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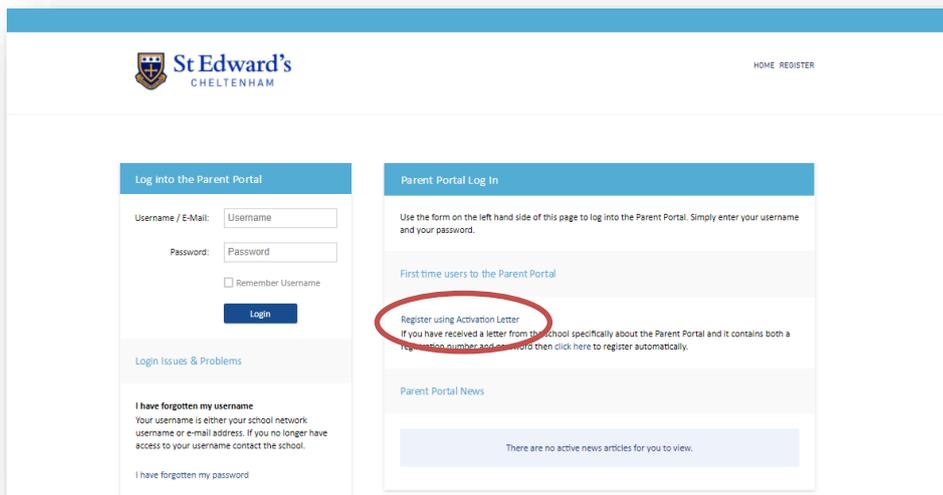
St Edward's Preparatory School - prepschool@stedwards.co.uk

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

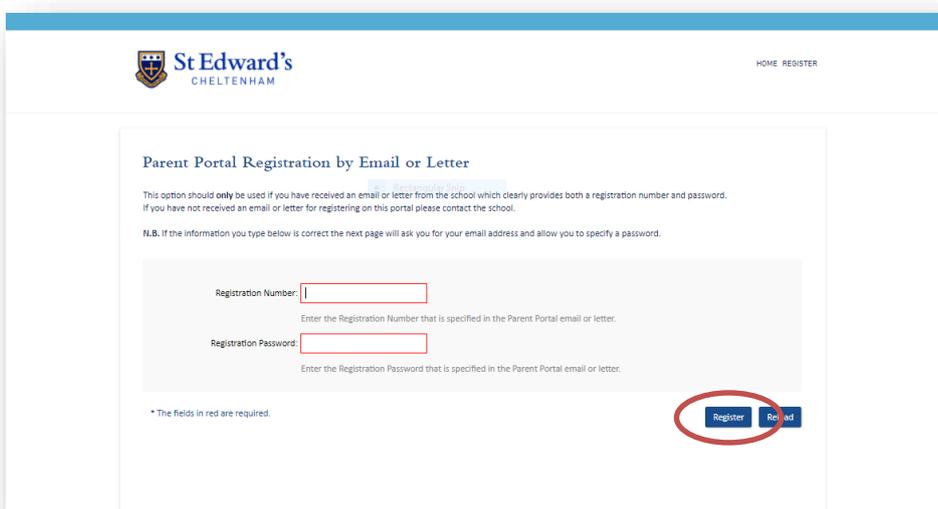In the activation email you will receive an **activation key** and a **temporary password** along with a link to the Parent Portal – https://stedwards.parents.isams.cloud.

INSTRUCTIONS

Click on "Register using Activation Letter".

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

Click on Register.

Enter your details including a new password.

Click on create account.

