



Award winning school management
software for independent schools

Parent Portal User Guide

www.engagesmis.com



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Setting up your Parent Portal Account

The school will send you an email/letter containing a pin code and a link to the Parent Portal registration page where you will enter your email address and the pin code.

Create Account

Step 1 Step 2 Step 3

Language: UK English

Your Email Address

Your PIN

Go

You will be asked a security question.

Create Account

Step 1 Step 2 Step 3

Your Email Address dr@work.com

What is Amira Abidi's Date of Birth?

Day: Select... Month: Select... Year: Select...

Go

Once entered a temporary password will be sent to your email address. Follow the link in the email to set up your new password and log into the Parent Portal.

Create Account

Step 1 Step 2 Step 3

Thank you for registering!

Thank you for creating an account.
An email containing your password has been sent to you.
You can now log in using the [login page](#).

To log into the Parent Portal enter your username and password. If you need to change the language you can select one from the drop down list

Username: _____

Password: _____

Keep me signed in

Login

v. 2019.11.47033 [Forgot Password?](#)

If you forget your password click the [Forgot Password?](#) button on the log in screen



You will be asked to confirm your identity before you can reset your password

What is the username you log in to the portal with?

Username:

[Return to Login](#)

What is Amira Abidi's Date of Birth?

Day: Month: Year:

Navigating the Parent Portal

Once logged into the Parent Portal you will see your homepage

The screenshot shows the Parent Portal interface. At the top, it says 'Parent Portal' and 'Logged in as: Mr Mohsen Abidi'. Below this is a navigation bar with tabs: Home, My Account, My Details, Daybook, Activities, My DMS, My Calendar, and Websites. The main content area is divided into three sections: 'My Calendar' (showing a calendar for Dec 2019 with various events like 'Hockey Team Practices' and 'Chess Club Tournament'), 'Pupil Details' (showing details for Amira Sarah Abidi and Dylan Abidi), and 'My Notices' (showing a list of notices including 'Exam Allocation' and 'Year 10 Autumn Term Confirmation and Bookings List').

N.B the School will decide what parts of the portal you will see so it may look different to the examples below

The tabs across the top help you to navigate the portal.

Home – click this to return to the Home screen

The screenshot shows the navigation bar of the Parent Portal. It features the 'engage' logo on the left and the text 'Parent Portal' in the center. Below this is a horizontal menu with the following tabs: Home, My Account, My Details, Daybook, Activities, My DMS, My Calendar, and Websites.

My Account – displays your current account balance and outstanding invoices/credits and archived invoices/credits as PDFs

The screenshot shows the 'My Account' page in the Parent Portal. At the top, it says 'Parent Portal' and 'Logged in as: Mr Mohsen Abidi'. Below this is a navigation bar with the same tabs as the previous screenshot. The main content area is divided into two sections: 'Account Balance' and 'My Outstanding Invoices / Credits'. The 'Account Balance' section shows a balance of £26182.00. The 'My Outstanding Invoices / Credits' section shows a table with the following data:

| Outstanding Invoices / Credits | Invoice / Credit Date | Payment Due Date | Invoice / Credit Amount | Outstanding Amount | Pay Invoice |
|--------------------------------|-----------------------|------------------|-------------------------|--------------------|------------------------------|
| Invoice 2346 | 20/04/2019 | 01/05/2019 | £7838.00 | £7838.00 | Pay Now |
| Invoice 2283 | 20/12/2018 | 01/01/2019 | £7838.00 | £7838.00 | Pay Now |
| Invoice 2160 | 20/08/2018 | 01/09/2018 | £7838.00 | £7838.00 | Pay Now |
| Invoice 2087 | 01/09/2015 | 25/09/2015 | £8973.00 | £1263.00 | Pay Now |
| Invoice 1748 | 16/07/2012 | 03/09/2012 | £5160.00 | £1405.00 | Pay Now |
| Selected Totals | | | £0.00 | £0.00 | Pay Selected |
| Totals | | | £37247.00 | £26182.00 | Pay All |



My Details – displays the contact details that you have provided to the school. You can request a change of information if any is incorrect. This screen also shows a Login History and allows you to Reset Password

Parent Portal Logged in as: Mr Mohsen Abidi
Last Login: 18 November 2019 11:17

Home My Account My Details Daybook Activities My DMS My Calendar Websites

My Details

Address
Bayan
Block 3
Street 2
Villa 7
Kowait

Email Addresses

| | | | |
|-------------|---------------|--|--|
| Dad Work | Dad@work.com | | |
| Home | Dad@home.com | | |
| Staff Email | Dad@staff.com | | |

