



Parent Portal User Guide

Important Information

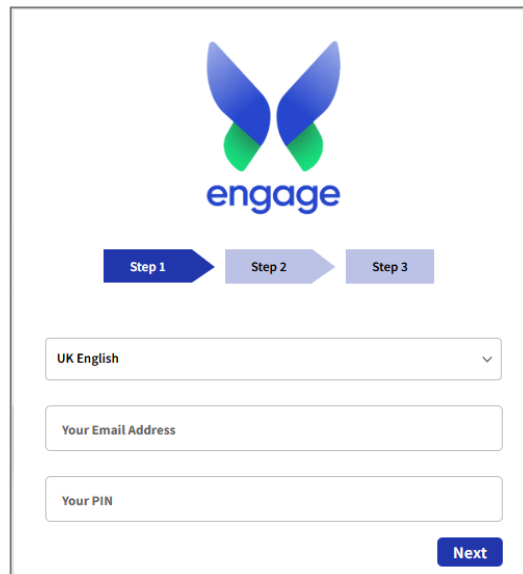
- Please ensure you are running the latest version of the software for the most up to date functionality.
- If you are unsure of any part of this process please raise a case in the Support Centre.

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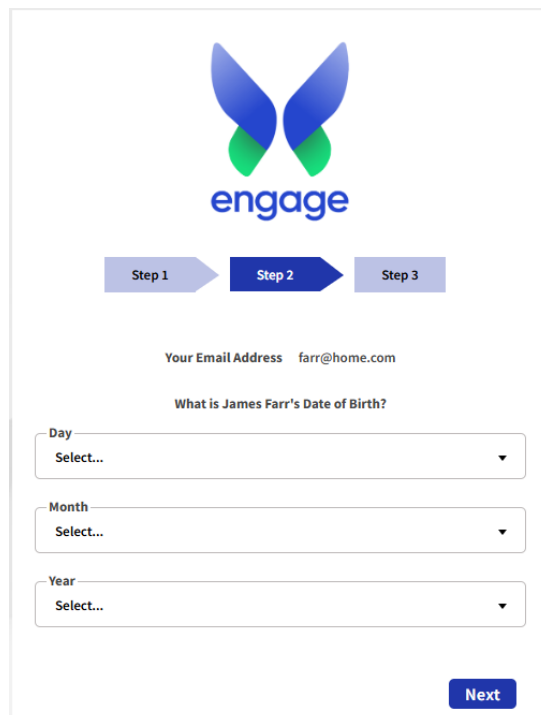
Setting up your Parent Portal Account

The school will send you an email/letter containing a pin code and a link to the Parent Portal registration page where you will enter your email address and the pin code.



The screenshot shows the Engage logo at the top. Below it is a progress bar with three steps: Step 1 (active), Step 2, and Step 3. The main form area contains a dropdown menu set to 'UK English', a text input field for 'Your Email Address', and another text input field for 'Your PIN'. A blue 'Next' button is located at the bottom right of the form.

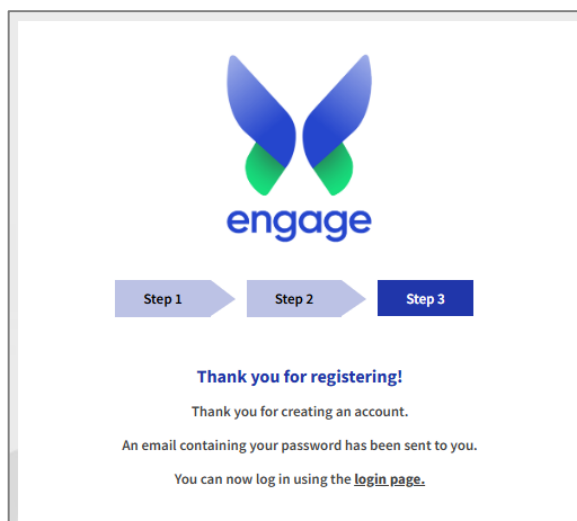
You will be asked a security question.



The screenshot shows the Engage logo at the top. Below it is a progress bar with three steps: Step 1, Step 2 (active), and Step 3. The main form area displays 'Your Email Address farr@home.com'. Below this is the security question 'What is James Farr's Date of Birth?'. There are three dropdown menus for 'Day', 'Month', and 'Year', each with 'Select...' as the placeholder text. A blue 'Next' button is located at the bottom right of the form.

Once entered a temporary password will be sent to your email address.

Follow the link in the email to set up your new password and log into the Parent Portal.



To log into the Parent Portal enter your username and password. If you need to change the language you can select one from the drop-down list.

The image shows the Engage login screen. At the top is the Engage logo. Below the logo is a language selection dropdown menu currently set to "UK English". Below that are two input fields for "Username" and "Password". Below the password field is a checkbox labeled "Keep me signed in" and a link labeled "Forgot Password?". At the bottom is a blue "Login" button. In the bottom right corner, the version number "v. 2025.2.433" is displayed.

