

ACTIVATING YOUR PARENT PORTAL ACCOUNT

The Parent Portal provides secure online access to specific data relating to your child, including important home-school communications, attendance records, reports and invoices.

Parents will receive an activation email on the first day of School at either St Edward's Prep School or St Edward's Senior and Sixth Form. If you do not receive this email, please contact the relevant School office:

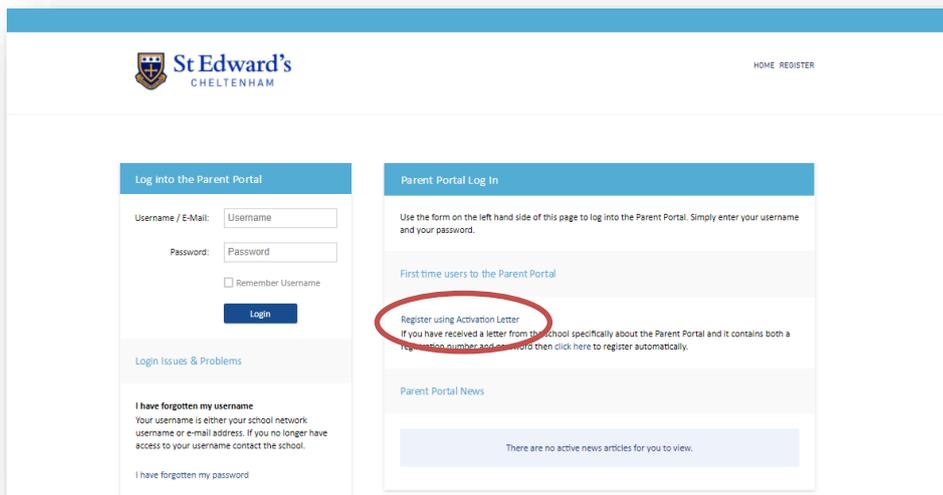
St Edward's Preparatory School - prepschool@stedwards.co.uk

St Edward's Senior and Sixth Form – reception@stedwards.co.uk

In the activation email you will receive an **activation key** and a **temporary password** along with a link to the Parent Portal – <https://stedwards.parents.isams.cloud>.

INSTRUCTIONS

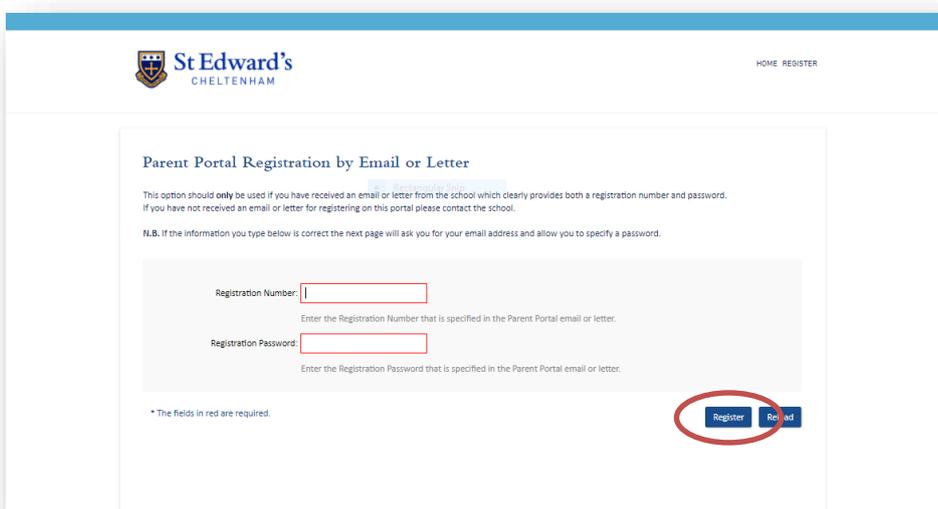
Click on “Register using Activation Letter”.



The screenshot shows the Parent Portal login page. On the left, there is a 'Log into the Parent Portal' section with fields for Username / E-Mail and Password, and a 'Login' button. On the right, there is a 'Parent Portal Log In' section with instructions. A link titled 'Register using Activation Letter' is circled in red. Below it, there is a note: 'If you have received a letter from the school specifically about the Parent Portal and it contains both a registration number and password then click here to register automatically.'

Enter the Registration Number and Registration Password sent to you in your activation email.

Click on Register.



