



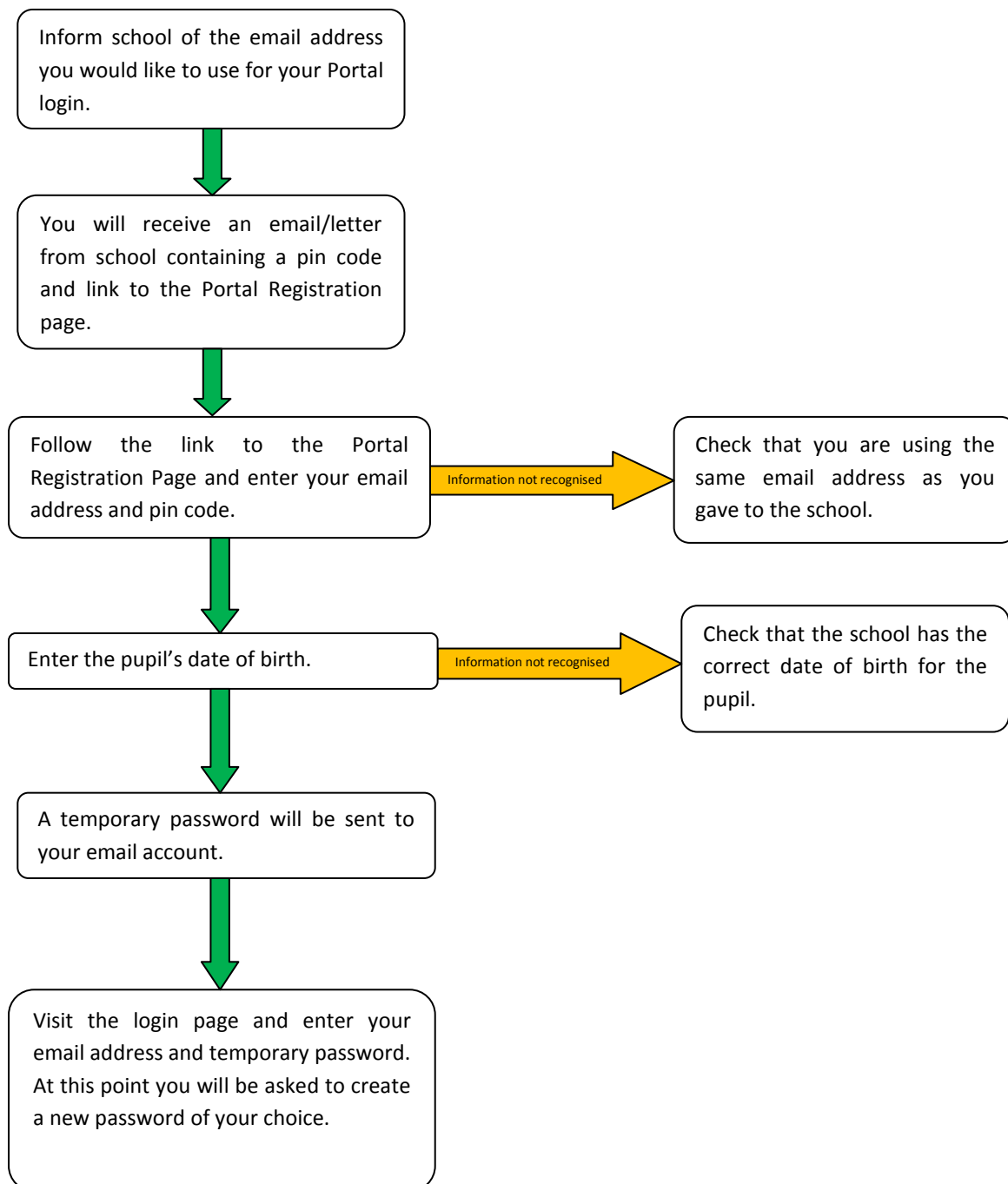
Portal User Manual

For Parent Users

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1.	Setting yourself up as User	3
1.1	Create Account Screen.....	4
2.	Logging in	5
2.1	Login Screen	5
2.2	Forgotten Passwords	6
3.	Home Screen.....	8
4.	My Details Tab	8
5.	Notices and Events.....	9
5.1	Receiving Notices	9
5.2	Receiving Events.	9
6.	Viewing Pupil Details.....	10
6.1	Contact Details	10
6.2	Siblings	11
6.3	Timetable	11
6.4	Medical Details.....	11
6.5	Catering Details.....	12
6.6	Transport Details.....	12
6.7	Attendance.....	12
6.8	Pupil Subjects and Teachers.....	12
6.9	Pupil Incidents and Actions.....	13
6.10	Addition Information	13
6.11	Assessment Reports.....	13

