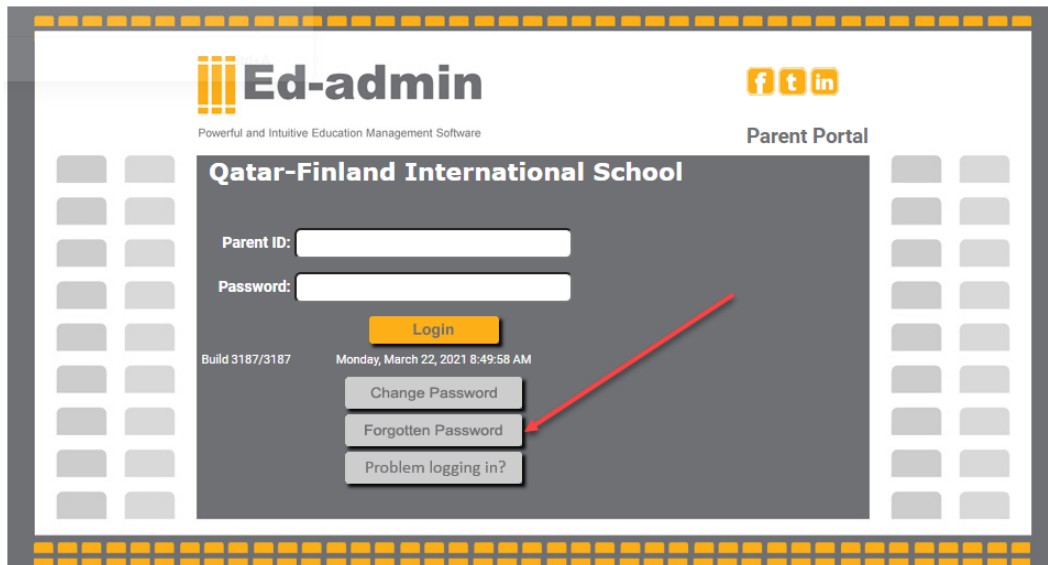


Parent Portal website – user guide

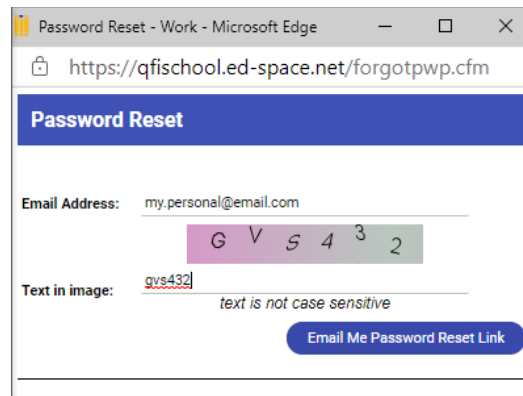
This user guide will explain how to sign in and use the Q.F.I. School parent portal website (Ed-admin). We also have a mobile app (Edana), for which we have a separate user guide. The address for the parent portal website is:

<https://qfischool.ed-space.net/pparentportal.cfm>

You can create your account by clicking on the [Forgotten Password] button:



Fill in your email address that is registered in the school's administration system plus the code you see on the screen and click the [Email Me Password Reset Link] button as shown below:



