OnForma

nPortal

Getting Started to Access the Reports

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Getting Started

You can log in via the nPortal App or the nPortal website. Installing the nPortal App on your phone provides a quick, efficient and secure way for you to access the nPortal at any time.

This guide takes you through the process of downloading and installing the App. It also includes information on how to log into the nPortal website when using a computer.
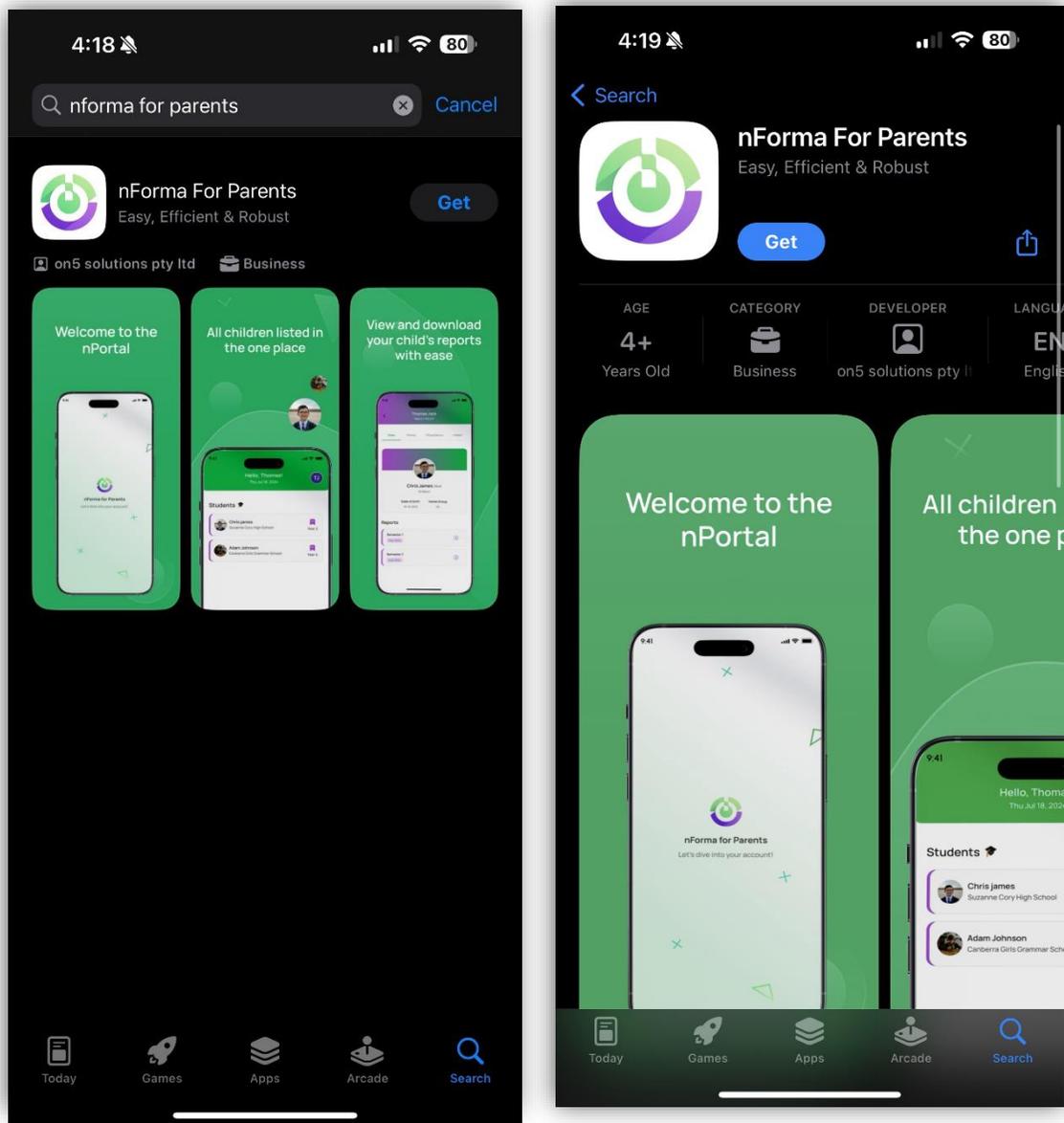
The most important thing to note in the setting up process is that you must use the email address you have registered with the school.

NOTE: If you have previously accessed your child/ren's reports online then you are already set up. Use these same credentials to log into the App or the nPortal website. If you have forgotten your password click on 'Forgot Password'.

Downloading the App

App Store and Google Play

You will find the nPortal App available in the Apple App store or Google Play store. The App can be found by searching "**nForma for Parents**". The App is free to download.
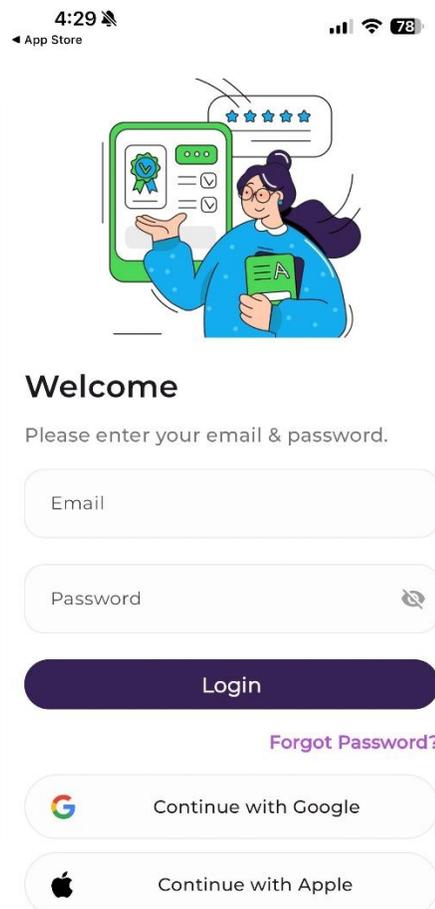
Log in via the nPortal App

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 address and click submit. You will then receive an email with instructions. Follow these instructions and when completed, you can use those login details to log into the App.

Log in via the nPortal Website

(Note: Use the same credentials to log into the nPortal Website as you use to log into the nPortal App).

Logging in

When logging in, you will see multiple options on how to login. You can login either with a Google account, Apple account or another preferred email address. The most important thing to note is that **it must be the same email address 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, (if you haven't already set up the nPortal App) 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.

Accessing the Reports

Saving time and effort

In your child's profile, you will see a variety of data, such as profile information and assessment reports.

To view your child's semester reports, simply choose the selected child's profile. There will be a blue "**View Reports**" button at the top of the page, click that. 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.