1. Setting yourself up as User



In-order to access the portal, you will first need to set yourself up as a User. You will receive an email/letter from the school detailing the following information:

- The website link that you will need to go to, to create yourself an account.
- Details about the email address being used (your email address)
- Your Pin Code

Once you have received the above information follow the website link.

1.1 Create Account Screen

1. Enter your email address (This will be the email address to which you received the create account details).
2. Enter the Pin Code as stated in the email/letter
3. Click on **Go** to proceed to the next screen
4. Enter your child's date of birth
5. Click on **Go** to proceed to the next screen, (At this point an email will be sent to you containing your new password).
- 5.1 Note if the School has another email addresses stored against your account you will be given the option to choose which email address you use as your username.
6. Proceed to the Login page.

Create Account

Step 1 Step 2 Step 3

Your Email Address

Your PIN

Go

Create Account

Step 1 Step 2 Step 3

Your Email Address karen.higham@doublefirst.com

What is Samuel Vinson's Date of Birth?

Day: Select... Month: Select... Year: Select...

Go

Create Account

Step 1 Step 2 Step 3

Thank you!

Thank you for creating an account.

An email containing your password has been sent to you

You can now log in using the [login page](#).

Page 4 of 14

2. Logging in

2.1 Login Screen

1. Enter your User Name (Your email address)
2. Enter your Password (this will be contained in the email generated when you created your account).
3. Click **Login**.
4. On your first login you will be asked to change your password. (Enter your current password first, followed by your new password).
5. Any password requirements will be shown in the grey bar.

The screenshot shows the Engage by Double First login and password reset interface. At the top is the logo "engage by double first" with the tagline "MANAGEMENT INFORMATION SYSTEMS". Below the logo are two input fields: "Username:" and "Password:". A red "Login" button is positioned to the right of the password field. A link labeled "Forgot Password?" is located below the "Login" button. A blue bar labeled "Reset Password" is visible below the login section. Below this bar is a grey box containing the text "Your password must contain:" followed by a bulleted list of requirements: "at least 8 characters", "at least 1 number", "at least 1 lower case character", and "at least 1 upper case character". Below the grey box are three input fields: "Current Password", "New Password", and "Retype New Password". A red "Update" button is located at the bottom right of the password reset section. Numbered callouts (1-5) point to the Username field, Password field, Login button, password requirements list, and the New Password field, respectively.

engage by double first
MANAGEMENT INFORMATION SYSTEMS

Username:

Password:

[Forgot Password?](#)

Login

Reset Password

Your password must contain:

- at least 8 characters
- at least 1 number
- at least 1 lower case character
- at least 1 upper case character

