



# nPortal

**Your guide to the  
nForma Connect App**

**June 2026**

# Table of Contents

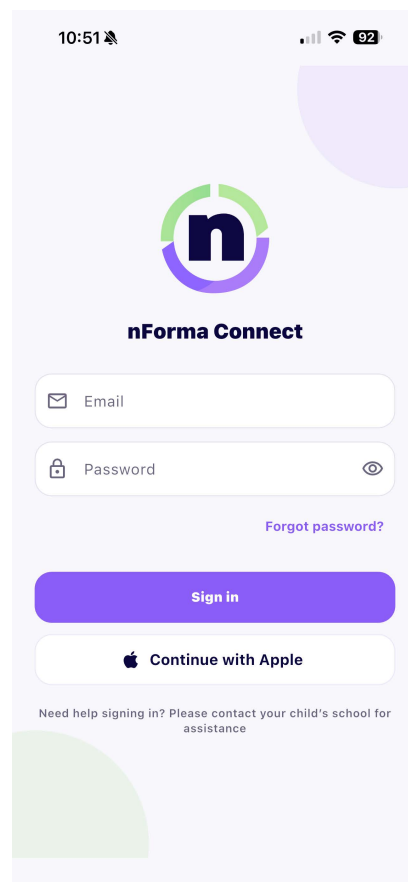
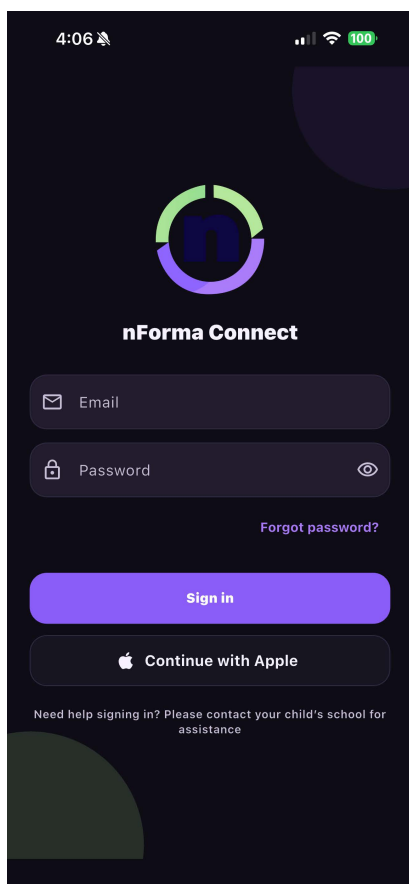
|                                       |    |
|---------------------------------------|----|
| Logging in .....                      | 3  |
| Reports .....                         | 4  |
| Dashboard .....                       | 5  |
| Notices .....                         | 6  |
| Forms .....                           | 7  |
| nMeet .....                           | 8  |
| Medical .....                         | 9  |
| Mark Future Absences .....            | 10 |
| Chat .....                            | 11 |
| Parent Connect - Book .....           | 12 |
| Parent Connect - View Documents ..... | 13 |
| Newsletter and Calendar .....         | 14 |
| Profile .....                         | 15 |
| Notifications .....                   | 16 |
| Settings .....                        | 17 |

# 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.

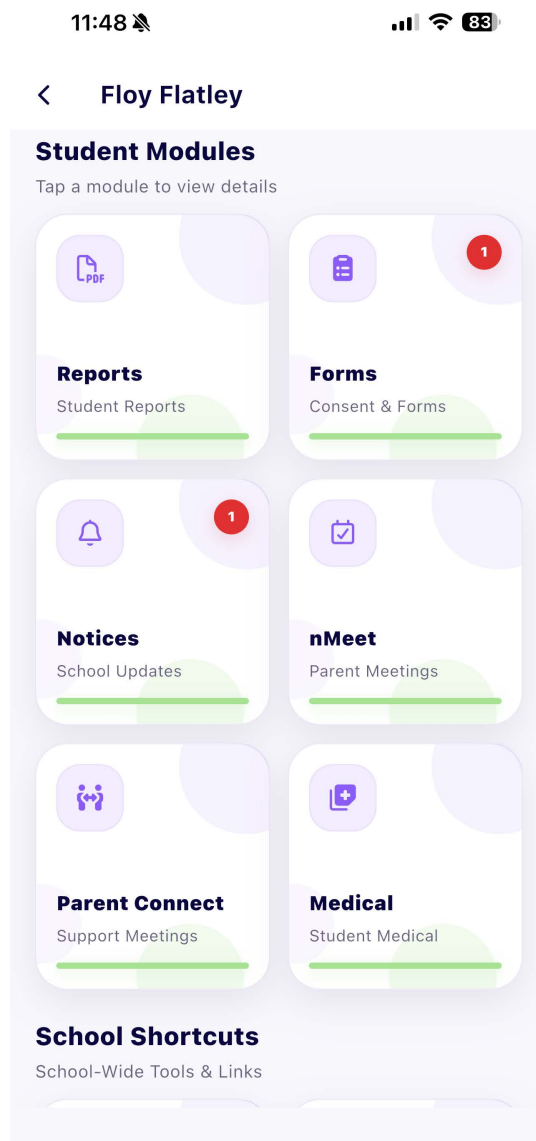
1. Continue with Google – If your Gmail account is linked with the school, you can login through that button if on an Android device
2. Continue with Apple – If the email account linked to your apple account is the same as the one linked to the school, you can use that button if on an IOS device
3. Email 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 to log into 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.

