



# nPortal

**Your guide to the new  
nForma Parent Portal**

# Table of Contents

nPortal ..... 3

Getting started..... 4

Dashboard..... 5

Notices ..... 6

Forms ..... 6

Calendar..... 8

nMeet ..... 9

Medical..... 10

First Aid ..... 11

# 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.**

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## 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

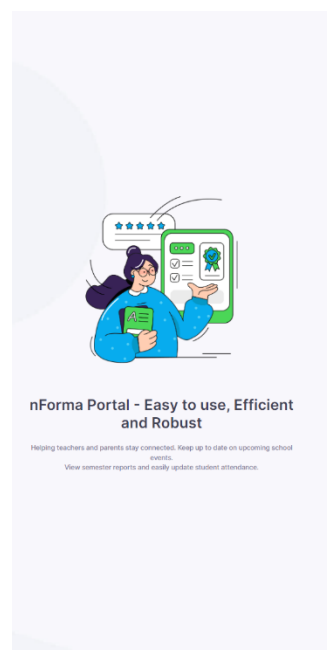
## Logging in

Download and instal the nPortal App which is available from the Apple App Store or Google Play store. Search for "nForma for Parents". It is free to download.

When logging in, you will see multiple options on how to login. You can login with a Google account or Apple account or another preferred email address. The most important thing to note is that **it must be the email address registered with the school.**

If your Google or Apple email address is registered with the school, simply click on 'Continue with Google or Apple'. If you do not have a Google or Apple email account click on 'Forgot Password' and enter the email address registered with the school and click 'Reset Password'. This will generate an email with a temp password to be sent to the email address you entered. Follow the information in this to complete your login.

You can also refer to the guide '*Getting Started to Access the Reports*' that was sent home earlier for further information about setting up the nPortal App or logging in via the nPortal website.



# 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 email status, along with attendance statistics: 0.00% Full Day Absences, 0.00% Morning Absences, and 0.00% Afternoon Absences. A 'View Reports' button is present. Below the profile card, there are sections for 'Profile Details' (Full Name, Date of Birth, Contact Phone, Contact Email, Relationship), 'Contact details' (Adelia Hartmann, 15/05/2013, Verified, Mother), and 'Attendance By Reason' (Unknown At The Moment, Reason, Periods Missed (AM/PM): 4, Days: 2). The 'Absence Overview' section shows a bar chart for Day Absence, AM Absence, PM Absence, and Unexplained. The 'Unexplained Attendance' section shows a pie chart for Full, AM, and PM. Annotations with red arrows point to various features: '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 menu; 'Live school data' points to the 'Update Medical' button; and 'Update medical' points 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