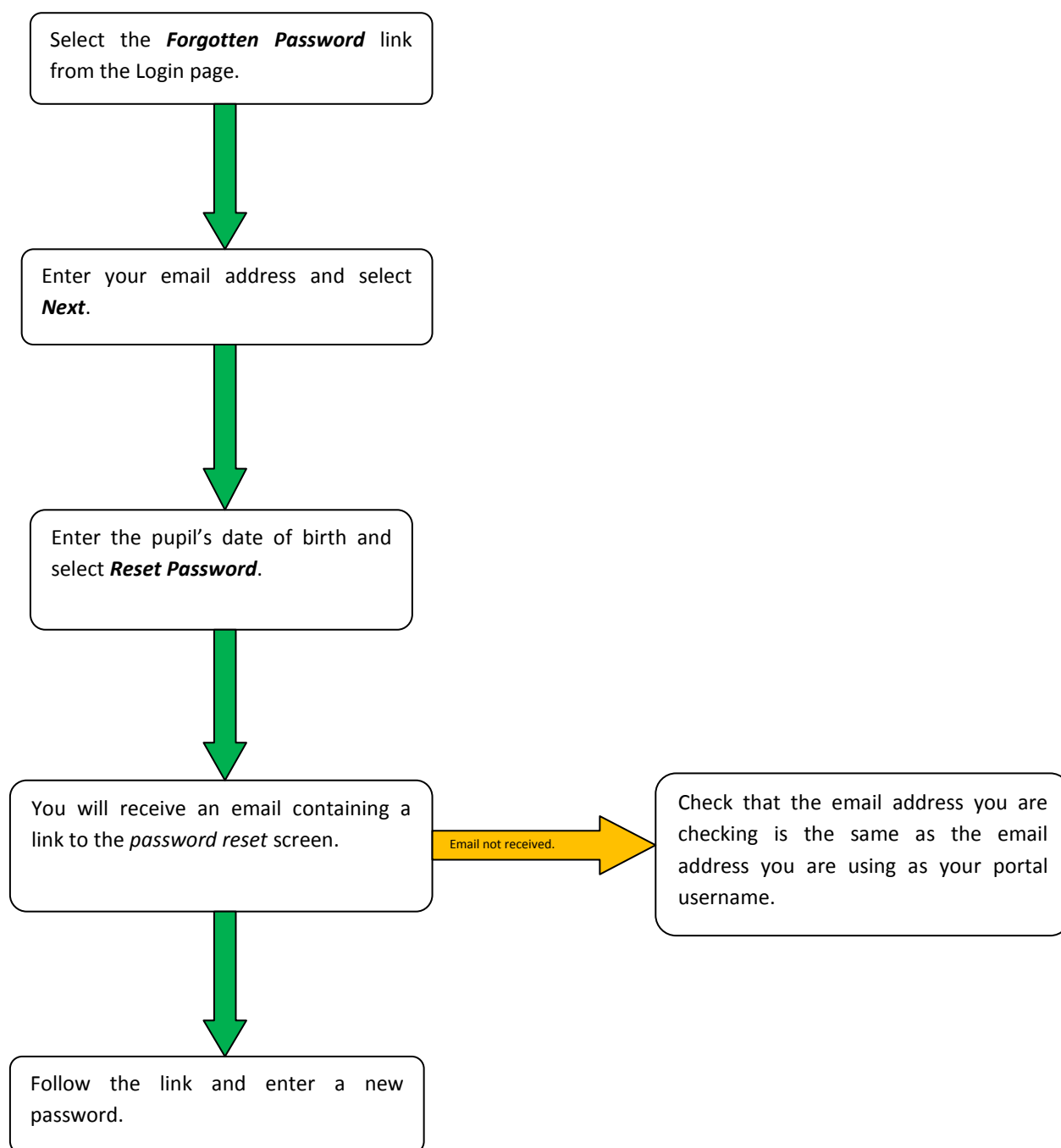
Current Password

New Password

Retype New Password

Update

2.2 Forgotten Passwords



NB: If the password is entered incorrectly 3 times your account will be locked but it can be unlocked by following the Unlock Account link.

1. If you forget your password click on the **Forgot Password** link, found on the login screen.
2. You will be asked to enter your Username.
3. You will also be asked for your Child's date of birth.
4. Click on **Reset Password** and you will receive an email containing a link to the *Reset Password* screen.

The image displays two screenshots of the Engage by Double First user interface, illustrating the password reset process. The top screenshot shows the login screen with fields for Username and Password, a Login button, and a [Forgot Password?](#) link. A callout '1' points to the [Forgot Password?](#) link. The bottom screenshot is split into two panels. The left panel shows the 'Forgot Password' confirmation screen, asking for the username with a callout '2' pointing to the Username input field. The right panel shows the 'Reset Password' confirmation screen, asking for the child's date of birth (Day, Month, Year) with callouts '3' and '4' pointing to the respective dropdown menus. Both panels include a 'Return to login' link and a 'Next' or 'Reset Password' button.

engage^{EB} by double first
MANAGEMENT INFORMATION SYSTEMS

Username:

Password:

[Forgot Password?](#)

Login

1

Please complete the following to confirm your identity:

What is the username you log in to the portal with?

Username:

[Return to login](#)

Next

2

Please complete the following to confirm your identity:

What is Joshua Smith's date of birth?

