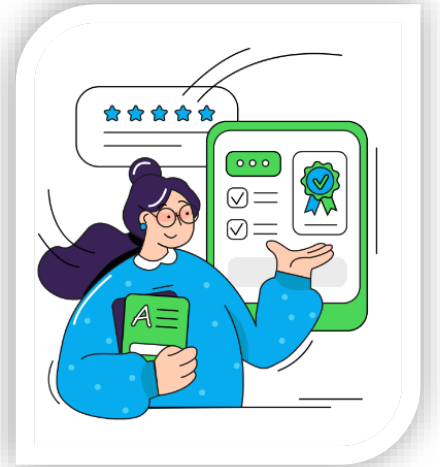




Quick Parent Guide to the **OnForma Portal**

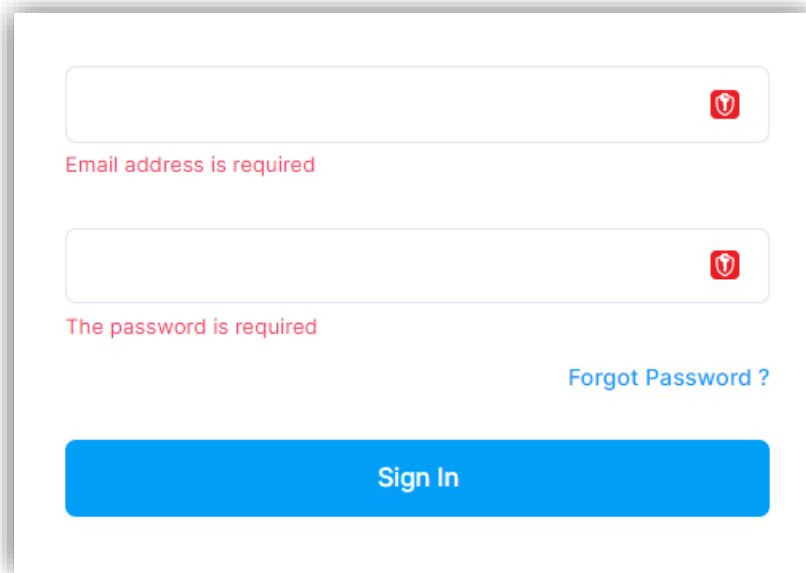


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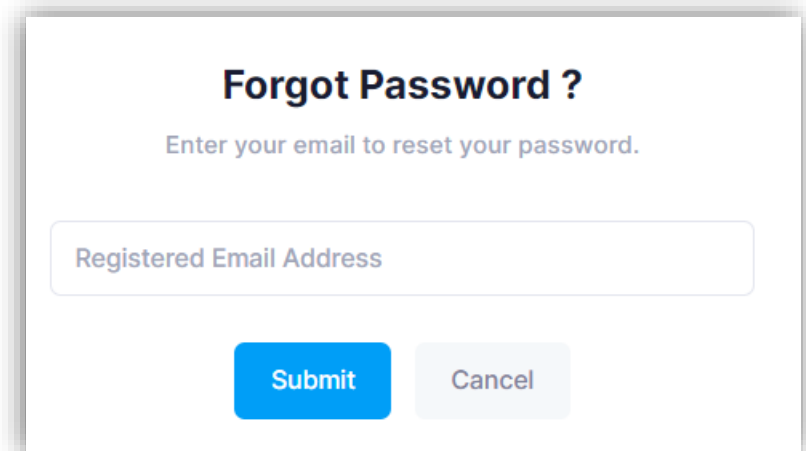
How to Login

1. Click on the link to the portal on Google cloud:
<https://portal.nforma.com.au/login>
2. This will open your parent portal access in your browser
3. Enter your email address that is registered with the school and your password and click on Sign In



The screenshot shows a login form with two input fields. The first field is for the email address, and the second is for the password. Both fields have a red error message below them: "Email address is required" and "The password is required". There is a "Forgot Password ?" link to the right of the password field. At the bottom of the form is a blue "Sign In" button.

