



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
- NMeet – book your Parent Teacher conference meeting online with ease
- Calendar – see ahead of time what is planned for the school year

**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.

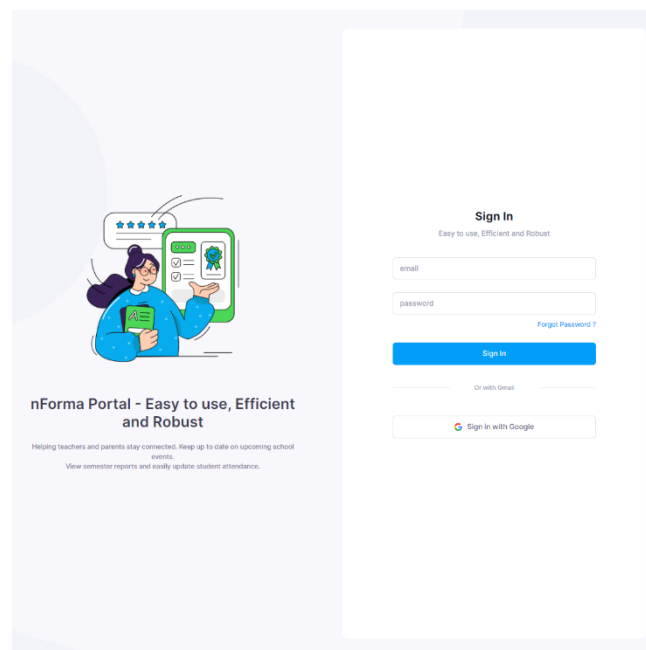
To log into the nPortal use this link: <https://portal.nforma.com.au/login>

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 student profile card for Adelia Hartmann. This card shows a profile picture, the name 'Adelia Hartmann', and three attendance metrics: Full Day Absences (0.00%), Morning Absences (0.00%), and Afternoon Absences (0.00%). An 'Overall Attendance' bar is shown at 100%. Action buttons for 'View Reports', 'Mark Attendance', and 'Back' are present. A dropdown menu for 'Adelia Hartmann' is also visible. Below the profile card are sections for 'Profile Details' (with fields for Full Name, Date of Birth, Contact Phone, Contact Email, and Relationship) and 'Contact details' (with fields for Adelia Hartmann, 15/05/2013, and Mother). A 'Live school data' section contains three charts: 'Attendance By Reason' (showing 'Unknown At The Moment' with 4 missed periods and 2 days), 'Absence Overview' (a bar chart showing Day Absence, AM Absence, PM Absence, and Unexplained absences), and 'Unexplained Attendance' (a pie chart showing 2 full days). A 'Update Medical' button is located in the top right of the contact details section. Red arrows point to various elements: 'Mark future attendance' points to the 'Mark Attendance' button; 'View previous reports' points to the 'View Reports' button; 'Select student' points to the student dropdown; 'Profile Details' points to the 'Full Name' field; 'Live school data' points to the 'Absence Overview' chart; and 'Update medical' points to the 'Update Medical' button.

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.

The screenshot displays the nForma parent portal's calendar interface. On the left is a dark sidebar with the nForma logo and various navigation icons. The main content area is titled "Calendar" and shows a "Planned Events" section. Below this is a monthly calendar for February 2024. The calendar grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates shown are 28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 1, 2, 3, 4, 5, 6, 7, 8, 9. A yellow highlight is present on the date 26 (Monday). The interface also includes navigation arrows, a "today" button, and view options for "month", "week", and "day".