Day: Month: Year:

[Return to login](#)

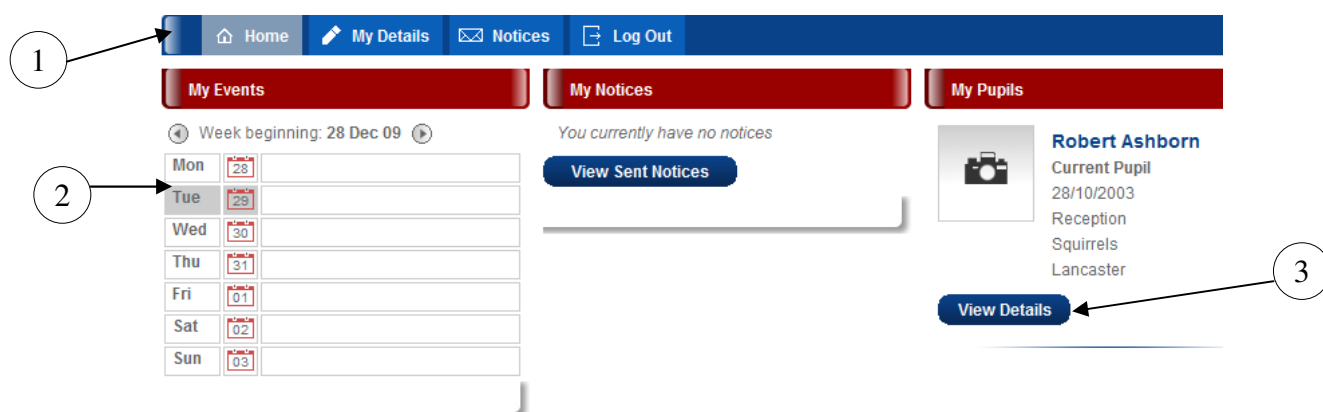
Reset Password

3 4

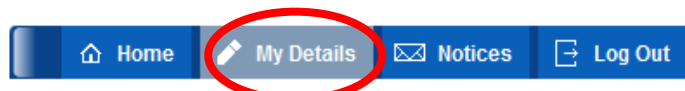
3. Home Screen

This is the screen that Parent Users will see when they first log in. (The School Administrator has the ability to turn these sections on and off, so you may not always find that your screens look identical to the ones shown here.)

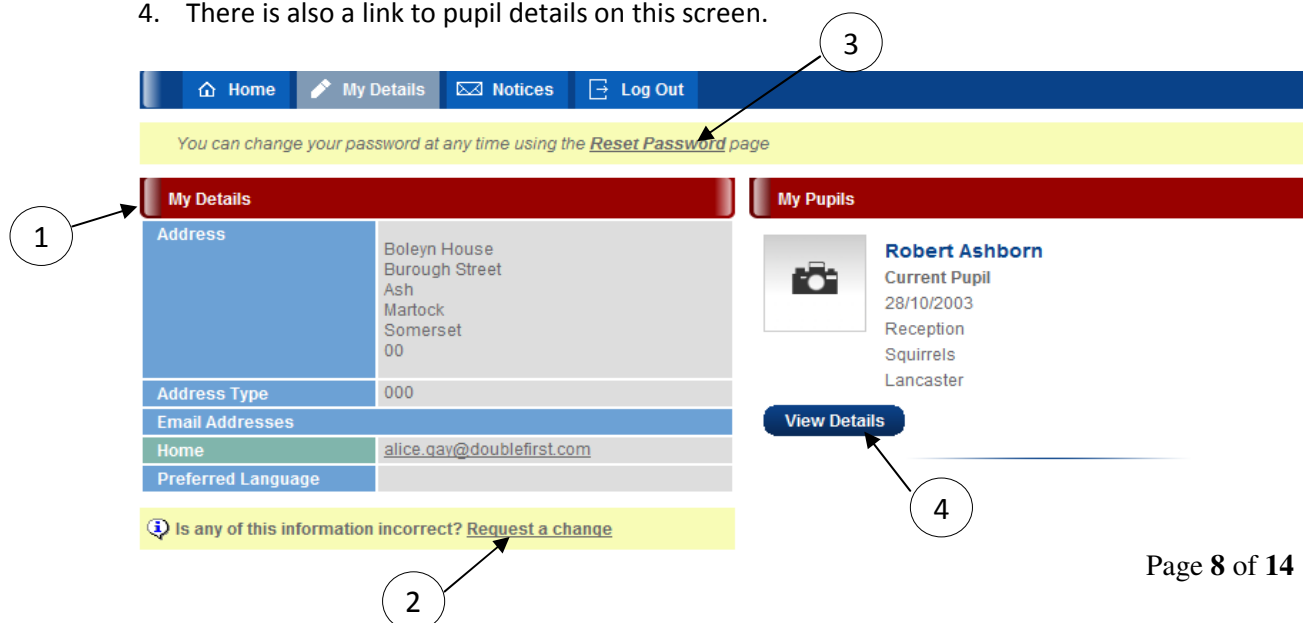
1. The tabs across the top of the screen allow you to access each main area of the Parent Portal.
2. The events calendar will show details of Term Dates and up and coming school events.
3. You will also find additional links to other areas of the parent Portal.