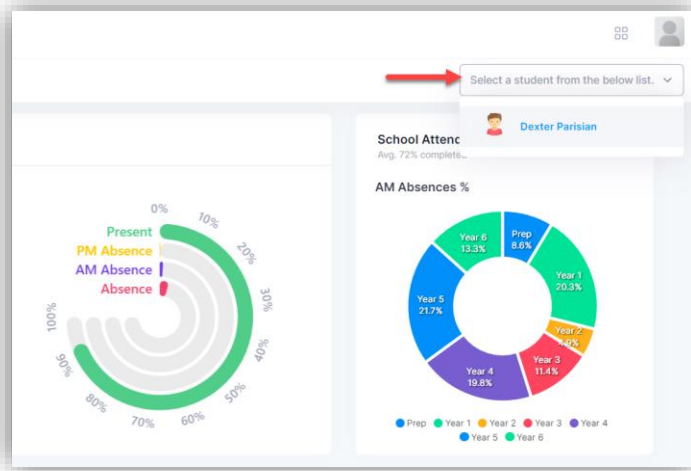
4. Click Forgot Password if you have forgotten your password and enter your email address. Click submit. An email will be sent to you from no-reply@nforma.com.au. Please check your junk folder if you have not received the email



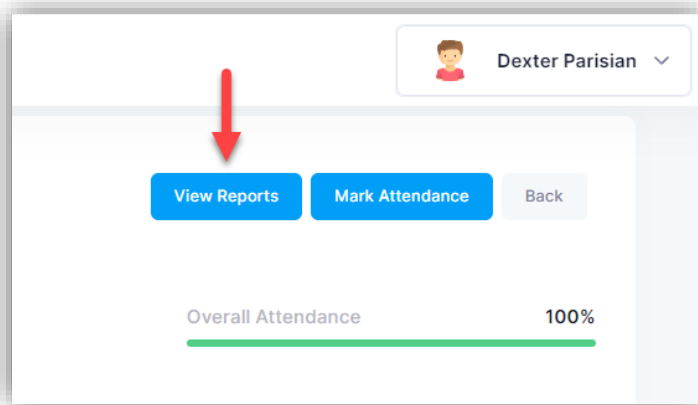
The screenshot shows the "Forgot Password ?" form. It has a title "Forgot Password ?" and a subtitle "Enter your email to reset your password." Below this is a text input field labeled "Registered Email Address". At the bottom of the form are two buttons: a blue "Submit" button and a light blue "Cancel" button.

Viewing your child's report

- To view your child's report, click on "Select a student from the below list" from the dashboard



- Click on View Reports or scroll all the way to the bottom of the page



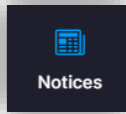
- Click on the Download link to download the PDF of your child's report

Assessment Report
Total 5 reports

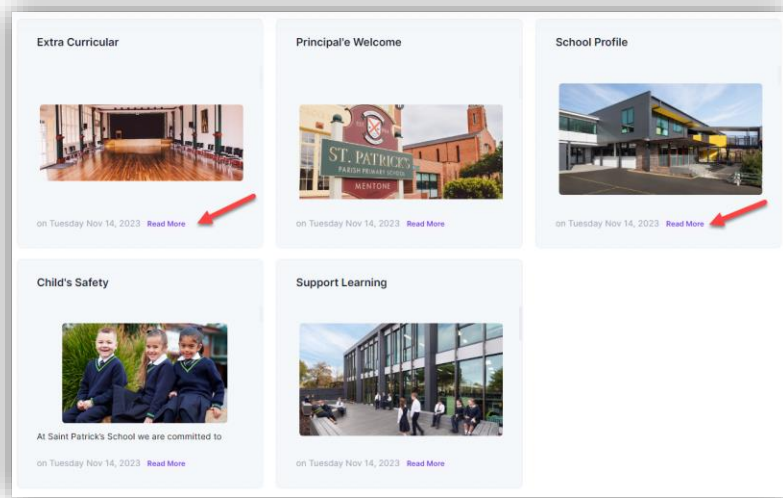
REPORT ID	DATE ADDED	DATE ADDED	STATUS	ACTION
#4DBC-8C90	2023	Semester 1	Complete	Download
#4DBC-8C90	2022	Semester 1	Complete	Download
#4DBC-8C90	2022	Semester 2	Complete	Download
#4DBC-8C90	2021	Semester 1	Complete	Download
#4DBC-8C90	2021	Semester 2	Complete	Download

