



## BHASVIC Parent Portal Quick Reference Guide

### How to ... *Authenticate your Parent Portal Account*

#### 1. **Introduction**

The purpose of this document is to provide brief notes explaining how to authenticate your Parent Portal account.

#### 2. **Pre-Requisites**

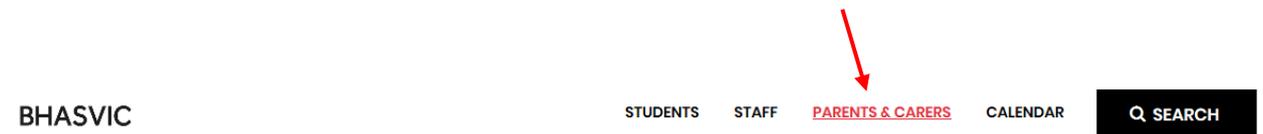
Before trying these instructions, please ensure that BHASVIC is aware of your correct email address and that you have received an email from [cis@bhasvic.ac.uk](mailto:cis@bhasvic.ac.uk) providing an authentication code to register as a 'First Time User.'

Please note, 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](mailto: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**

This will display the Parent Portal log in screen.

Please note that if accessing the Parent Portal using the link provided in the email containing the authentication code, this will take you directly to the 'First Timer User' screen.

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**3.2 Parent Portal Login screen**

# BHASVIC Parent Portal

To initially authenticate your account, click the 'First Time User' button.

Then, on the next screen, enter your email address, the authentication code you received in the email titled "Parent Online Membership" and create a password of your choice.

Once you have authenticated your account, you can use the log in screen (as seen above) to log into your Parent Portal account using your Email address and the password you have created.

**3.3 Adding a Student Account**

Once you have logged in, you will need to link to your young person 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). Please note that the DOB format will match your browser Date/Time settings. Clicking 'Unlock' will reveal your student's 'card.'

Clicking 'Select' on your student's 'card' will take you to your student's dashboard. Expanding the burger menu on the left of the screen will allow you to navigate through the various pages available for your student including Attendance Data, Student Details and any live Support Plans.

**4. Further Information**

If you encounter any problems with these notes, or need more detailed advice, please contact the CIS Team for further assistance. Please note that the preferred method of contact is by email to address [cis@bhasvic.ac.uk](mailto:cis@bhasvic.ac.uk).