4. My Details Tab



1. The **My Details** tab contains your Contact Details (Address, Telephone and Email).
2. The **Request a Change** option allows you to inform the school office of any changes that need to be made to your contact details.
3. It is also possible to change your password in this screen.
4. There is also a link to pupil details on this screen.

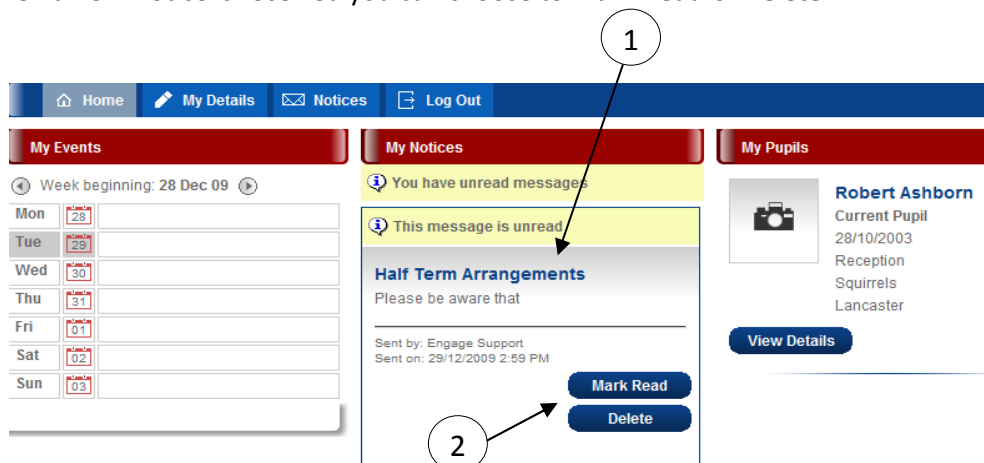


5. Notices and Events



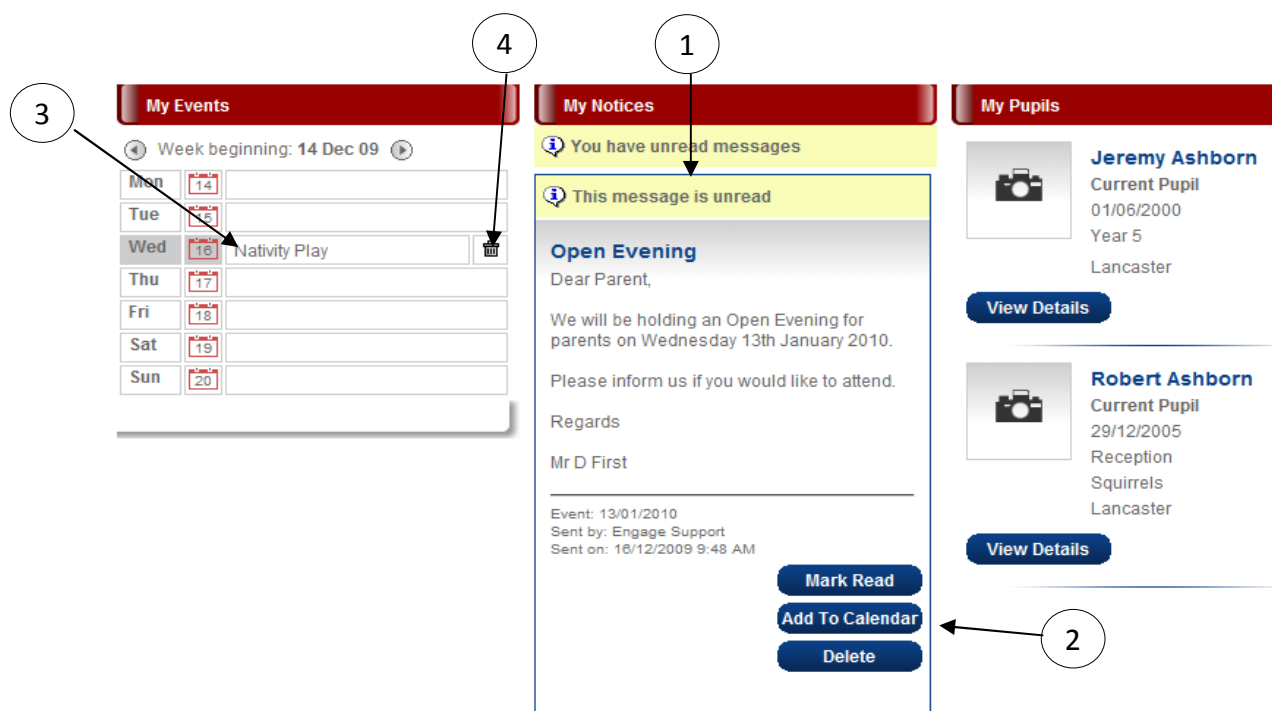
5.1 Receiving Notices

1. New Notices will appear on the home page.
2. When a new Notice is received you can choose to **Mark Read** or **Delete**.



5.2 Receiving Events.

1. New Events will appear on the home page.
2. When a new Event is received you can choose to **Mark Read**, **Add to Calendar** or **Delete** the message.
3. If you choose **Add to Calendar**, the Event will appear on the *Events Calendar* on your Home Page.
4. You can also delete an Event from your Events Calendar.



6. Viewing Pupil Details

1. To view details for a pupil click on **View Details**.
2. Click on the relevant panel to reveal the details that you would like to see.

The screenshot shows the 'My Pupils' section of a web application. At the top, there's a red header 'My Pupils'. Below it, a card for 'Robert Ashborn' displays a camera icon, his name, and details: 'Current Pupil', '29/12/2005', 'Reception', 'Squirrels', and 'Lancaster'. A blue 'View Details' button is positioned below the card. A navigation bar at the bottom contains links for 'Home', 'My Details', 'Notices', and 'Log Out'. Below the navigation bar is a 'Go back to previous page' link. The main content area shows a detailed card for Robert Ashborn with a camera icon and his details. Below this card is a list of red panels, each with a right-pointing arrow. A callout '1' points to the 'View Details' button, and a callout '2' points to the first panel, 'Contact Details'.

