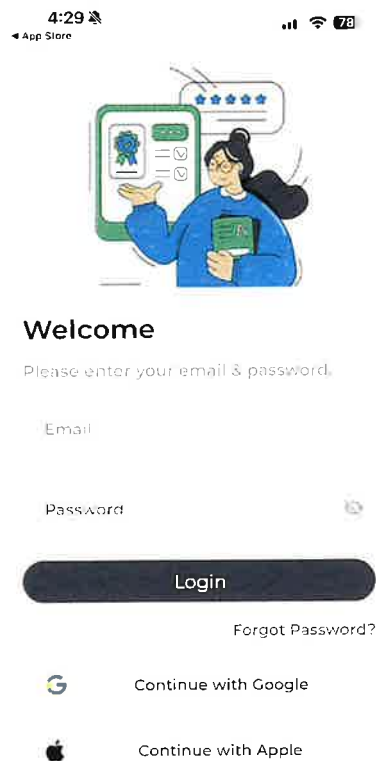
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Logging in

Nice and simple

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.



Reports

Saving time and effort

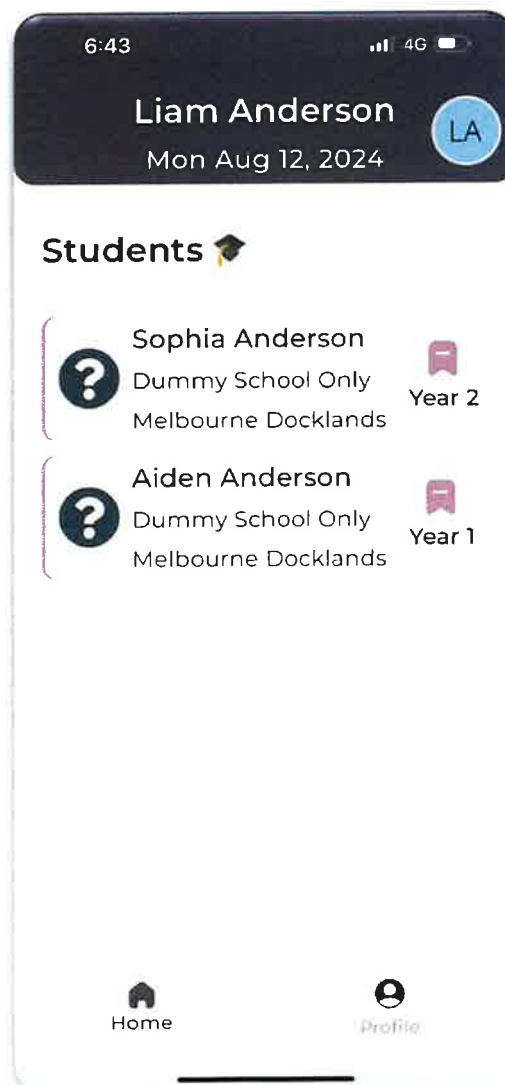
To view your child's assessment reports, simply choose the selected child's profile and the Report tile. You will then be presented with all the available reports for your child. Click on "download", they will now download to your device where you can view them.



