



WELCOME TO THE PARENT PORTAL

The Parent Portal will provide access to many parts of school life. Permission Notes and Forms can be downloaded from the documents section. Your daughter's timetable, attendance and resource links are also available to be viewed. In the future, reports will be available as well as Parent Teacher Interview bookings.

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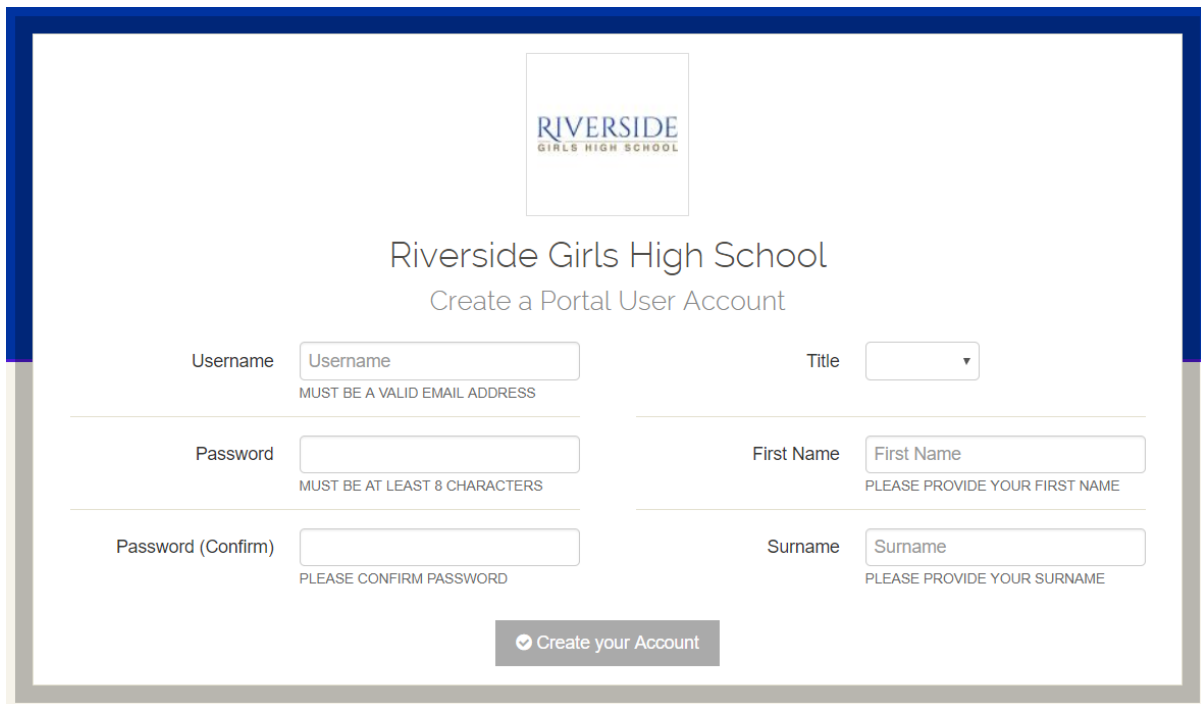
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ACCESSING THE PORTAL

There are three steps to gaining access to the Parent Portal:

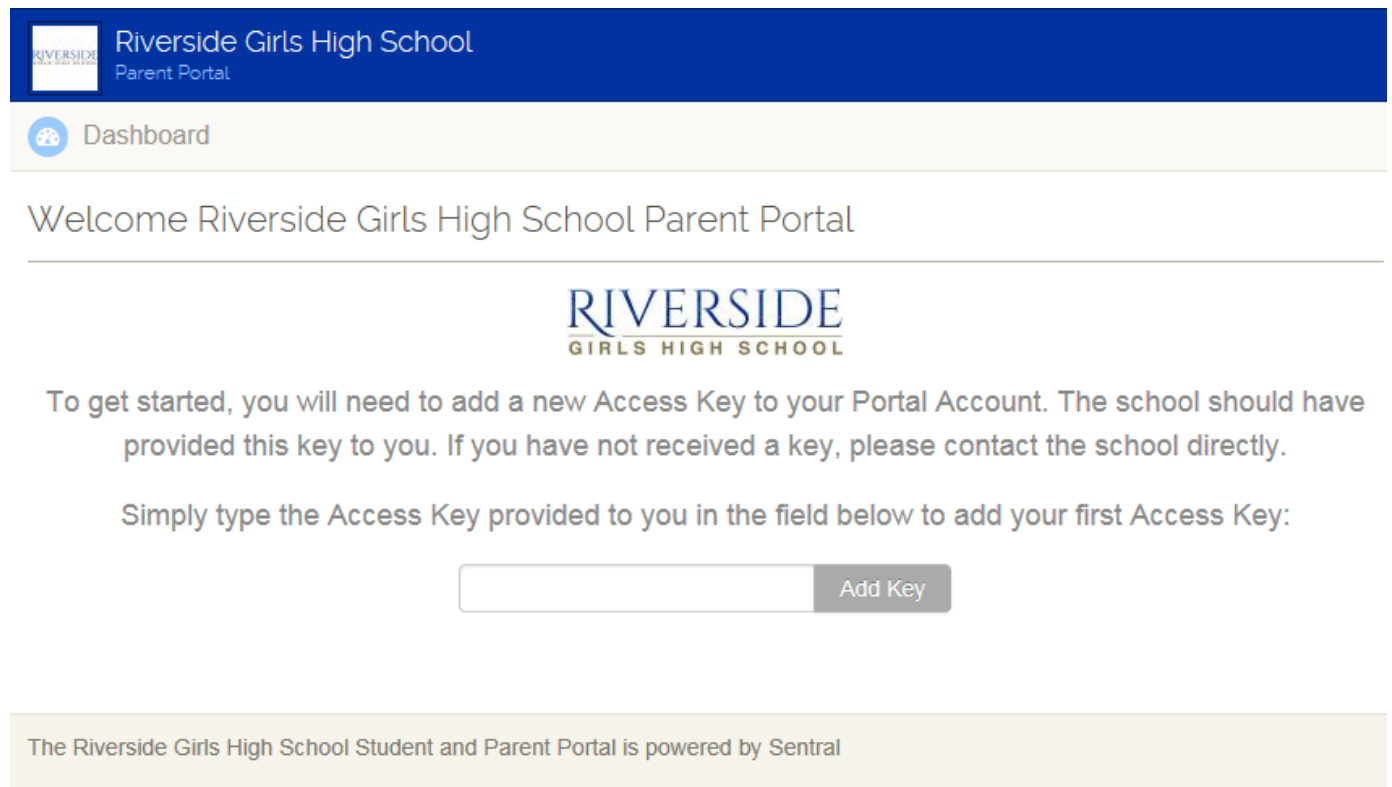
1. Registering
2. Logging in
3. Adding your daughter/s

To register visit <https://web2.riversideg-h.schools.nsw.edu.au/portal/register>. You will need to enter your personal email address and a password you will remember.



The screenshot shows the registration page for the Riverside Girls High School Parent Portal. At the top center is the school's logo, which reads "RIVERSIDE GIRLS HIGH SCHOOL". Below the logo, the text "Riverside Girls High School" and "Create a Portal User Account" are displayed. The form consists of several input fields: "Username" (with a note "MUST BE A VALID EMAIL ADDRESS"), "Title" (a dropdown menu), "Password" (with a note "MUST BE AT LEAST 8 CHARACTERS"), "First Name" (with a note "PLEASE PROVIDE YOUR FIRST NAME"), "Password (Confirm)" (with a note "PLEASE CONFIRM PASSWORD"), and "Surname" (with a note "PLEASE PROVIDE YOUR SURNAME"). A "Create your Account" button is located at the bottom center of the form.