My Pupils

Robert Ashborn
Current Pupil
29/12/2005
Reception
Squirrels
Lancaster

View Details

Go back to previous page

Robert Ashborn
Reception
Squirrels (Mr Frank Dust)
Lancaster
Age: 4 years 0 months
Date of birth: 29/12/2005

- Contact Details
- Siblings
- Timetable
- Medical Details
- Catering Details
- Transport Details
- Attendance
- Pupil Subjects and Teachers
- Pupil Incidents and Actions
- Additional Information
- Assessment Reports

6.1 Contact Details

This area will allow you to view the contact details that the school holds on record for your pupil.

Contact Details			
Lord & Lady H Ashborn			
Name	Henry & Millicent Ashborn	Address Type	
Greeting	Lord & Lady Ashborn	Language	
Relationship	Parent	Has Parental Responsibility?	✓
Address	Boleyn House Borough Street Ash Martock Somerset TA12 6PP UK	Profession 1	Barrister
		Profession 2	Housewife
		Priority	1
		Email Addresses	
Home	alice.qav@doublefirst.com		
Telephone Numbers			
Home	01935823355		

6.2 Siblings

1. The Siblings panel will allow you to view sibling information.
2. Click on **View Details** to see further details for the sibling.



6.3 Timetable

This panel will allow you to view your pupil's timetable.

Timetable						
	08:00 - 08:45	08:45 - 09:30	10:00 - 10:45	10:45 - 11:30	12:30 - 13:15	13:25 - 14:10
Mon	CLL E10		PSED E10	PD E10	Knowl E10	Knowl E10
Tue	C DEV E10		Knowl E10		CLL E10	CLL E10
Wed	PD E10		C DEV E10		Knowl E10	PSRN E10
Thu	PSRN E10		PSED E10		CLL E10	C DEV E10
Fri	PSED E10		PD E10		PSRN E10	PSRN E10

6.4 Medical Details

This area will allow you to view the medical details that the school holds for your pupil.

