BHASVIC

BHASVIC Parent Portal Quick Reference Guide

How to … *Solve General Problems with the BHASVIC Parent Portal*

1.   Introduction

This document briefly explains common problems that Parents/Carers experience with the BHASVIC Parent Portal.

2.   Instructions

2.1   Problems Logging in After Authenticating Your Account

The BHASVIC Parent Portal contains two distinct pages when accessing your account.

First Time User – A onetime use screen

If you are accessing your account for the first time (or after an account reset) you will need to authenticate your account as a 'First Time User.' This page may be accessed by clicking the 'First Time User' button on the Parent Portal log-in screen or by following the link in the email containing the authentication code.

The 'First Time User' screen is a screen you only need to use once. This is where you enter your email, the authentication code and set a password (with another box to retype and confirm it). Once you've hit continue, the account is set up and you no longer need the 'First time User' page.

First Time Account Authentication

Please enter your email, the authorisation code that was sent to you by email, and create a password in the form below and click continue. Once this is done, you will be able to log in normally from the main login page.

Email Address
Enter Email

Authentication Code
Enter Auth Code

Password
Enter Password

Confirm Password
Confirm Password

[Continue]   [Back]

Logging In

If you have already authenticated your account as a 'First Time User,' for all future access to the Parent Portal, you will need to log-in using the Parent Portal Log-in screen.

Here, you will be requested to enter your email address and the password your created as a 'First Time User.'

How to ... *Solve General Problems with the BHASVIC Parent Portal*

BHASVIC Parent Portal

Email Address

Enter Email

Password

Enter Password

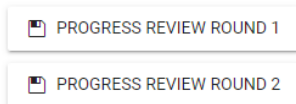| Login | First Time User | Forgotten Password |

Please note, if you need to reset your password, this may be completed via the 'Forgotten Password' function. After resetting your password, you can log-in via the Parent Portal log-in screen.

2.2   Opening Progress Reviews

After the Progress Review publication date, you should be able to see a Progress Review Round 1 (or 2) for each student that you have linked to your account. These can be found by clicking the 'Select' button on the given student's card, displaying the Student Dashboard. On your student's Dashboard, you will see a 'Progress Review' section with the relevant Progress Review(s) below.

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.

- PROGRESS REVIEW ROUND 1
- PROGRESS REVIEW ROUND 2

The way the Progress Review opens is device/browser specific. Broadly speaking:

- On a mobile device, after clicking on the Progress Review, a notification will pop up requesting permission to download the document. After downloading, the document will be in the downloads section of the browser.
- On a computer, the Progress Review document may open in a different tab or may download.

3.   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.

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