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

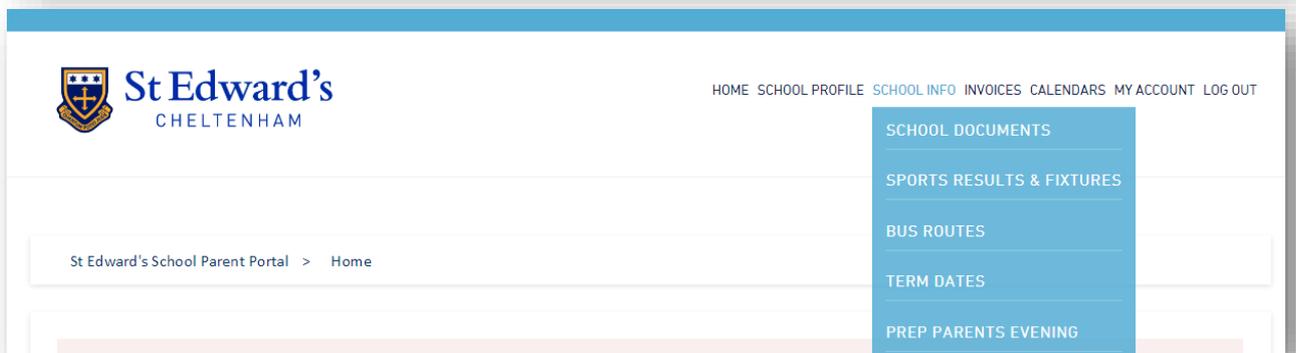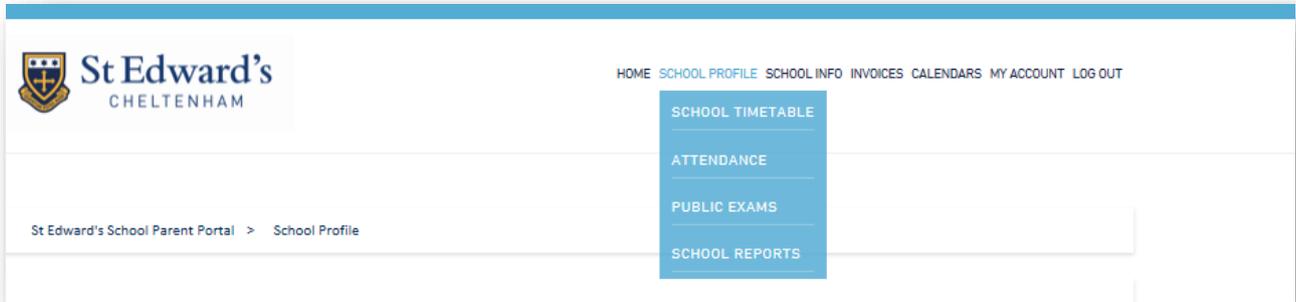You must click on the link within the e-mail to redirect you to the Parent Portal and activate your account.

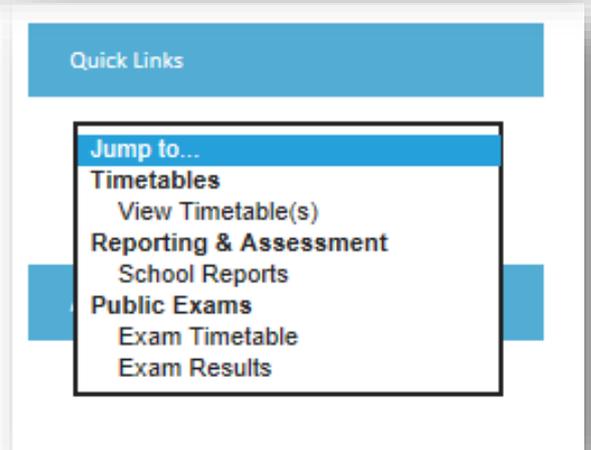You should now see that your account has been activated.

You can now logon using your username and password.
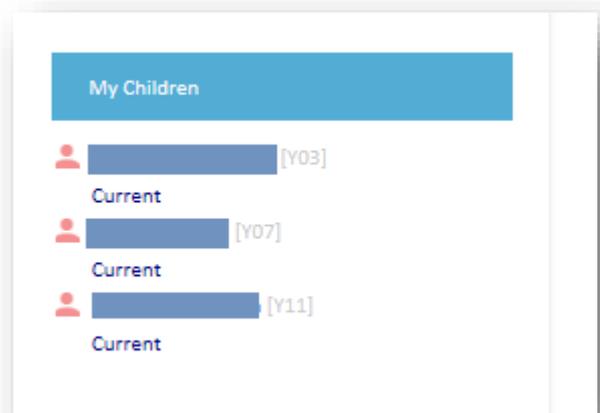
NAVIGATING THE PARENT PORTAL ACCOUNT

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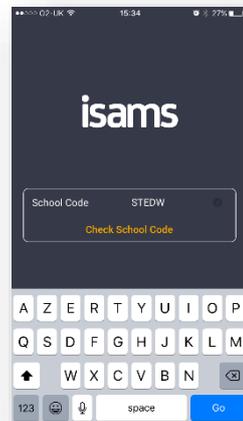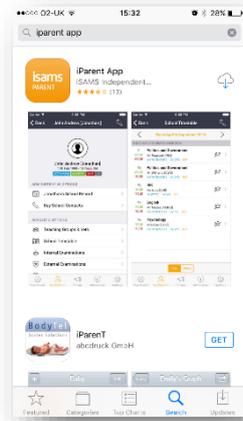

The quick links menu on the right hand side:

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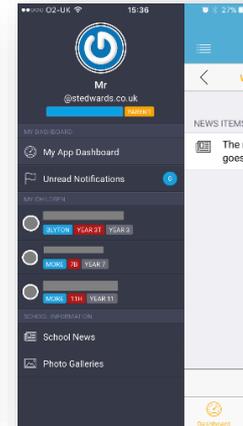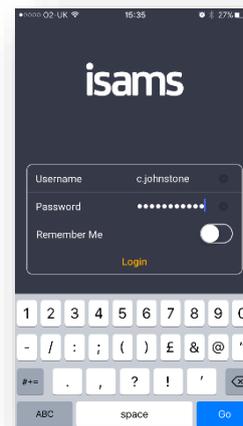
St Edward's
CHELTENHAM

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.