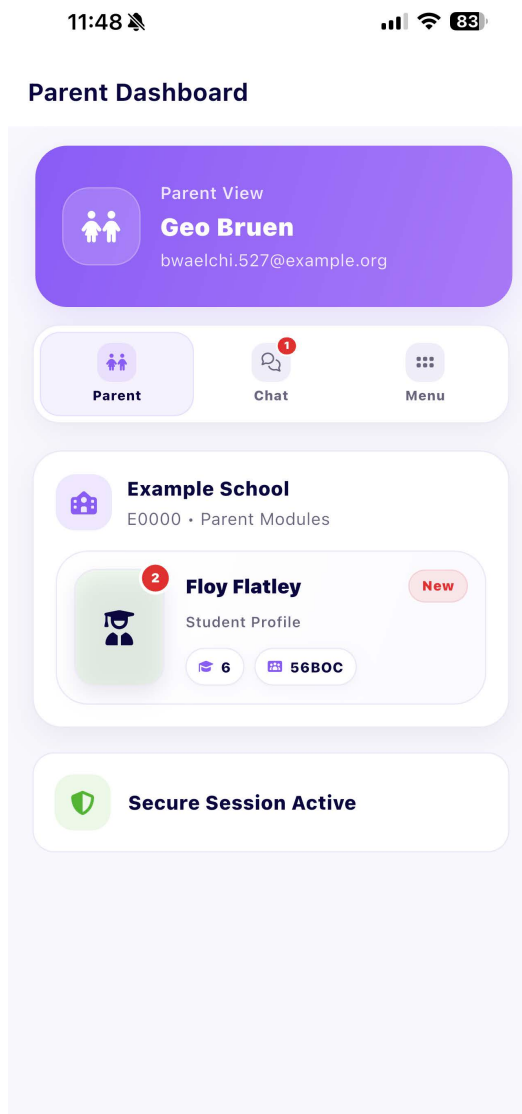


# Dashboard

## 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.

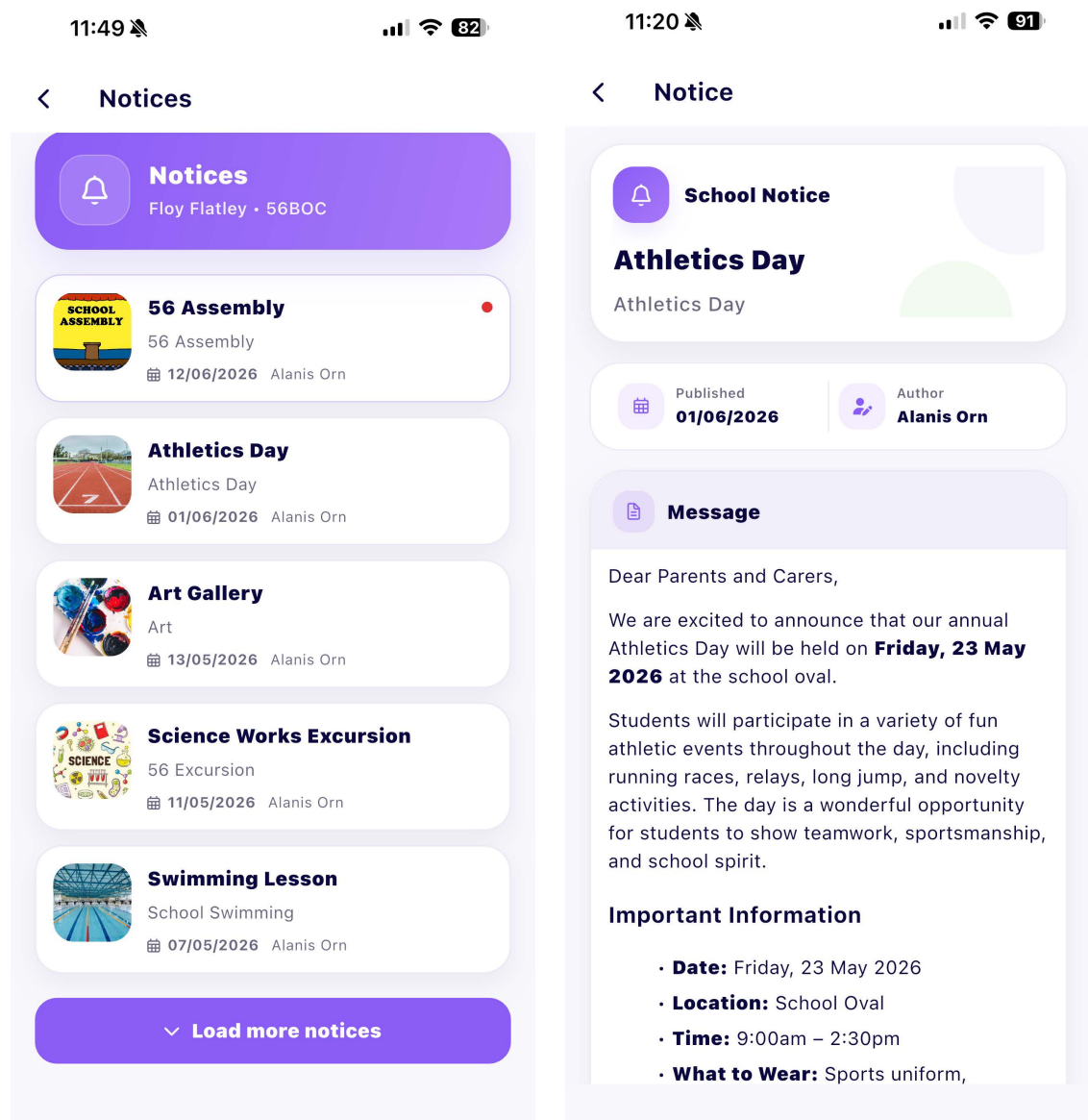
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# Notices