Adelia Hartmann

Profile Details

Full Name

Date of Birth

Contact Phone

Contact Email

Relationship

Contact details

Adelia Hartmann

15/05/2013

Verified

Mother

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

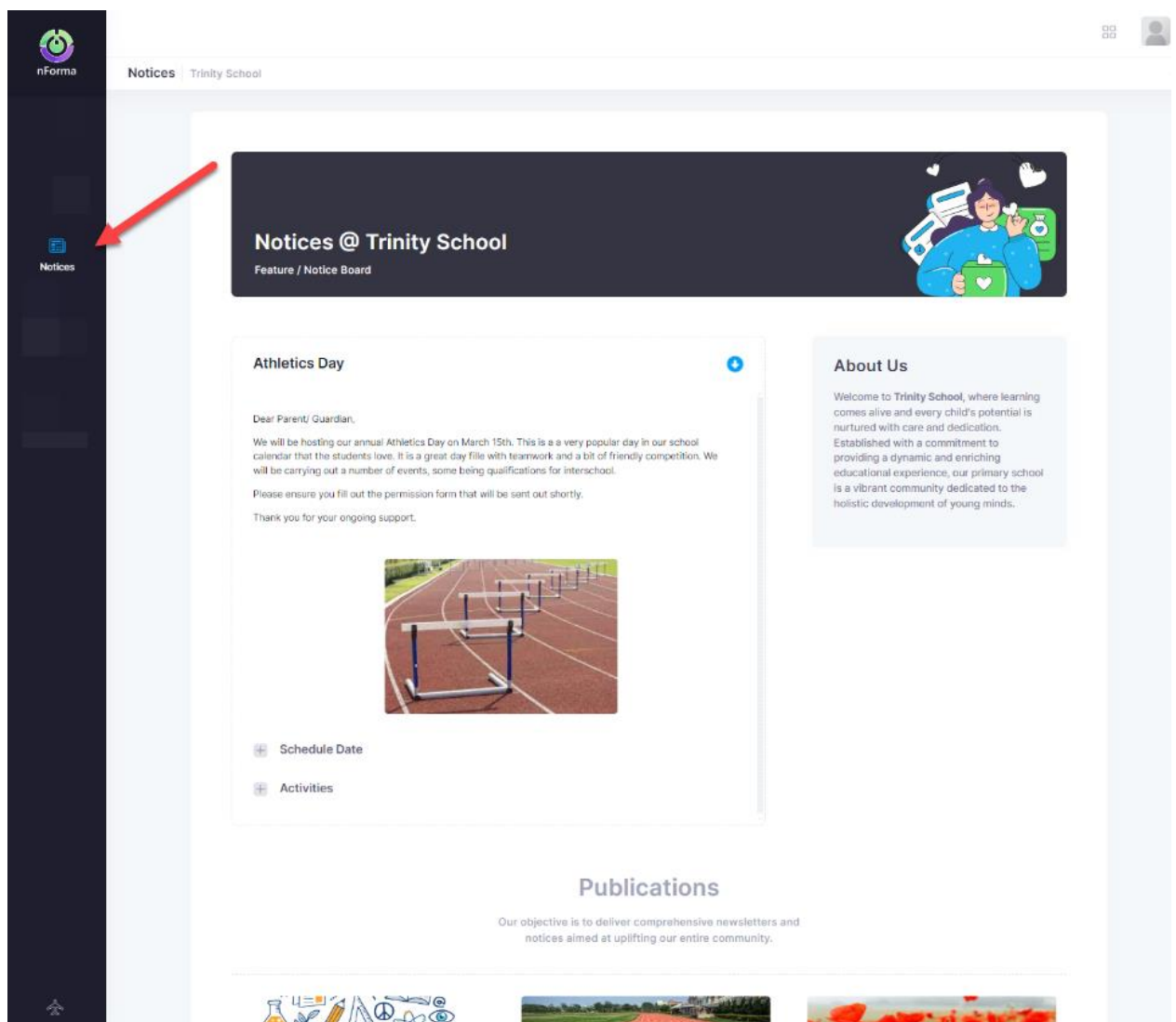
PM 0

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             |
|--|------------------|--------------|------------------|
| <a href="#">Annual Photograph/ Video permission form</a> | 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