Dashboard

Saving time and effort

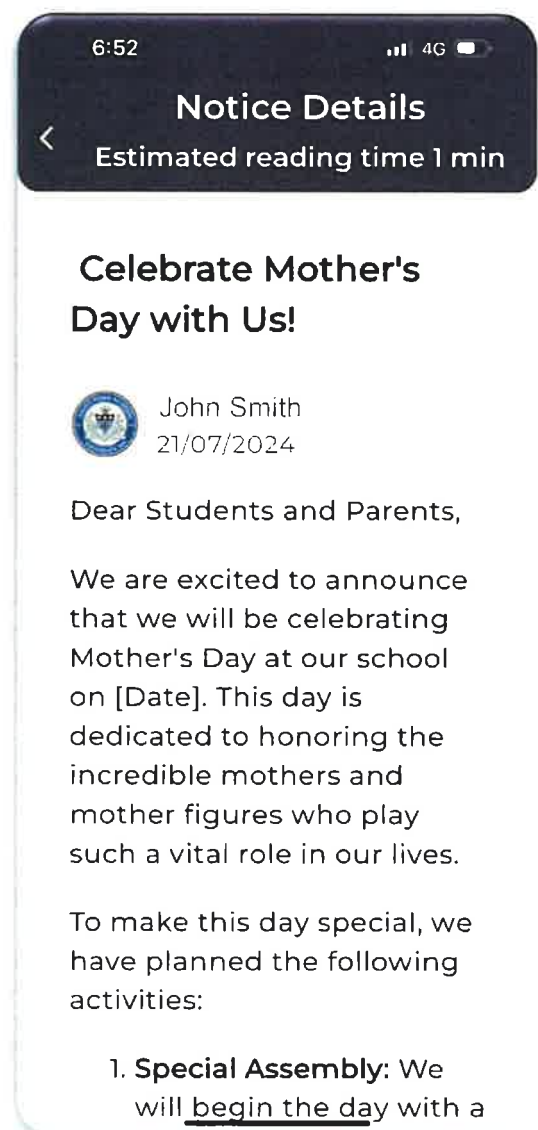
Here you can select which of your child/rens profile you would like to view.
From there, you can view all the modules available to your school.



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 App. Click on the Green Notices tile and select the notice you would like to view.



Forms

Our forms setup allows schools to create various permission forms requesting your response. Whether it be for upcoming sports events, the use of photographs or class excursions, all forms can be found in the one spot. With a click of a few buttons, you will be able to complete the required forms in no time.

Select the child, the Forms tile and the form you would like to respond to. Respond to the questions and submit.

Sophia Anderson
Year 1 / HG 2A

Digital Forms

List of forms publish by school:

- Exciting Trip to the Zoo!**
Due By : 01/03/2040
Status : Accepted
- Open Day**
Due By : 01/02/2040
Status : Denied
- Photo Day**
Due By : 01/01/2040
Status : Pending

What are your hobbies?
Cars

☒ Do you have internet at your home?

What your kid like to eat?
Orange ☒ Apple ☒
Kiwi ☒

What subject your kid like?
☒ Math ☒ Physic
☒ Science

Consent ☐ Yes ☒ No

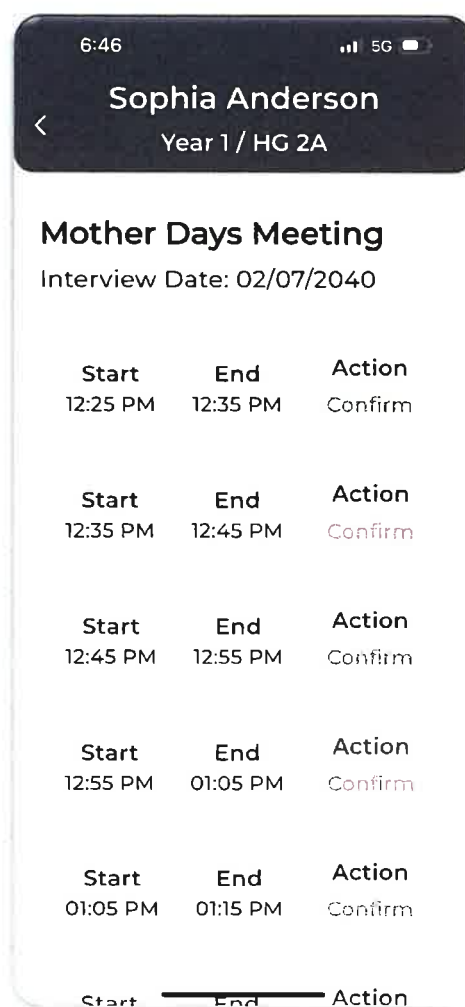
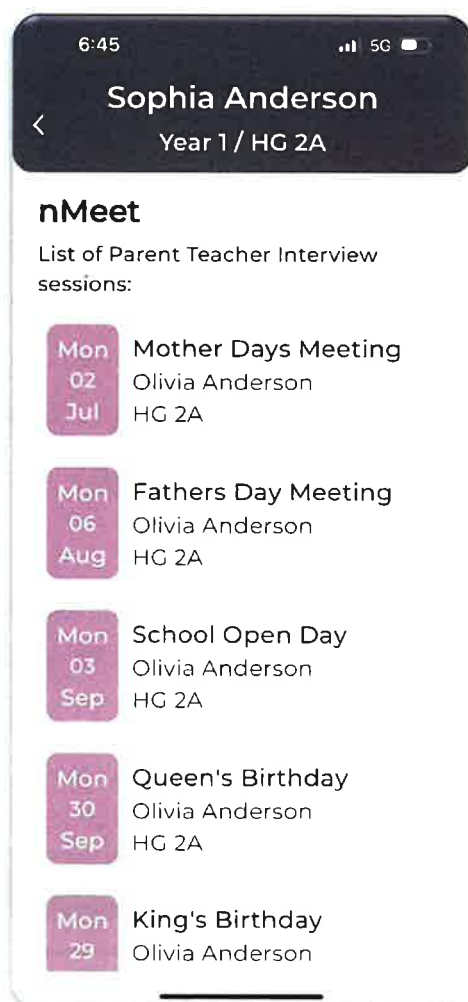
Submit