Once you have registered you can then login here: <https://web2.riversideg-h.schools.nsw.edu.au/portal/>. You will then need to enter your Student Access Key to be able to link to your daughter/s. Please contact us if you have not received a key.



The screenshot shows the dashboard of the Riverside Girls High School Parent Portal. At the top left is the school's logo and the text "Riverside Girls High School Parent Portal". Below this is a "Dashboard" link with a home icon. The main heading reads "Welcome Riverside Girls High School Parent Portal". In the center is the school's logo. Below the logo, the text states: "To get started, you will need to add a new Access Key to your Portal Account. The school should have provided this key to you. If you have not received a key, please contact the school directly." Below this text is a form with a text input field and an "Add Key" button. At the bottom of the page, a footer states: "The Riverside Girls High School Student and Parent Portal is powered by Sentral".

Once you have entered your Student Access Key you will be taken to your Parent Dashboard. In the event that you need to add another student to your parent portal, for example if You can add another Access Key to your account later through the form on the right of your Parent Dashboard.

Riverside Girls High School
Parent Portal

View the Calendar and other applications here

Username [Settings] [Logout]

Dashboard Applications

Welcome - Select the student you'd like to view below

Each of your children that attend Riverside Girls High School will be shown below. Simply select which child you'd like to review by clicking on their photo. You can always toggle between each of your children by clicking on the student name located in the top right of your view.

To view a student's information, such as timetable and attendance, click on their picture

Student NAME
8R1-824301 - YEAR: 8

Permission notes and other letters can be found here

To add students to your account enter your unique key here

Quick snippets of news for parents can be found here

Parent Bulletin

Have you seen the latest school documents?

To download the latest school documents, simply click on the links below.

- Sports Aerobics
- Ski Trip Excursion
- Learning Beyond the Bell Term 1 to Term 4

To view all documents [Click Here](#)

Student/Family Access Key

Family/Student access key:

[Add Key](#)

IF YOU HAVE RECEIVED A FAMILY/STUDENT ACCESS KEY FROM YOUR SCHOOL YOU CAN ENTER IT HERE.

CALENDAR

The Calendar can be found in the Applications dropdown. It will show which the timetable cycle, dates for assessments and variations to routine such as excursions or in school events.

PERMISSION NOTES AND DOCUMENTS

There is a selection of the most recently added documents on the right of the Parent Dashboard. This is where the permission notes and forms can be found. If you have trouble accessing the documents here, you can access them from the Student Dashboard (see page 4).

STUDENT INFORMATION

All the students linked to your account will be shown on the Parent Dashboard. Clicking on them will take you to the Student's Dashboard. This is what the student sees when they log in and where you can access information about their attendance and timetable.

Riverside Girls High School Parent Portal

Click here to go back to your Parent Dashboard

You can reset your password through the setting menu

Username [Settings] Logout

Dashboard

You can select other students linked to your account here Student NAME 123456789

Dashboard | Dashboard | Bulletins

School Applications

Calendar | Riverside Website | Permission Notes

The student's profile

Applications and files used by students or parents

An overview of the student's attendance

Today's Timetable

0	
1	French Yr8 (8FRK)
RC	Roll Call Yr8 (8RC1)
R1	
2	Physical Education Yr8 (8PEK)
R2	
3	Physical Education Yr8 (8PEK)
L1	
L2	
4	Mathematics Yr8 (8MAK)
5	

TIMETABLE

When viewing your daughter's timetable, you can see the class and teacher that regularly teaches in that period. You can print the timetable or export it into your own calendar application.

RESOURCES

The main page of resources lists all of the commonly used Applications, Websites and Documents. You can also click School Documents to view the Permission Notes and other documents.

ATTENDANCE

There are two pages to the Attendance section. The Overview shows the main daily attendance while the Class Attendance breaks it down into periods and class percentages.

