BHASVIC   ParentAdvantage ▶▶

<div align="center">**BHASVIC Advantage Quick Reference Guide**</div>

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1. How to … *authenticate your Parent Advantage Account*

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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, click the "Parents and Carers" option from the header menu, and then the "Parent Advantage" option from the side menu.
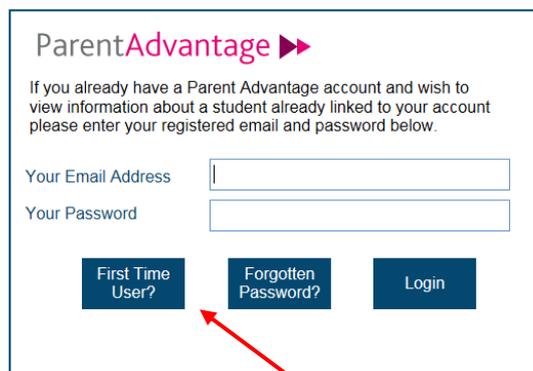

Next click on the Parent Advantage icon.

1. How to … *authenticate your Parent Advantage Account*

3.2 Authenticating Parent Advantage

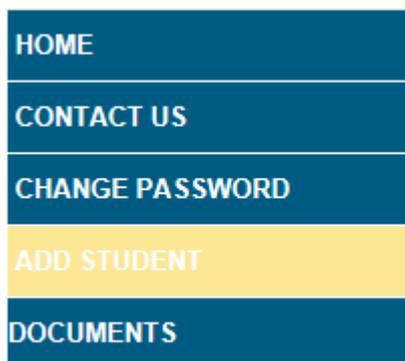You should have received an email titled "Parent Online Memebership"

When you are trying to authenticate your account for the first time, click first time user (left). Then enter your email address and the Authentication code that was in the email as well as a secure password of your choice.

Once you have managed to authenticate your account for the first time, you can login with the screen above using just your email and the password that you created.

3.3 Adding a Student Account

You should have received a second email from 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 as well as the first round of Subject Reviews and other student details.

4.   <u>Further Information</u>

If you encounter any problems with these notes, or need more detailed advice, please contact the CIS team at BHASVIC for further assistance. Our preferred method of contact is by email at cis@bhasvic.ac.uk.