The screenshot shows the 'Parent Portal Registration by Email or Letter' page. It includes instructions and a note: 'N.B. If the information you type below is correct the next page will ask you for your email address and allow you to specify a password.' There are two input fields: 'Registration Number' and 'Registration Password'. At the bottom right, there are 'Register' and 'Read' buttons, with the 'Register' button circled in red.



Parent Portal - Account Setup

The Parent Portal has successfully matched the information you gave and data held within the school's database.

To create your account please enter your e-mail address, which will become your username, and a new password. We also require for you to enter your forename(s) and surname.

When you have completed the form please click the 'create account' button.

E-Mail Address:

Confirm E-Mail Address:

Your e-mail address will become your username.

New Password:

Confirm New Password:

Your password should be between 4 and 12 characters long.

Title:

Forename(s):

Surname:

Enter your Title, Forename(s) and Surname into the boxes above.

* The fields in red are required.

[Create Account](#) [Refer](#)

Enter your details including a new password.

Click on create account.

Account Setup - Verification Required

The Parent Portal has sent an email to the email address you provided. It contains instructions on how to verify your account. It involves clicking on a link within the e-mail that will redirect you to the Parent Portal where it will activate your account.

This is so that we can verify that the e-mail address you provided is correct and is accessible by you.

You can not use your account until you have completed the steps above.

[Return to the Parent Portal homepage](#)

You will now be sent an email to the email address you provided containing instructions on how to verify your account.

You must click on the link within the e-mail to redirect you to the Parent Portal and activate your account.

Your account has been activated.

Log into the Parent Portal

Username / E-Mail:

Password:

Remember Username

[Login](#)

[Login Issues & Problems](#)

I have forgotten my username

Your username is either your school network username or e-mail address. If you no longer have access to your username contact the school.

I have forgotten my password

Parent Portal Log In

Use the form on the left hand side of this page to log into the Parent Portal. Simply enter your username and your password.

[First time users to the Parent Portal](#)

Register using Activation Letter

If you have received a letter from the school specifically about the Parent Portal and it contains both a registration number and password then click here to register automatically.

Parent Portal News

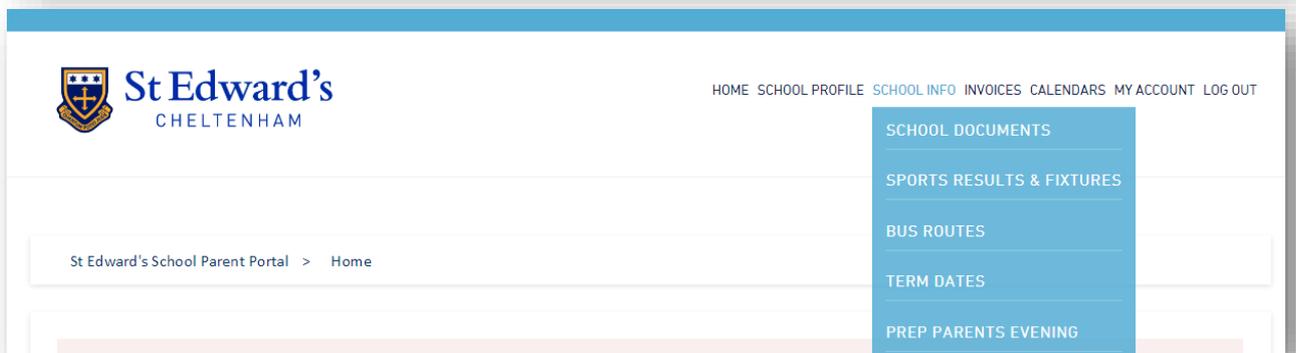
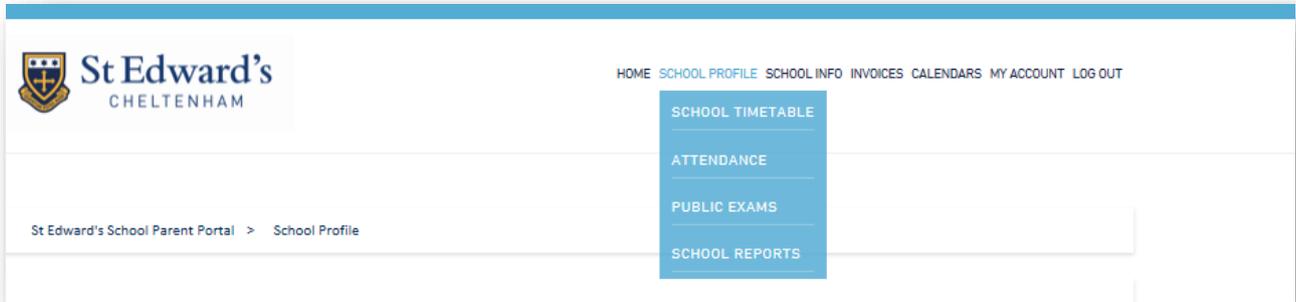
There are no active news articles for you to view.