Notices, Articles, News and Updates

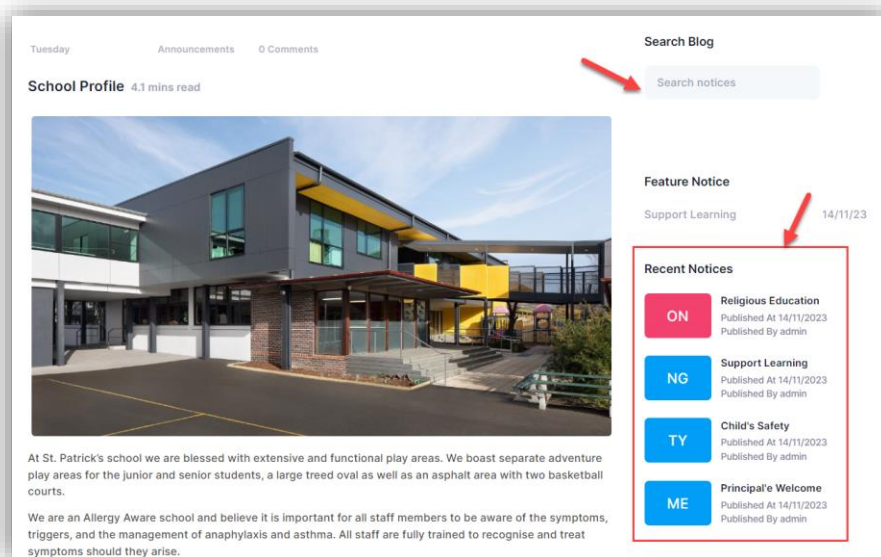
1. From the menu on the far-left panel, click on **Notices**



2. Click on Read More

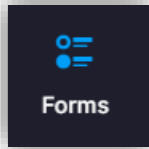


3. Scroll down to
 - a. read the article
 - b. Search blog
 - c. Quick link to recent articles

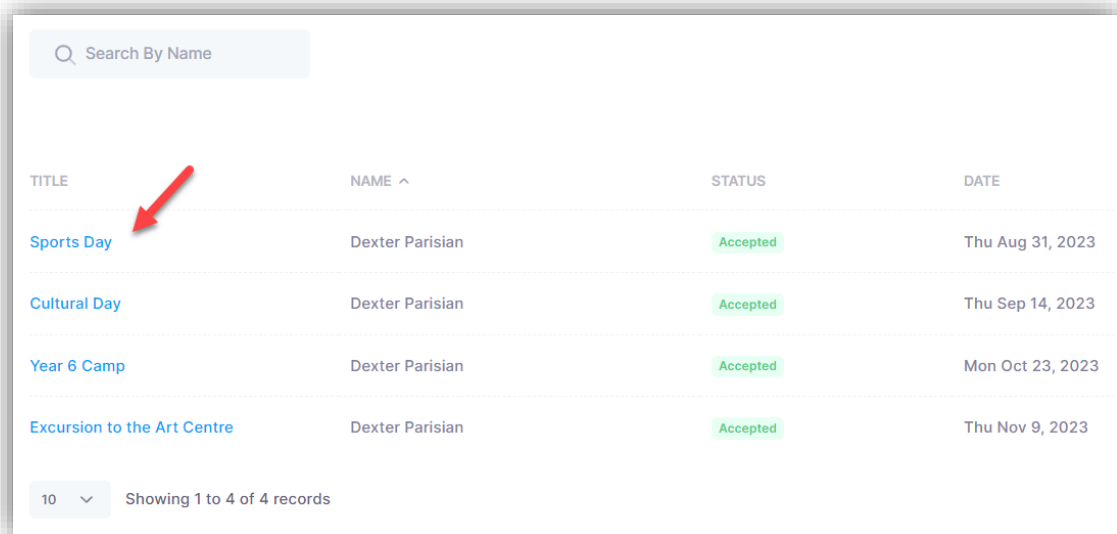


Forms (consent)

