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

2.1 Your email under your student's record

To have a Parent Portal Account, your email address must be recorded under your student's record. 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 (or if you would like to add your email address to your student's record), please ask your student to email cis@bhasvic.ac.uk directly from their BHASVIC Email Address with the request, otherwise we cannot authorise the change.

2.2 Parent Portal Authentication Link

To authenticate your Parent Portal Account, you will require a Parent Portal Authentication link. These were sent out to all Parents/Carers at the start of the academic year. If you require a new link, please email cis@bhasvic.ac.uk requesting a new link.

3.   Instructions

3.1   Authenticating your User

The first step to creating a Parent Portal account is to authenticate your user against BHASVIC Systems. This will involve a Parent Portal Authentication Link. These were sent out to all registered Parents/Carers at the start of the academic year. If you require a new link, please email cis@bhasvic.ac.uk.

Pasting the link into your browser will open the 'Create Account' screen (see image below). Please enter your email address that is registered with the college and your student's reference number. The Student Reference is a 9-digit code unique to your student. It can be found on their Student ID e.g 202300000

After clicking the 'Submit Form' button, if the details match our database, in the following 10 minutes, you will receive an email to finalise creating your account. Please refer to step 3.2 for further instructions.

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Create Account
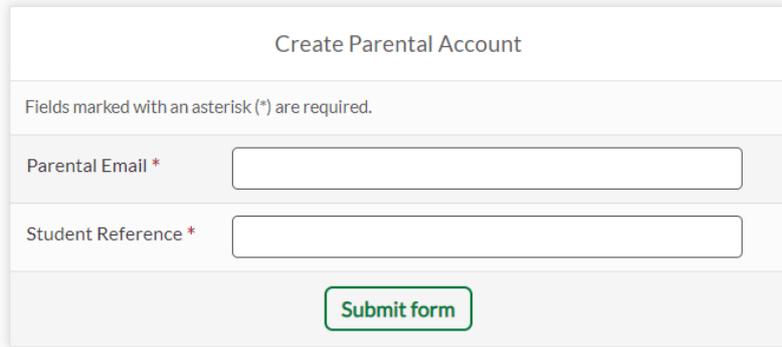
3.2 Finalising your Account

If step 3.1 is completed successfully, you will receive an email containing a new link (please note, this link expires after 24 hours).

Pasting this link into your browser will take you to the 'Set Parental Password' page (see image below) where you may set a password for your Parent Portal account. Please create a password and confirm the password in the following box. Once you click the 'Submit Form' button, your account is set up, you may login using your email and set password.
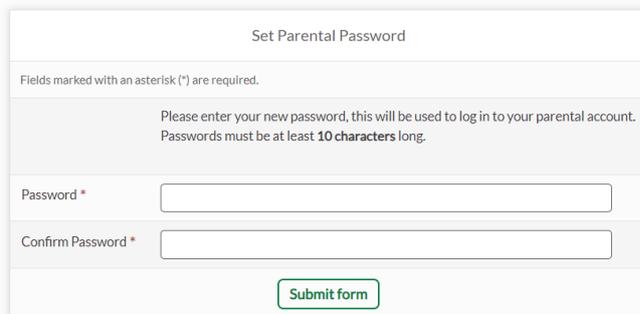
4. Accessing your Account

Now that your Parent Portal account has been set up, you may access your account using your email address and the password you set.

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.

This will display the Parent Portal login screen. Please log in using your email and password.

Parent Portal

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5.   Further Information

5.1   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.