



BHASVIC Parent Portal Quick Reference Guide

1. How to ... view your young person's Progress Review

1. Introduction

This document provides brief notes explaining how to access your young person's most recent Progress Review through the BHASVIC Parent Portal.

2. Pre-requisites

Before trying these instructions, please ensure that BHASVIC is aware of your correct email address and that you have received your Parent Portal account details (an automated email containing an authentication code).

It is the responsibility of your young person to provide us with up-to-date and accurate contact information. If an update to your contact details is required, please encourage your student to email cis@bhasvic.ac.uk directly from their BHASVIC Email Address with the request, otherwise we cannot authorise the change.

3. Instructions

3.1 Accessing the BHASVIC Parent Portal

From the BHASVIC website home page, select the "Parents & Carers" menu option at the top of the page.



Scroll down to see the icons on the Parent & Carer Dashboard. Click the "Parent Portal" icon.



Parent Portal

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This will display the Parent Portal log in screen.

Enter your email address and your password. Click "Login" to proceed to your Parent Portal Account.

BHASVIC Parent Portal

Email Address
Enter Email

Password
Enter Password

Login First Time User Forgotten Password

If you have **never** logged into the BHASVIC Parent Portal, you will need to click 'First Time User' and enter: your email registered with the college, provide the authentication code sent to you by the College and create a password.

If it is your first time accessing the system, you will need to link your young person's account by entering their Date of Birth into the prompted field (this may be done by freehand or using the date selector to the right of the field). Clicking 'Unlock' will reveal your student's 'card.'

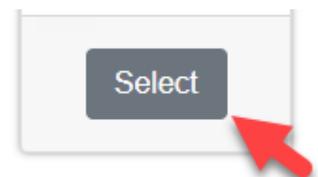
Please enter the student date of birth to unlock

01/01/2000

Unlock

3.2 Accessing the Progress Review Documents

Clicking 'Select' on your student's 'card' will take you to your student's dashboard.



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On your student's Dashboard, you will see a 'Progress Review' section. The main Progress Review document (which includes the student's course reflections and their teachers' assessment) is available here. They will be titled as 'Progress Review Round 1' or 'Progress Review Round 2' as applicable.

Progress Reviews

Progress Reviews happen in November and March, please click on the document/s below. Further information regarding [Progress Reviews](#) can be found on the website.



4. Further Information

Information about Progress Reviews is available from the "[Progress Reviews](#)" page in the Parent and Carer section of BHASVIC's website. Here you can find out about Progress Reviews as well as the method and purpose of grades and assessments.

If you encounter any problems with these notes, or need more detailed advice, please contact the CIS Team for further assistance by emailing cis@bhasvic.ac.uk