Telephone Numbers

| | | | |
|------------|----------------|--|--|
| Dad Mobile | 441935403020 | | |
| Home | +965 2571 4342 | | |

Preferred Language
Language 2

[Is any of this information incorrect? Request a Change](#)

Reset Password

Your password can be anything you like

Current Password

New Password

Retype New Password

Update

Login History

| No. | Login Date | IP Address |
|-----|------------------------|------------|
| 1. | 17 December 2019 12:53 | :::1 |
| 2. | 18 November 2019 11:17 | :::1 |
| 3. | 13 November 2019 11:36 | :::1 |
| 4. | 13 November 2019 10:32 | :::1 |
| 5. | 13 November 2019 10:25 | :::1 |

My Calendar – displays the school calendar, your personal calendar and any other calendars that have been shared with you. You can also import and export calendar information. The calendar can also be accessed from the Home screen

Home My Account My Details Daybook Activities My DMS My Calendar Websites

Create Calendar Edit Calendars

Visible Calendars

Default Calendars

- Personal
- School Calendar

Shared Calendars

- Hockey Team Practices
- Chess Club
- General Calendar

Dec, 2019

| DAY | WEEK | MONTH | AGENDA | | | | | | | | | | |
|-----|------|-------|--------|----|-----|----|-----|----|-----|----|-----|-------|-----|
| 25 | Mon | 26 | Tue | 27 | Wed | 28 | Thu | 29 | Fri | 30 | Sat | 1 Dec | Sun |
| | | | | | | | | | | | | | |
| 02 | Mon | 03 | Tue | 04 | Wed | 05 | Thu | 06 | Fri | 07 | Sat | 08 | Sun |
| | | | | | | | | | | | | | |

Events: Hockey Team Practice, Chess Club Tournament, Visitors Day Upper Site, Visitors Day Lower Site, Match Play Coaching, Away Fixture vs Moorlake School (1st), Chess Club Goes 3D

Websites – displays links to websites that the school has set up such as the school’s website, educational information sites etc.

Parent Portal

Home My Account My Details Daybook Activities My DMS My Calendar Websites

Create Calendar Edit Calendars

Visible Calendars

Default Calendars

- Personal

today Dec, 2019

Parent Pay

World Pay

PayPal

The Pupil Details section lists your child/children and contains personal information, academic information, timetables, attendance and reports. Click on the View Details button to see the information that the school has provided

The screenshot shows the Parent Portal interface. At the top, it says 'Parent Portal' and 'Logged in as: Mr Mohsen Abidi'. Below the navigation bar, there is a 'My Calendar' section showing a calendar for December 2019 with various events like 'Hockey Team Practice', 'Chess Club Tournament', 'Visitors Day', etc. To the right, the 'Pupil Details' section shows information for two pupils: Amira Sarah Abidi (Year 10) and Dylan Abidi (Year 7). Below this, there is a 'My Notices' section with an inbox of messages like 'Exam Allocation Administrator' and 'Year 10 Autumn Term Confirmation and Bookings List'.

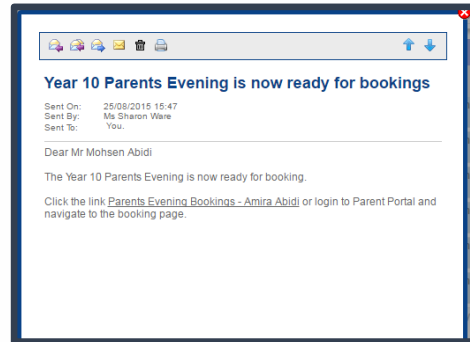
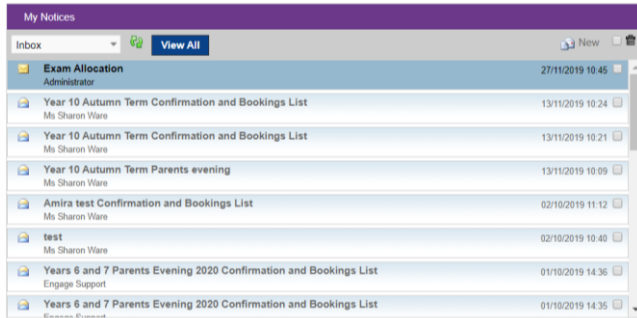
Click on a section to expand and view the information

This screenshot shows the 'Pupil Details' page for Amira Abidi. It includes her photo, name, year (Year 10), form (10AT), house (Wordsworth), age (14 years 1 month), and date of birth (22 October 2005). Below this, there is a 'Book Activities' section and a list of expandable menu items: Contact Details, Siblings, Assessment Reports, Timetable, Attendance, Medical Details, Pupil Subjects and Teachers, Caring Details, Transport Details, and Additional Information.