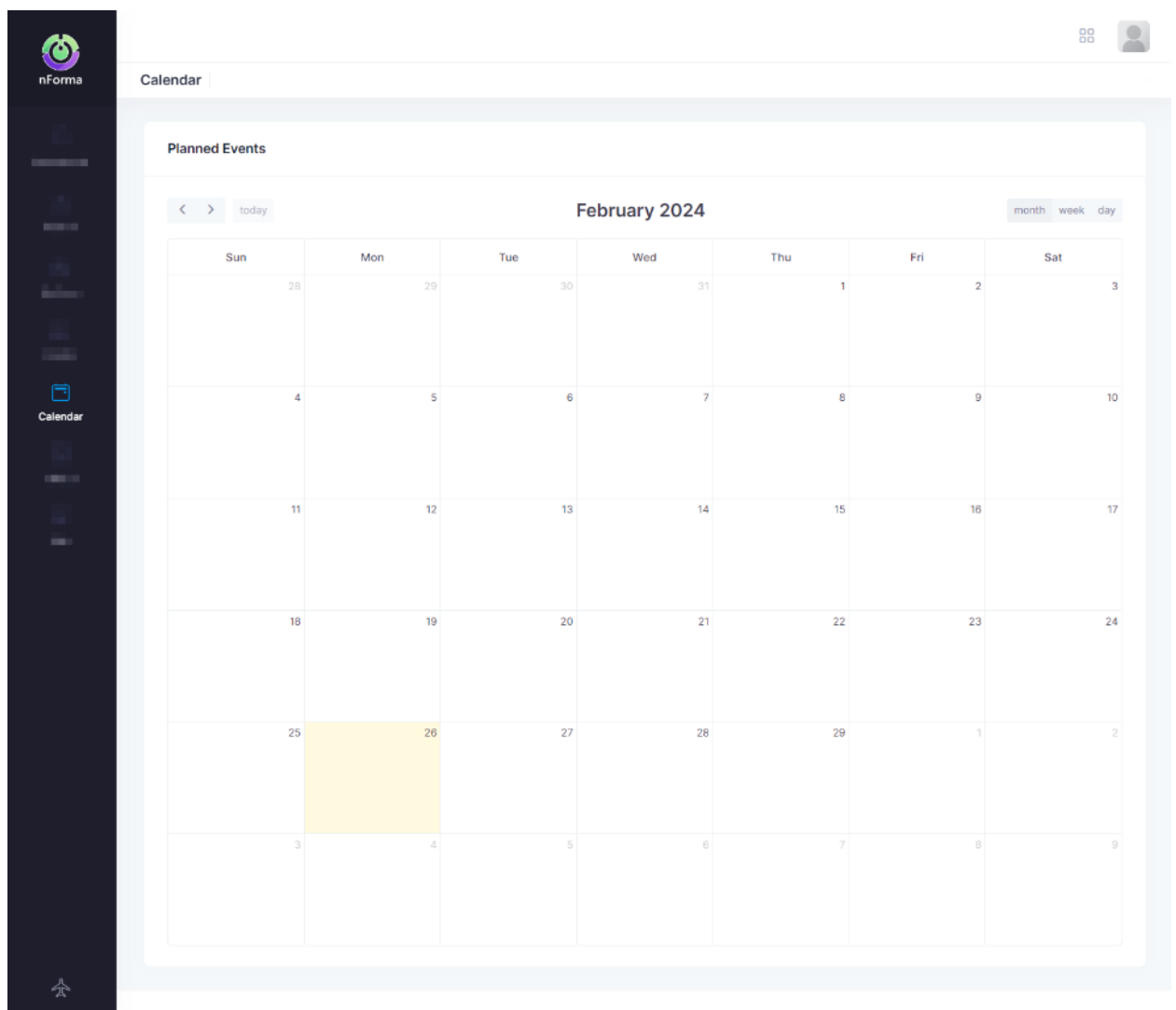
Status of the form

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 sidebar on the left features the nForma logo and a navigation menu. The main content area shows a meeting titled "Parent Teacher Interviews" for Alexander Russel. The appointment details section includes the title "Parent Teacher Interviews Day 1", the teacher "Camille Pfeffer", the home group "00SV", and the code "00A". The appointment status is "Not Booked". A "Manage Appointment" button is visible. The interface also shows a date selector for "Tuesday, 05, Mar 2024" and a "SELECT STUDENT" dropdown. Red arrows highlight key elements: "Name of the meeting" points to the meeting title, "Date of the meeting" points to the date selector, "Basic information" points to the appointment details section, "Respond here" points to the "Manage Appointment" button, "Student's name" points to the student name, and "Session two" points to the date selector for the second session.

# 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...       | <a href="#">Preview</a> |
| 29/02/2024 | Blister...    | <a href="#">Preview</a> |
| 01/03/2024 | Bruise...     | <a href="#">Preview</a> |
| 06/03/2024 | Blow/Knock... | <a href="#">Preview</a> |

**Student Medical Module**

**Medical Contact**

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

|   |   |  |
|---|---|--|
| > | <b>Jim Smith</b><br>March 02, 2024 10:26:57 PM  |  |
| > | <b>Julie Alex</b><br>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: [Redacted]  
Parent Name: Della Turcotte  
Phone: [Redacted]

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

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

**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](#)