

Accessing the Parent Portal

The following screen shots are instructions on how to access the portal, student reports and NCEA academic data. You can access the portal by [clicking this link](#) or by clicking the Intranet button on the schools website. If you do not know your password follow the prompts.

PC School
simply better

Password

Sign In

[Forgot Password?](#)

Information!
Parents/caregivers: If you don't know your password or username, please click on "Forgot Password?" above.

Forgot Password

Reset password request page

Identity yourself

Student Teacher Care giver

Return to login screen

Submit

Forgot Password

Reset password request page

Please select one of the below options for resetting your password

Yes, i know my username to this software

No, i would like to have more tips

Return to login screen

Submit

Once you have access, reports can be found in Student Information

The screenshot displays a web application interface. At the top, there is a header with a power icon, a document icon, and the text "Welcome". Below the header, there are two main sections: "Quick Links" and "New eForms".

Quick Links:

- Daily Messages
- CBHS Homepage
- Wilson Library
- Careers Department

New eForms:

- Student Mobile Number Update

Below these sections, there are three large cards:

- Document Management:** Includes a thumbnail of a file explorer window. Description: "Document Management - Manage the documents based on your security".
- Pay Family Account:** Includes a thumbnail of a computer monitor. Description: "Pay Family Account - View outstanding charges and pay online by credit card." A blue arrow points from this card towards the "Student Information" card.
- Student Information:** Includes a thumbnail of a student with a backpack. Description: "Student Information - View a student's enrolment, contact, absence, subject, timetable and academic information." A blue arrow points from this card towards the "Documents" option in the sidebar.

At the bottom, there is a sidebar menu under the heading "Caregiver(s)". The menu items are:

- Emergency
- Absences
- Medical
- Ethnicities
- Subjects
- Timetable
- Documents
- Reports

A text box with a black border contains the instruction "Click on Documents to access reports". A blue arrow points from this text box to the "Documents" option in the sidebar menu.

To access your student's teacher contact details please see below

Report Description	Actions
Single Student Absence Summary	Advanced Print
Caregiver Contact/Address Details	Advanced Print
NCEA Grades - Student (Current)	Advanced Print
Subject Teacher Listing with Email	Advanced Print
NCEA Grades - Student (inc. Previous Years)	Advanced Print

To access NCEA academic data

Click on Student Information then click on the assessment icon to open up assessment information.

Student Information - View a student's enrolment, contact, absence, subject, timetable and academic information.

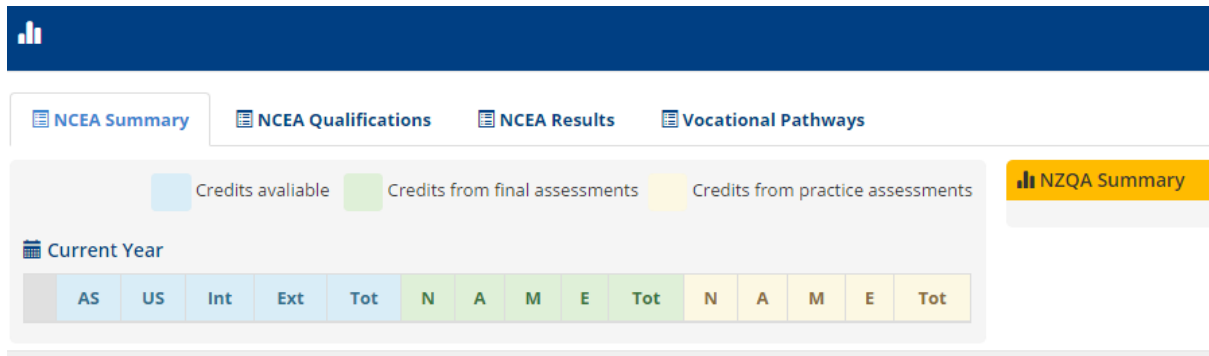
Student Details

No Image

Student : Aaastudent, One
Registration No : 33343
Barcode : 66917
Gender : Male
Year : 13
Age : 17.04

Click on icon to access assessment data

This function shows standards entered and achievement progress to date



For further assistance please email portalhelp@cbhs.school.nz