1. From the menu on the far-left panel, click on **Forms**



2. Click on a notice to view details

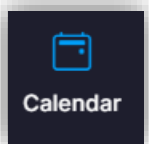
A screenshot of a web application showing a table of forms. At the top left is a search bar with the text "Search By Name". Below it is a table with four columns: "TITLE", "NAME ^", "STATUS", and "DATE". There are four rows of data. A red arrow points to the "Sports Day" link in the first row. At the bottom left of the table is a dropdown menu set to "10" and the text "Showing 1 to 4 of 4 records".

TITLE	NAME ^	STATUS	DATE
Sports Day	Dexter Parisian	Accepted	Thu Aug 31, 2023
Cultural Day	Dexter Parisian	Accepted	Thu Sep 14, 2023
Year 6 Camp	Dexter Parisian	Accepted	Mon Oct 23, 2023
Excursion to the Art Centre	Dexter Parisian	Accepted	Thu Nov 9, 2023

3. Fill in the required information and submit

Calendar

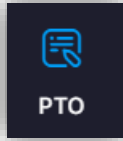
1. From the menu on the far-left panel, click on **Calendar**



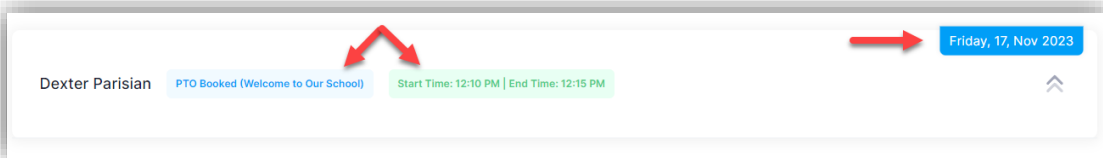
2. View your school calendar and events/activities

PTO (Parent Teacher Interview)

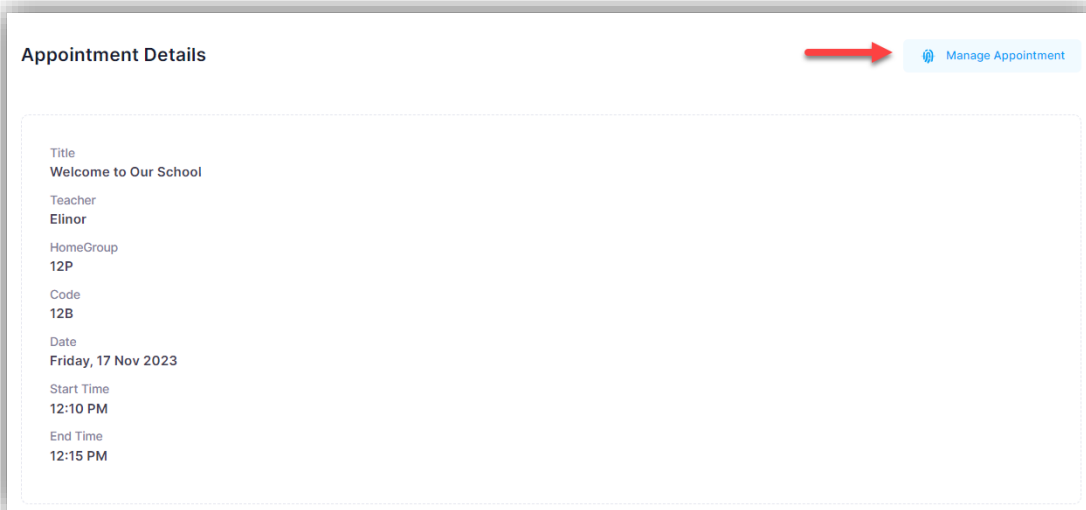
1. From the menu on the far-left panel, click on **PTO**



2. Click on any of the PTO information to view the details



3. Click Manage Appointment



4. Click on an available slot or the reschedule button