PARENT TEACHER INTERVIEWS

When parent teacher interview bookings are opened a new dropdown will be available on the Parent Dashboard. There will also be an alert in yellow at the top of every page. The alert will disappear once you have made your bookings. Once a booking is made it can be viewed from the Interview menu on your dashboard. This is available until the date of the Parent Teacher Night.

The screenshot shows the top navigation bar of the Riverside Girls High School Parent Portal. A yellow banner at the top contains the text: "Parent teacher interview bookings are open. Click one of the sessions to make an appointment for [Year 8 Parent Teacher Interviews](#)." Below the banner is a navigation menu with icons for Dashboard, Applications, and Interviews (with a '1' notification badge). Two callout boxes point to the banner and the Interviews menu item, stating: "This menu will remain until the date of the Parent/Teacher night" and "This banner will remain until you have booked your times".

When booking a parent teacher interview you will have 10 minutes before session times out. Each of your daughters will have their classes listed underneath their name. You can book in any of the available times for each teacher or select Not Required. As you select times they will be shaded in the following time options so that you don't double book.

Once you have selected all your timeslots you then confirm your booking. A summary will be shown where you can print or save the bookings to your calendar. You will also receive an email with the information and an ical file containing the bookings.

If a teacher is fully booked out you can request another time/date. This will be up to the teacher's discretion.

If you need to change your bookings, please contact Riverside by replying to the email sent with your booking information.

The screenshot shows a red timeout warning banner at the top: "Your session will timeout from inactivity in 9 minutes and 19 seconds. Please ensure that you confirm all of your bookings within the above mentioned time period." Below the banner is the navigation bar with the Riverside Girls High School logo and the text "Parent Portal". On the right side, there are links for "Username", "Logout", and a help icon. The navigation menu includes Dashboard, Applications, and Interviews (with a '1' notification badge).

Parent Interview Bookings - Year 8 Parent Teacher Interviews

Welcome to the **Year 8 Parent Teacher Interviews** bookings screen.

From here, you can easily book a date and a time to see a specific teacher for each of your children. This process is quite straight forward. Simply follow the steps below to confirm your bookings.

1. Click on the **Select Timeslot** button that is placed next to the teacher you'd like to meet with.
2. Select a **timeslot** from the timeslots that are available for that teacher. The selected booking timeslot will now be **reserved** for you until you finalise this process.
3. Complete steps #1 and #2 until you have selected an appropriate interview time for all of the teachers you'd like to see.
4. If there are no suitable timeslots available, click on the Select Timeslots button and then click on the blue "**Request another time/date**" button.
5. Once you have made a selection for **all** of the classes shown below, you **MUST** click on the **Confirm Appointments** button.
6. The reserved bookings you selected will now be **confirmed**.

Please note: You have a 10 minute inactivity session timeout whilst selecting the bookings for your children. This means that if you leave your computer for more than 10 minutes, any reserved bookings will be released and other parents can choose them. It is important that you complete this process in one go. If you do run into any issues, please contact the school directly.

Student NAME

Subject	Class	Teacher	Appointment Time
French Yr8	8FRK	Mr Mayes	<input type="button" value="Select Timeslot"/>
English Yr8	8ENK	Miss Jamon	<input type="button" value="Select Timeslot"/>
Geography Yr8	8GEK	Ms VOGEL	<input type="button" value="Select Timeslot"/>
Information & Communication Technology Yr8	8ICTK	Mrs Muir	<input type="button" value="Select Timeslot"/>
Mathematics Yr8	8MAK	Ms Chilla	<input type="button" value="Select Timeslot"/>

Timeslots

22/03/2018 Thu

4:00pm	4:05pm	4:10pm	4:15pm	4:20pm
4:25pm	4:30pm	4:35pm	4:40pm	4:45pm
4:50pm	4:55pm	5:00pm	5:05pm	5:10pm
5:15pm	5:20pm	5:25pm	5:30pm	5:35pm
5:40pm	5:45pm	5:50pm	5:55pm	