



Parent Portal Quick Reference Guide

How to ... Access Progress Reviews on the Parent Portal

1. **Introduction**

The purpose of this document is to provide brief notes on how to access Progress Reviews on your Parent Portal account.

2. **Pre-Requisites**

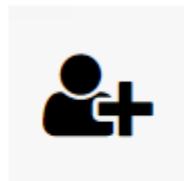
To view a Progress Review, you will require a Parent Portal account. If you require a Parent Portal account, please email cis@bhasvic.ac.uk.

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 ask your student to email registry@bhasvic.ac.uk directly from their BHASVIC Email Address with the request, otherwise we cannot authorise the change.

3. **Instructions**

3.1 **Accessing the Parent Portal**

From the BHASVIC website home page, select the "Parents & Carers" menu option at the top of the page (located in the hamburger menu on mobile devices). Scroll down the page to the icons and click on the "Parent Portal" icon.



Parent Portal

This will display the Parent Portal login screen. Please login to your account.

In the case that you only have one student attending BHASVIC, you will be directed straight to your Parent Portal Home Page. If you have more than one student attending BHASVIC, please select the desired student from the drop-down menu. Clicking the "Submit Form" button will take you to the Parent Portal Home Page for the selected student.

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3.2 Accessing Progress Reviews

From your home screen, please hover over the green menu to the left of the screen (on a mobile device, you will need to click on the small tree icon). Once the menu has expanded, please select “Curriculum and Achievement” – “Progress Reports.” This opens up the Progress Reports page.

Once on the Progress Reports page, any published Progress Reviews will be displayed in chronological order. To open a Progress Review, please click on the name of the review highlighted in green.

Each Progress Review will have the relevant information displayed by course. At the bottom of the screen will appear any student comments.

4. Further Information

4.1 Final Notes

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 the address cis@bhasvic.ac.uk.