## 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.

The image displays two screenshots of a mobile application interface for managing digital forms. The left screenshot, taken at 11:48, shows the 'Digital Forms' screen with a list of three forms: 'Digital Forms' (Floy Flatley • 56BOC), '5/6 Scienceworks Excursion' (Pending, 12/06/2026), and '5/6 Camp' (Pending, 12/06/2026). Below these is a 'School Bus' form (Pending, 15/05/2026). The right screenshot, taken at 11:29, shows the 'Digital Form' screen for the '5/6 Scienceworks Excursion' form. It contains three questions, each with a 'Required' label and a 'Yes' option. The first question is 'I understand my child will be travelling by bus.' with a 'Yes' option. The second question is 'My Child's Medical page is all up to date' with a 'Yes' option. The third question is 'In the event of any illness or accident, I authorise the teacher in charge of the excursion, where it is impractical to communicate with me:' with 'Yes' and 'No' options.

11:48

11:29

< Digital Forms

< Digital Form

**Digital Forms**  
Floy Flatley • 56BOC

**5/6 Scienceworks Excursion** •  
Our Grade 5/6 students recently enjoyed an exciting and memorable camp at the...  
Pending 12/06/2026

**5/6 Camp**  
Our Grade 5/6 students recently enjoyed an exciting and memorable camp at the...  
Pending 12/06/2026

**School Bus**  
Dear Parents/Guardians, Please respond to this form regarding whether your chii...  
Pending 15/05/2026

**I understand my child will be travelling by bus.**  
\* Required  
+ Yes  
Tap to select this option.

**My Child's Medical page is all up to date**  
\* Required  
+ Yes  
Tap to select this option.

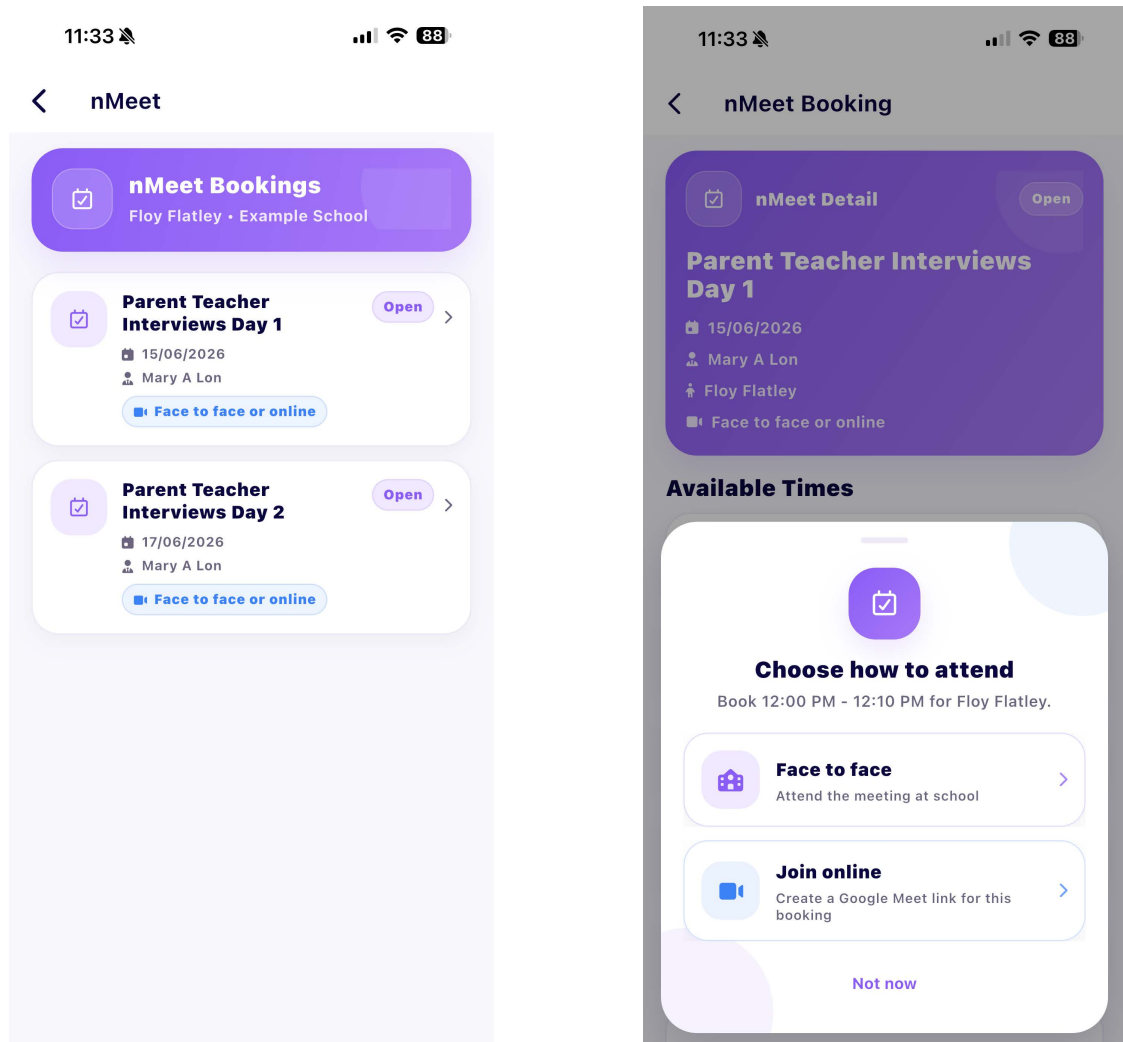
**In the event of any illness or accident, I authorise the teacher in charge of the excursion, where it is impractical to communicate with me:**  
\* Required  
○ Yes  
○ No

