



## BHASVIC Parent Advantage Quick Reference Guide

### 1. How to ... *authenticate your Parent Advantage account*

#### 1. Introduction

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

#### 2. Pre-Requisites

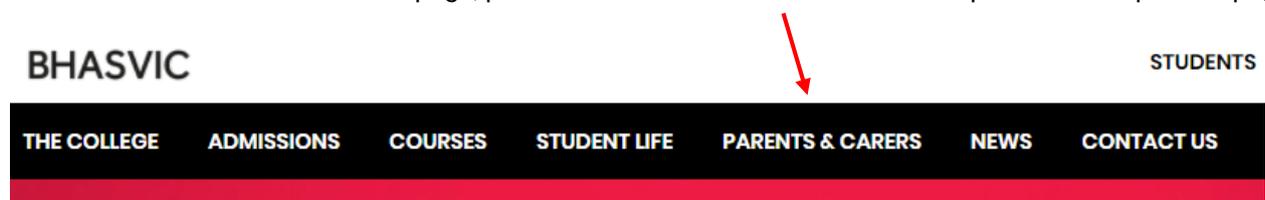
Before trying these instructions, please ensure that BHASVIC are aware of your correct email address and that you have received from BHASVIC:

- One Email message providing an authentication code to register as a parent
- For each of the students you are responsible for, an additional email message providing authentication codes to link their details to your account.

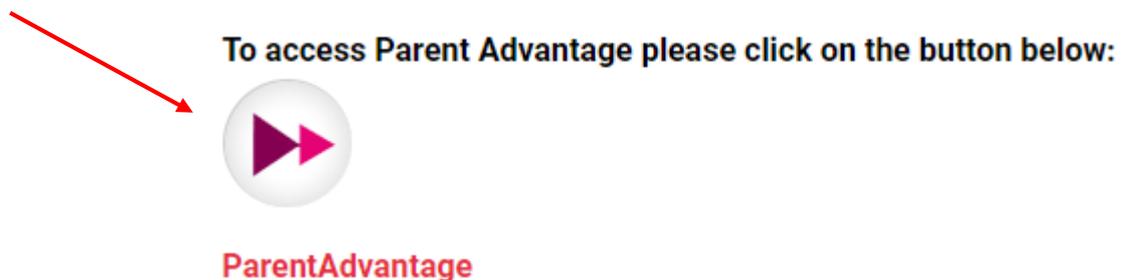
#### 3. Instructions

##### 3.1 Accessing Parent Advantage

From the BHASVIC website home page, point to the “Parents and Carers” menu option at the top of the page.



Click “Parent Advantage” from the menu and click the Parent Advantage icon

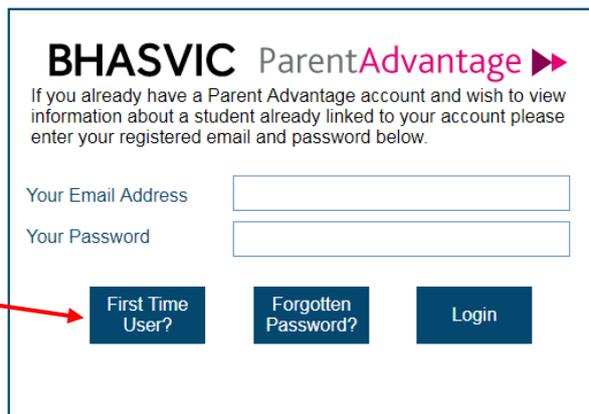


This should then display the Parent Advantage log in screen.

**1. How to ... *authenticate your Parent Advantage account***

**3.2 Parent Advantage Login screen**

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

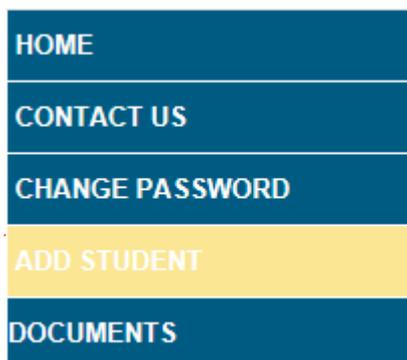


Then, on the next screen, enter your email address, the authentication code you received in the message titled "Parent Online Membership" and a password of your choice.

Once you have authenticated your account, you can use this screen to go back into Parent Advantage using your Email address and the password you have set up.

**3.3 Adding a Student Account**

You should have received a second email from [cis@bhasvic.ac.uk](mailto:cis@bhasvic.ac.uk) titled "Parent/Guardian online access", for each of the students you are responsible for.



This will inform you to click on the ADD STUDENT section, highlighted left. In here you will need to add the student's reference number and authentication code from the email and the student's Date of Birth.

Once the student has been added then you will be able to view attendance information, Subject Reviews once they produced, any support plans, and other student details.

**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).