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 day options.

Select the child, the nMeet tile and the day you would like to attend. Choose a time slot and confirm.

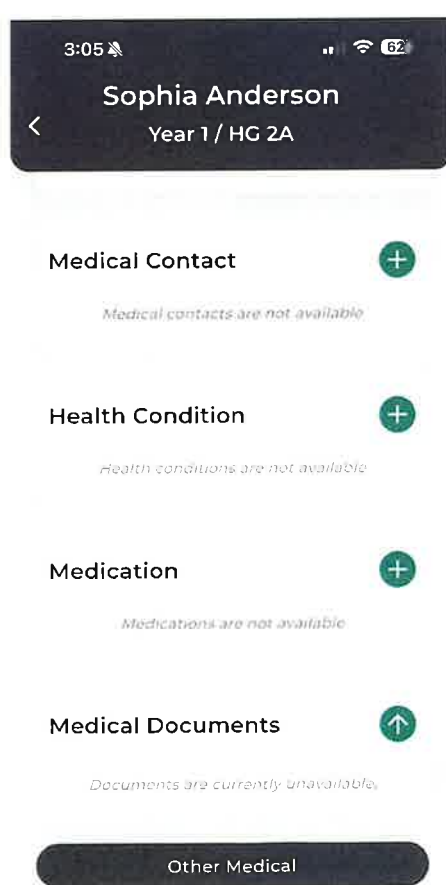


Medical

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.

To access the medical module, select the child, then the medical tile. Fill in all the fields that relate to your child. The medical module on the app includes:

- Emergency contact details
- Medical Contact
- Health Condition
- Medication
- Medical Documents
- Other Medical e.g Medicare number