# 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. If your school has allowed Online meetings, then you can select that as an option as well.

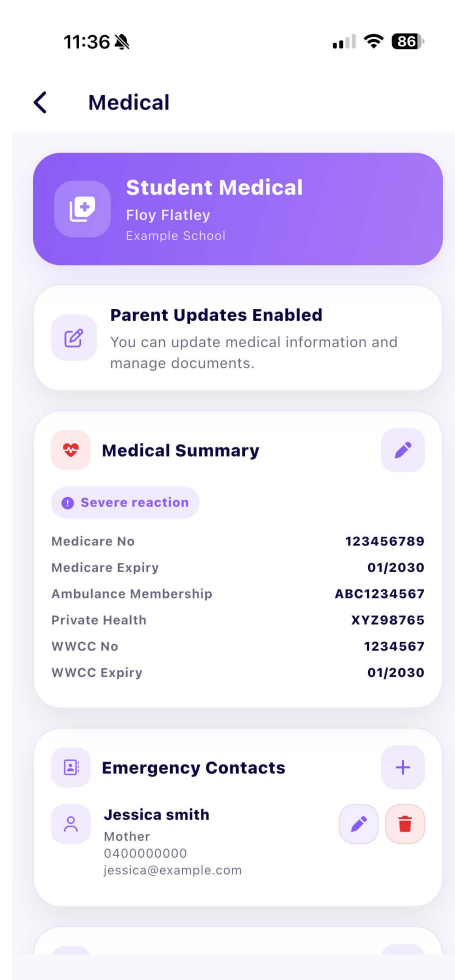


# Medical

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



11:36 86%

< Medical

**Student Medical**  
Floy Flatley  
Example School

**Parent Updates Enabled**  
You can update medical information and manage documents.

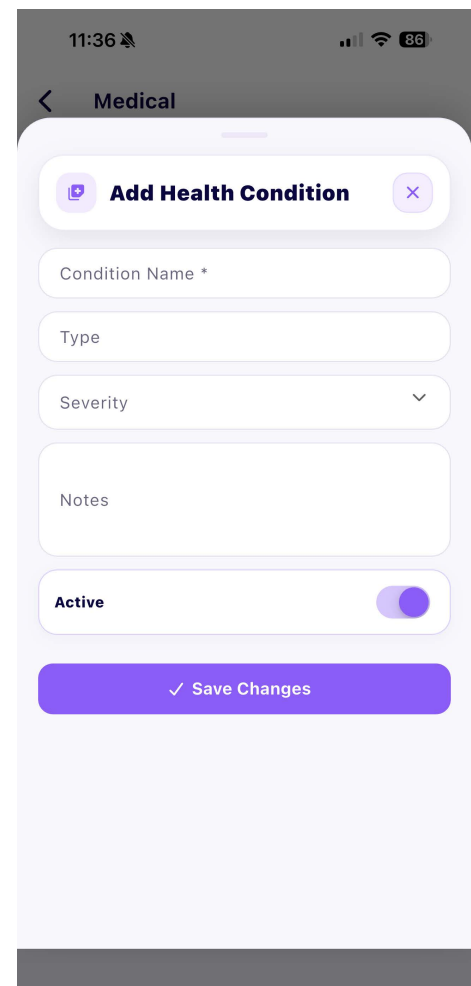
**Medical Summary**

**Severe reaction**

|                      |            |
|----------------------|------------|
| Medicare No          | 123456789  |
| Medicare Expiry      | 01/2030    |
| Ambulance Membership | ABC1234567 |
| Private Health       | XYZ98765   |
| WWCC No              | 1234567    |
| WWCC Expiry          | 01/2030    |