Medical Details		
NHS Number		Notes
Allergies	• Bee Stings	
Ailments	• Diabetes	
Medication	• Insulin	

6.5 Catering Details

This area will allow you to view any catering details that the school holds for your pupil.

Catering Details		
Eligible for Free Meal		General Notes
Free Meal Start Date	05/01/2010	
Free Meal Review Date	09/07/2010	
Diet Type	Diet Notes	
• Vegetarian	•	

6.6 Transport Details

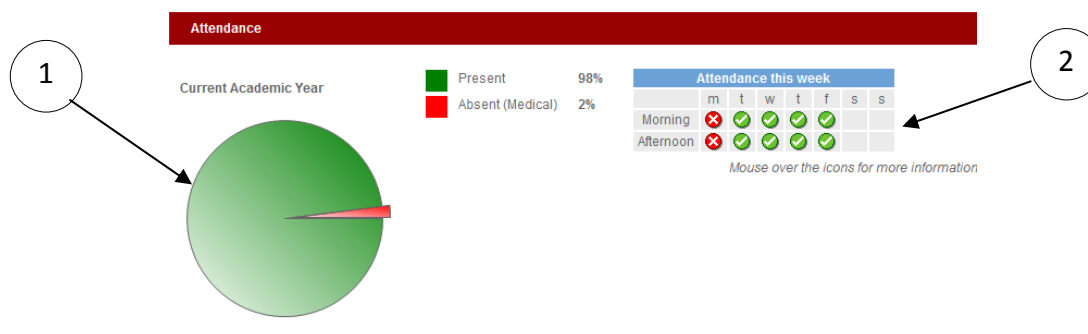
This area will allow you to view any transport details that the school hold for your pupil.

Transport Details		
Free School Transport		Travel Route
Travel Type	Bus	
Travel From	Martock	
Pickup Location	Martock Post Office	
LEA Provided Transport		

6.7 Attendance

This area will allow you to view attendance details for your pupil.

1. You can view the pupil's attendance for the current academic year so far.
2. You can also view the pupil's attendance for the current week.



6.8 Pupil Subjects and Teachers

This area will allow you to view subjects that the pupil studies and the teachers they are taught by.

Pupil Subjects and Teachers		
Subject Name	Class Name	Teacher
Communication, Language and Literacy	Communication, Language and Literacy	Miss Holly Turton
Creative Development	Creative Development	Miss Holly Turton
Knowledge and Understanding of the World	Knowledge and Understanding of the World	Miss Holly Turton
Personal, Social and Emotional Development	Personal, Social and Emotional Development	Miss Holly Turton
Physical Development	Physical Development	Miss Holly Turton

6.9 Pupil Incidents and Actions

This area allows you to view any incidents or actions logged against your pupil.

1. Click on the arrow to view more information.

Pupil Incidents and Actions

10 December 2009

Accident +

07 December 2009

Good Behaviour

08 October 2009

Misbehaviour

Incident Description	Didn't take his dinner tray back to the canteen	
Follow up action	Detention	
Is Medical:		
School Only:		
Reported By:	Ian Haig-Brown	
Last Updated:	09 October 2009	

6.10 Addition Information

The school have the ability to add extra fields to the system. Any information contained in these fields will be available here.


Additional Information	
Clubs	Tennis Club
Locker Number	98

6.11 Assessment Reports

This area will allow you to view past and present Assessment Reports for the selected pupil.

Assessment Reports

Reporting Period: Show this year's Reporting Periods: ☐ Show all reports for this pupil: ☐

 Use the filters above to display pupil assessment reports

1. Select the Reporting Period that you would like to view
2. Click on the report that you would like to view. Reports will be displayed in a PDF format. (A PDF reader can be downloaded from <http://www.adobe.com/products/reader/>).

Assessment Reports

Reporting Period: Select Select Autumn Term 09/10

Assessment Reports

Reporting Period: Autumn Term 2009 - Rep Show this year's Reporting Periods: ☒

Report Name
 EndOfYearReport For Autumn Term 2009 - Report