

## School Synergy Parent Portal – A Guide for Parents and Carers

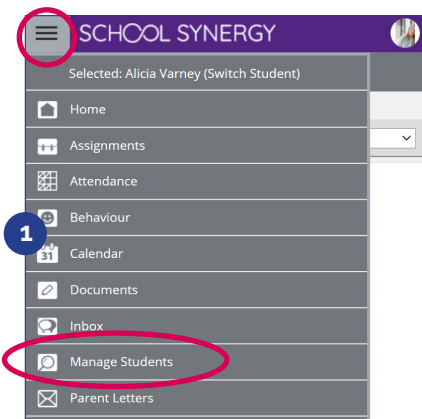
Student Codes are unique to you and your child and cannot be shared. Each parent or carer must have their own registration letter given by school. Contact school if you have not been issued with a code or would like a family member to have access.

*Example registration code from school*

Parent/Carer:	Mrs M Amoso
Student:	Rosanna Amoso
Form:	10F
Student Code:	5377D-50-B8CB9-22

### Register a New Parent Account

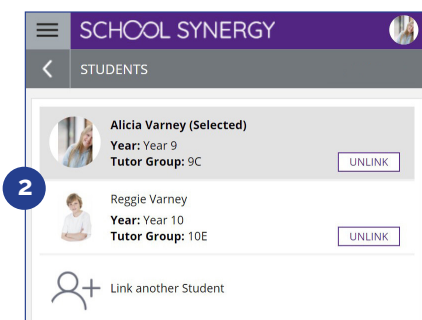
- 1 School will have sent you a letter with a unique student registration code for each child.
- 2 Follow the School Synergy link from the school website or copy from the school letter.
- 3 Click 'Register Parent Account'.
- 4 Fill in your details and student code. Click 'Register'.
- 5 Click the activation and verification link sent to your email. Check your spam folder if not received within a few minutes.



### Adding Additional Children

If you have more than one child at school, they can be added to your Parent Portal. You do not need to register again.

- 1 Log into the Portal, open the side menu and click 'Manage Students'.
- 2 Click 'Link another Student'.
- 3 Use the student code from your school registration letter and their date of birth.



- 4 The photo at the top of the Portal indicates the currently selected child.

Click the photo to select a different child and view their information.