**Emergency Contacts**

**Jessica smith**  
Mother  
0400000000  
jessica@example.com



11:36 86%

< Medical

**Add Health Condition**

Condition Name \*

Type

Severity

Notes

**Active**

✓ Save Changes

# Mark Future Absences

You will be able to mark your child's absences via the nForma app. Click on the selected student and then the "Absent" tile. Here, Fill in all the required details. Once done, submit. You should then receive a green success pop up message.

12:08

85

< Floy Flatley



**Floy Flatley**  
Example School  

6

56BOC



**Future Attendance**  
Submit Future Attendance - Floy Flatley.

>

**Student Information**

 School  
**Example School**

 Home Group  
**56BOC**

 Year Level  
**6**

**Student Modules**  
Tap a module to view details

**Reports**  
Student Reports

 **Forms**  
Consent & Forms

11:37

86

< Future Attendance



**Floy Flatley**  
Example School  
Future attendance only

**Attendance Details**

**Absence Type**

FULL DAY

**Absence Reason**

Extended Family Holidays

From

22/06/2026  
9:00 AM

To

26/06/2026  
3:00 PM

**Notes / Comments**

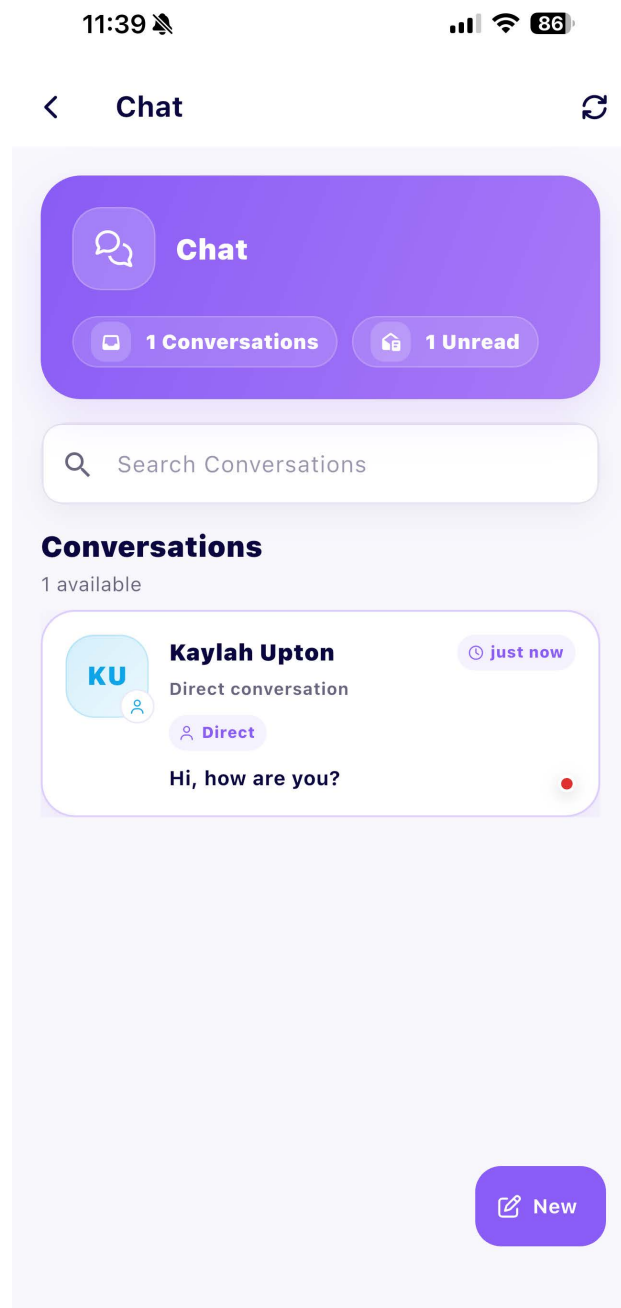
Will be on holiday

18/180

 **Submit Attendance**

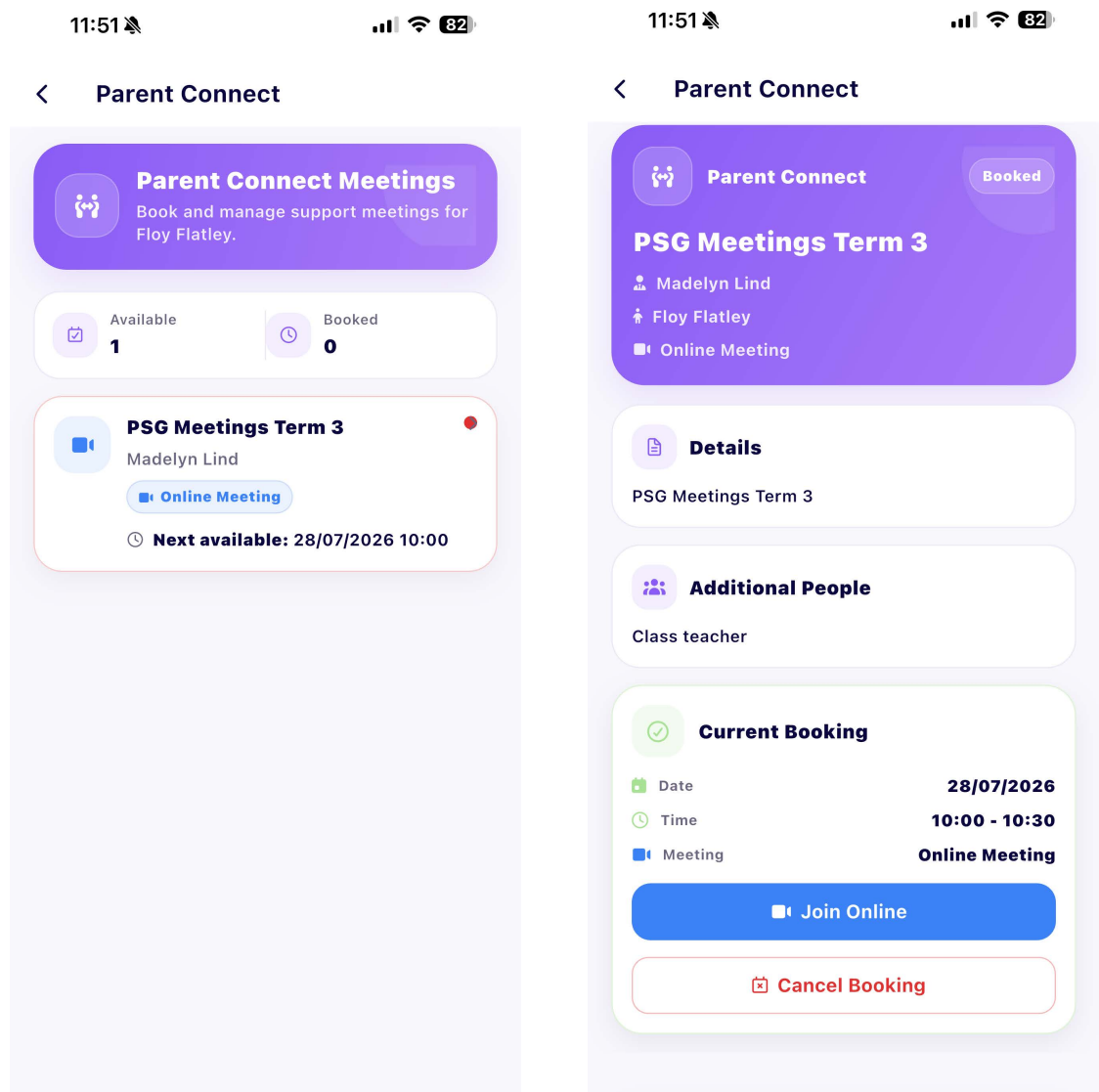
# Chat

You will be able to reply to conversations directly in the app. You can also start one-on-one chats with staff. All of your previous conversations will be listed in the chat module. Any group or name shown in bold with a dot next to it indicates there are unread messages.