3:05 62

< Sophia Anderson
Year 1 / HG 2A

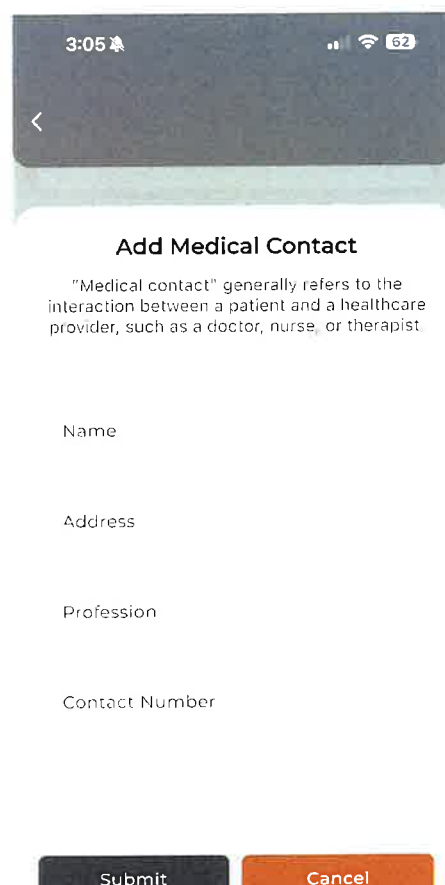
Medical Contact +
Medical contacts are not available

Health Condition +
Health conditions are not available

Medication +
Medications are not available

Medical Documents ↑
Documents are currently unavailable

Other Medical



3:05 62

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Add Medical Contact

"Medical contact" generally refers to the interaction between a patient and a healthcare provider, such as a doctor, nurse, or therapist.

Name

Address

Profession

Contact Number

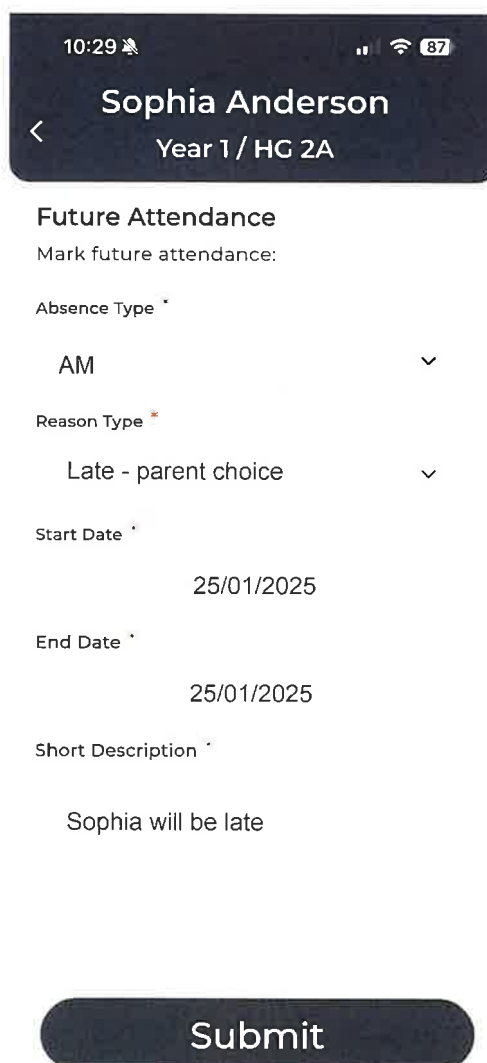
Submit Cancel

Mark Future Attendance

Improving school efficiency

In your child's profile, you will be able to mark any future absences without having to contact the school directly.

To mark a student's absence, select the student and then the Absent tile. Fill in all of the fields and submit.



The screenshot shows a mobile app interface for marking future attendance. At the top, the status bar shows the time 10:29, signal strength, Wi-Fi, and battery at 87%. Below this is a header for 'Sophia Anderson' with a back arrow and 'Year 1 / HC 2A'. The main section is titled 'Future Attendance' with the instruction 'Mark future attendance:'. It contains several form fields: 'Absence Type' with a dropdown menu showing 'AM'; 'Reason Type' with a dropdown menu showing 'Late - parent choice'; 'Start Date' with the value '25/01/2025'; 'End Date' with the value '25/01/2025'; and 'Short Description' with the text 'Sophia will be late'. At the bottom is a large 'Submit' button.

10:29 87

< Sophia Anderson
Year 1 / HC 2A

Future Attendance
Mark future attendance:

Absence Type *
AM

Reason Type *
Late - parent choice

Start Date *
25/01/2025

End Date *
25/01/2025

Short Description *
Sophia will be late

Submit