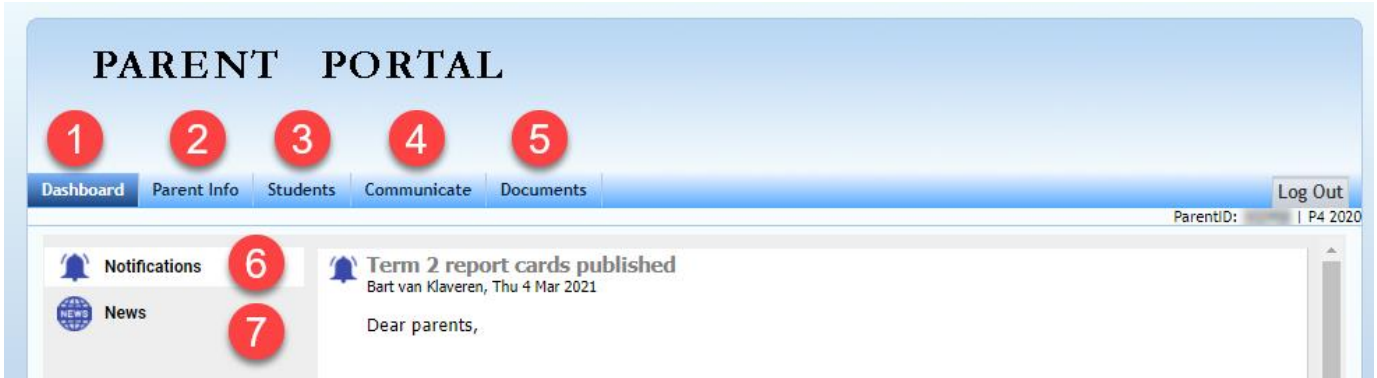
You will then receive an email with your username (your six-digit Ed-admin Parent Id) and a link to set a password. The password has the following restrictions:

- It must be at least 8 characters long,
- must have at least one lower case character, one upper case character and one number,
- and must contain a special character, like ! @ # \$ % & * () _ + - or =

After this, you will receive another email with confirmation that your password was changed. This email will also contain your username/Parent Id. You are now able to sign in.



After you sign in, you will see the following screen:



1. **Dashboard** – shows you notifications (6) and news items (7) published by the school
2. **Parent Info** – here you can see and update your contact information
3. **Students** – here you can see your child(ren) in the school and have access to:
 - **Report cards**
note: we are still exploring the possibilities to show report cards from the previous system/years and will update you as soon as we have any news
 - See the class schedule in **Timetable**
note: during the blended learning, the timetable may not always show the correct information
 - See and update the student's medical information in **Health Record**
 - See and update the student's **Personal Information**
 - Send an email to the teachers of your children in **Contacting Teachers**
 - See merits and demerits in the Learning and Behavior Module (**LBM**)
4. **Communicate** – Send an email to the teachers of your child(ren)
5. **Documents** – See weekly letters, the school newspaper, letters from school admin and other documents
6. **Notifications** – Important messages sent by the school. If you have installed the Edana Parent Portal mobile app (and we really recommend you do), they will also appear on your mobile phone as push messages. Notifications cannot be deleted and will never disappear.
7. **News** – In the news section you can find information about upcoming events, about the latest publications of the school newspaper, school magazine or Radio Lynx show, and so on. News items also cannot be deleted, but they will disappear automatically after the item is no longer relevant. The expiration date is set by the person creating the news item.


In the **Parent Info** you can see and update your personal and contact information.

PARENT PORTAL

Dashboard | **Parent Info** | Students | Communicate | Documents
Log Out

ParentID: P4 2020

Guardian - Primary | Guardian - Secondary | Address | Other Info | Emergency Contacts | Family

First Name:	<input type="text"/>		CLICK HERE TO SAVE CHANGES
Surname:	<input type="text"/>		
Salutation:	<input type="text"/>		
Home Telephone:	<input type="text"/>		
Cell Phone: *	<input type="text"/>		
ID Number:	<input type="text"/>		

Profession: *	<input type="text"/>
Employer: *	<input type="text"/>
Work Phone: *	<input type="text"/>
Work Fax:	<input type="text"/>

Email: *	<input type="text"/>
Nationality: *	<input type="text"/>
Language: *	<input type="text"/>

Past student: *	<input type="text"/>	▼	
Year matriculated (if applicable):	<input type="text"/>	Or	
Year left (if did not matriculate):	<input type="text"/>		

* Required field

Ed-admin © 2021

We especially encourage you to check your contact information and update if necessary. All mandatory fields are marked with an asterisk (*).

We recommend that you list at least one emergency contact, just in case.