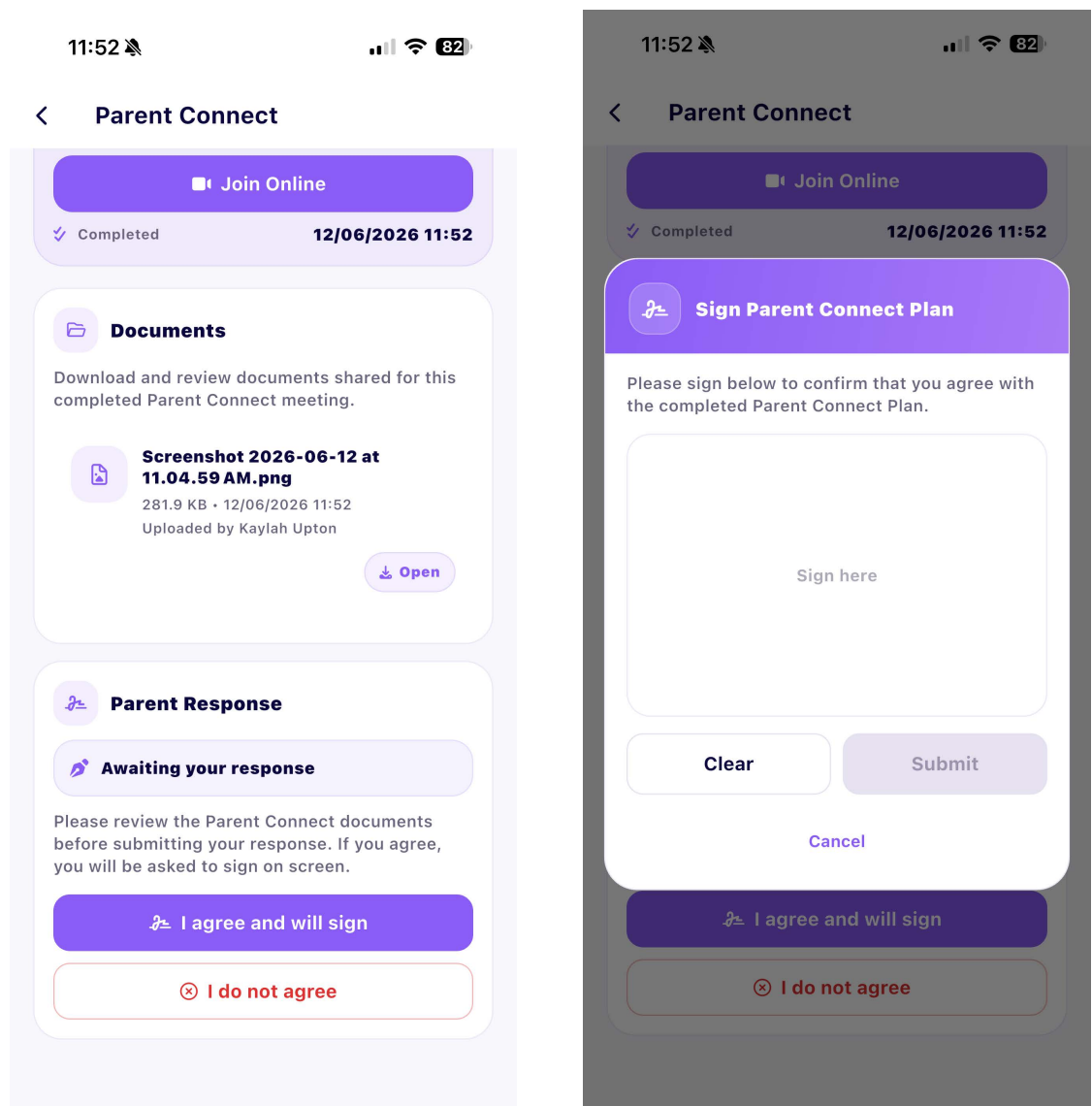
# Parent Connect - Book

You will be able to book into meetings set by the school. Depending on your school's setup, they may allow you to book into the meetings Online or in-person.



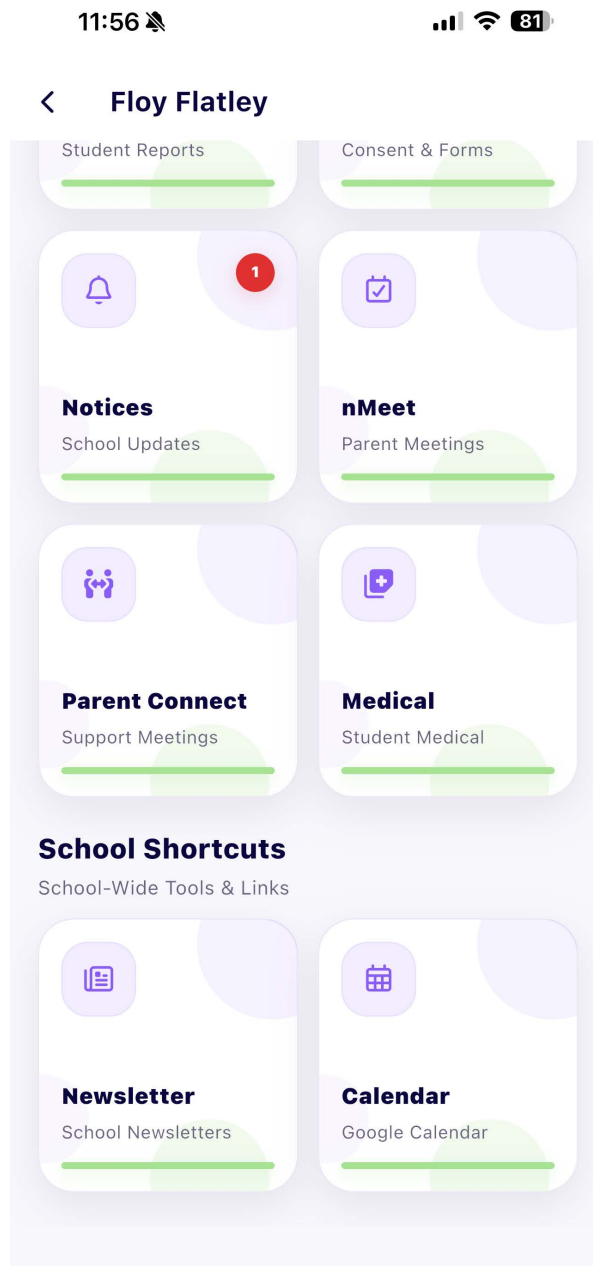
# Parent Connect - View Documents

Once the meeting has been completed, the school can send you the documentation that was discussed in the meeting. Once viewed, you can then approve or deny the document and send a signature back to the school.