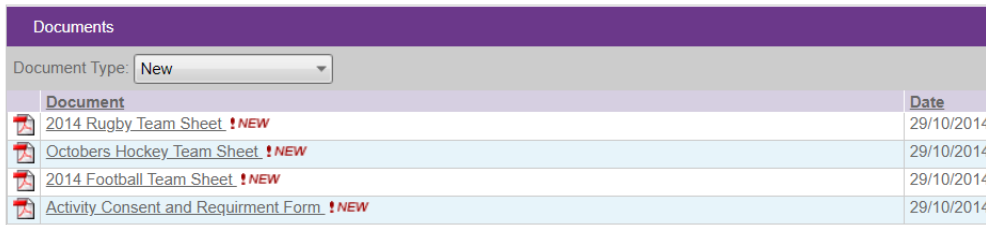
| | 09:00 - 09:40 | 09:40 - 10:20 | 10:20 - 10:35 | 10:35 - 11:10 | 11:10 - 11:50 | 11:50 - 12:30 | 12:30 - 13:20 | 13:20 - 14:00 | 14:00 - 14:40 | 14:40 - 15:20 | 15:20 - 16:00 |
|-----------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Monday | 1 09:00 - 09:40 Media Studies Ms Sarah Ware S14 | 2 09:40 - 10:20 English A Ms Sharon Ware W14 | 10:20 - 10:35 | 3 10:35 - 11:10 Chemistry A Mr Joseph O'Shea M13-General Science | 4 11:10 - 11:50 Maths A Ms Geraldine Heaslip S29 | 5 11:50 - 12:30 Media Studies Mr Oscar Scholes S14 | 12:30 - 13:20 | 6 13:20 - 14:00 Geography Mr Charles James E1-Geography | 7 14:00 - 14:40 German Mr Joseph O'Shea W9-German | 8 14:40 - 15:20 Geography Mrs Sally Heppner W9-German | 9 15:20 - 16:00 Chemistry A Mr Joseph O'Shea M13-General Science |
| Tuesday | 10:20 - 10:35 | 1 09:00 - 10:20 Games Mrs Maggie Cullum Gym | 2 10:20 - 10:35 | 3 10:35 - 11:10 German Mrs Sally Heppner W9-German | 4 11:10 - 11:50 DTA Mr Peter Jessop E10-DTA | 5 11:50 - 12:30 Biology A Mr David Stoddart M15-General Science | 12:30 - 13:20 | 6 13:20 - 14:00 ICT A Mr Adrian Mills ICT Suite 1 | 14:00 - 14:40 | 7 14:40 - 15:20 English A Ms Sharon Ware W14 | 8 15:20 - 16:00 Geography Mrs Sarah Todd E1-Geography |
| Wednesday | 1 09:00 - 09:40 Media Studies Ms Sarah Ware S14 | 2 09:40 - 10:20 Biology A Mr David Stoddart M15-General Science | 3 10:20 - 10:35 | 4 10:35 - 11:10 ICT A Mr Adrian Mills ICT Suite 1 | 5 11:10 - 11:50 English A Ms Geraldine Heaslip S29 | 6 11:50 - 12:30 Maths A Ms Geraldine Heaslip S29 | 12:30 - 13:20 | 7 13:20 - 14:00 Maths A Ms Geraldine Heaslip S29 | 8 14:00 - 14:40 English A Ms Sharon Ware W14 | 9 14:40 - 16:00 Physics A Mr Anthony Black M10-General Science | |
| Thursday | 1 10:00 - 10:40 Chemistry A Mr Joseph O'Shea M13-General Science | 2 10:40 - 10:20 English A Ms Sharon Ware W14 | 10:20 - 11:10 | 3 11:10 - 11:50 Physics A Mr Anthony Black M10-General Science | 4 11:50 - 12:30 Media Studies Ms Sarah Ware S14 | 5 12:30 - 13:20 | 6 13:20 - 14:40 Maths A Ms Geraldine Heaslip S29 | 7 14:40 - 15:20 Business Studies Mrs Diana Trotman E12 | 8 15:20 - 16:00 | | |
| Fri | | | 10:20 - 10:35 | | | | 12:30 - 13:20 | | | 14:40 - 16:00 | |



The Notices section will display messages sent from the school to you. Click on a notice to open it. You can print, reply, forward and delete notices



The documents section displays documents that the school has published for you to view. Click on a document title to view it. Documents can be saved and printed



Logging out

To log out hover over your name in the top right corner of the screen and click Log Out