You should now see that your account has been activated.

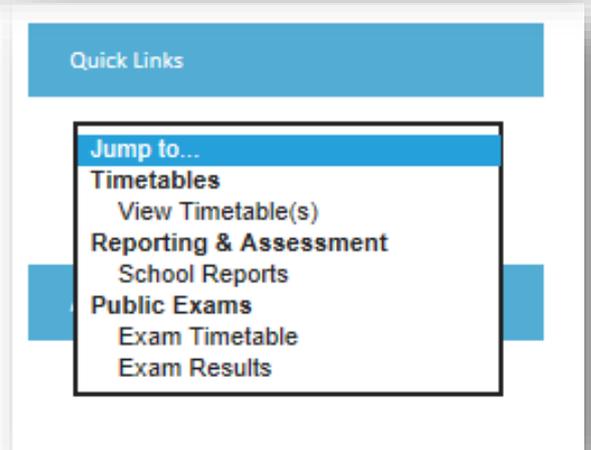
You can now logon using your username and password.

NAVIGATING THE PARENT PORTAL ACCOUNT

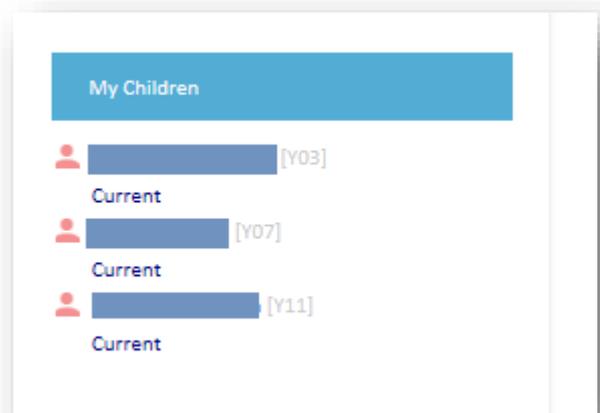
Once logged in you can navigate the portal using the navigation bar at the top:



The quick links menu on the right hand side:

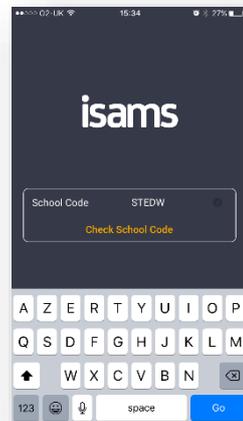
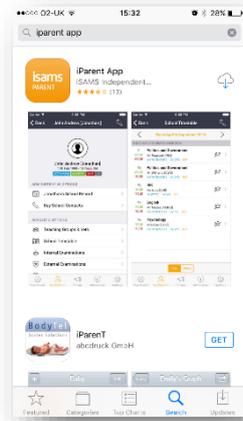


Or by choosing your child, (if you have more than one attending either the Prep School or the Senior School) on the bottom right:



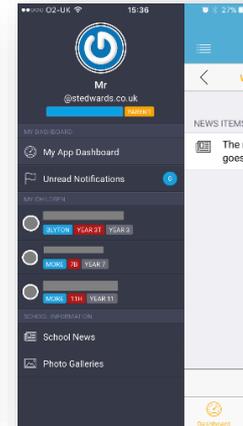
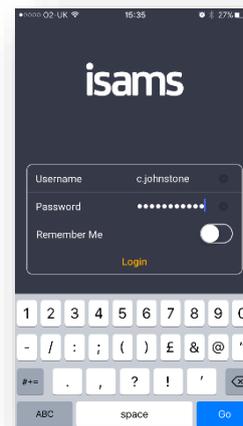


DOWNLOADING THE IPARENT APP



To download the Parent Portal App use the links in your activation email or go to your App Store and search for **iParent App**.

Use School code **STEDW**.



Login using the **username** and **password** you created when activating the account.

You now have access to real time information.

Please note the following:

- The timetable is not available for Prep School pupils.
- Currently invoices can only be seen in the Parent Portal and not downloaded through the iParent App.
- Currently the calendar can only be seen in the Parent Portal and not via the iParent App.
- Currently attendance can only be seen in the Parent Portal and not via the iParent App.