# Newsletter and Calendar

If your school uses the nForma Newsletter and/or has a Google Calendar linked, you will then have the respective tiles displayed. To view each item, click on the tile and view.



# Profile

In the Profile, you will be able to see some details about your account. If any changes need to be made, you will need to get in contact with your school office to update.

1:09

82

<

Profile

GB

Geo Bruen

Parent

bwaelchi.527@example.org

Contact Details

Your account contact information

Login Email

**bwaelchi.527@example.org**

Personal Email

**Not provided**

Mobile Phone

**0400000000**

To change your email address or phone number, please contact your school admin. For security reasons, these details must be verified by the school.

Account

Current access and profile type

User ID

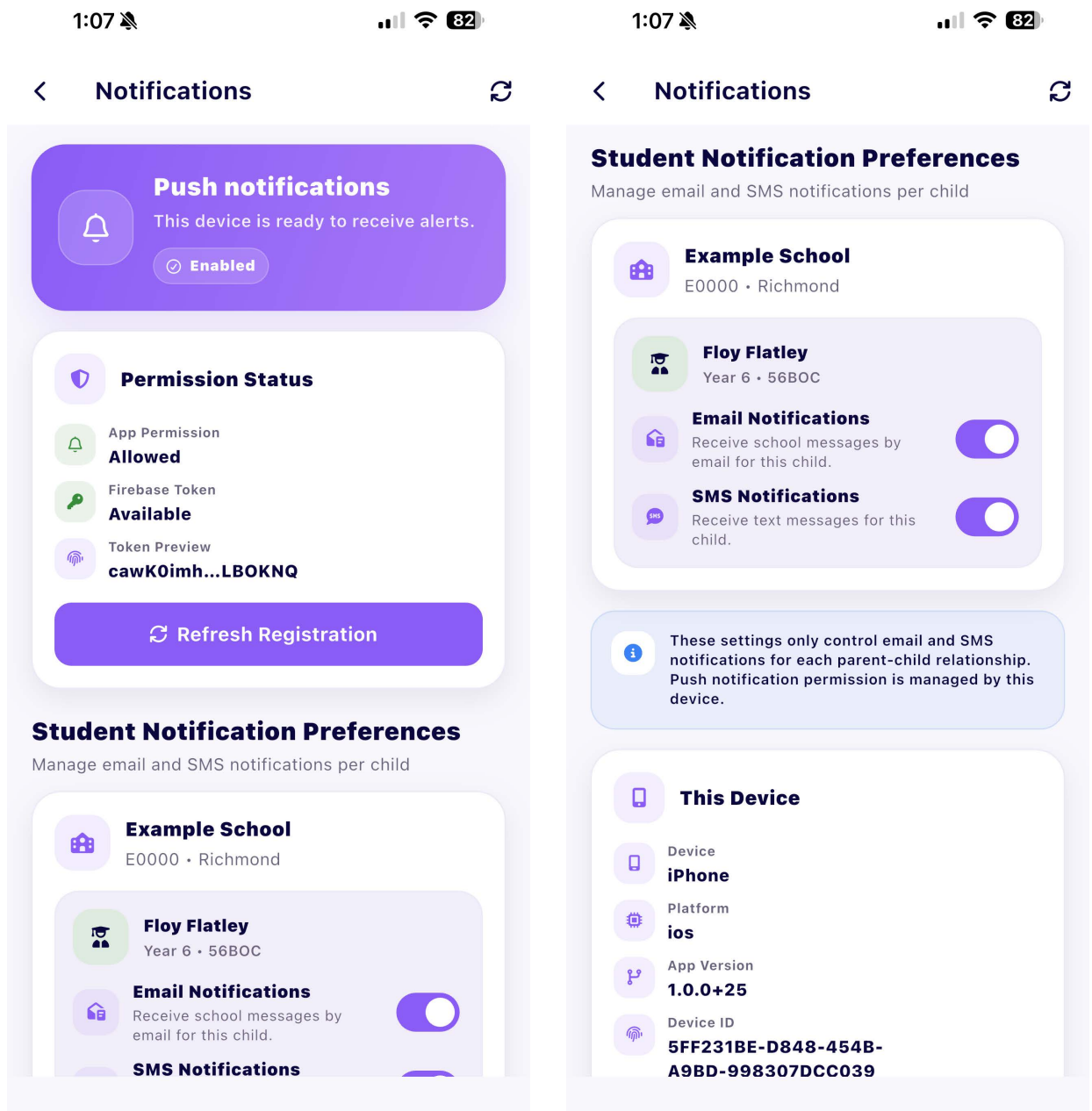
**2354**

Active User Type

**Parent**

# Notifications

In the notifications tile, you can check device details and also set your notification preferences. NForma sends three notification types, email, SMS and App. If you want to stop receiving email or SMS notifications, that can be set here. If you want to turn off App notifications, that will need to be set in your device's notifications settings.



# Settings

The settings tile will display more device information. It will also allow you to carry out App refreshes and is where you can set your device's appearance mode, light, dark or same as device.