If you forget your password click the **Forgot Password?** button on the log in screen.

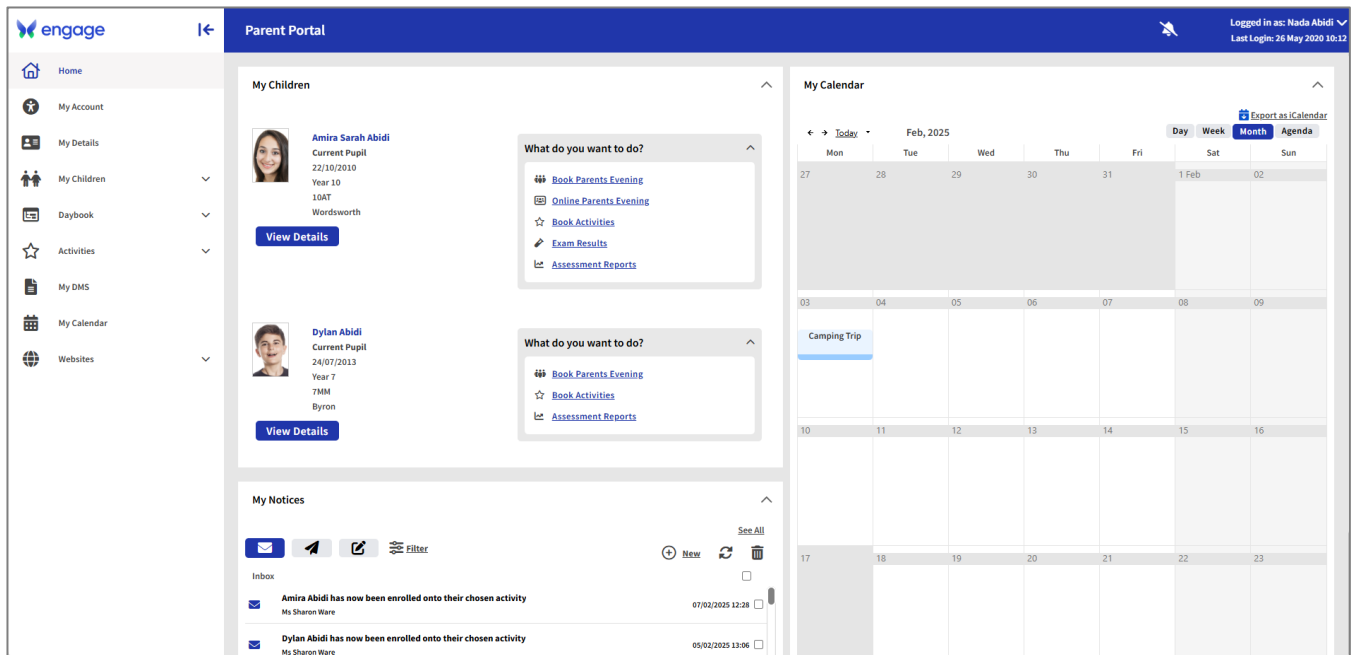
You will be asked to confirm your identity before you can reset your password.

The image shows a screen for confirming the username. It has a heading "What is the username you log in to the portal with?". Below the heading is an input field labeled "Username" with a blue eye icon to its right. At the bottom left is a link "Return to Login" and at the bottom right is a blue "Next" button.

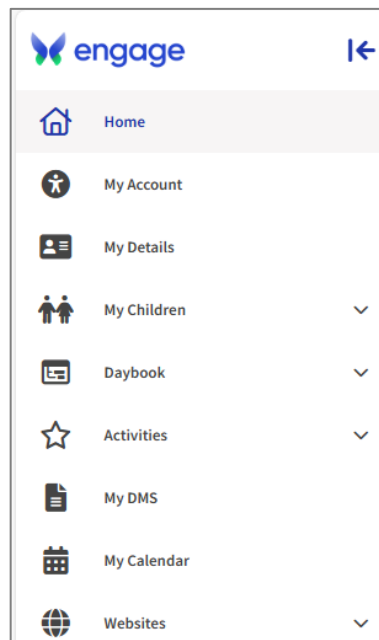
The image shows a screen for confirming the date of birth. It has a heading "What is Amira Abidi's Date of Birth?". Below the heading are three dropdown menus for "Day", "Month", and "Year", each with a "Select..." option. At the bottom left is a link "Return to Login" and at the bottom right is a blue "Reset Password" button.

Navigating the Parent Portal

Once logged into the Parent Portal you will see your homepage. Please note: the School will decide what parts of the portal you see so it may look different to the examples below.



The menu is accessed by clicking the arrow at the top left of the screen. To close the menu click the arrow again.



Home – The Portal Home Page gives the parent direct access to the Calendar; Pupil Details; Notices and Documents. Click this to return to the Home screen.

My Account – if you are a fee payer, it displays your current account balance and outstanding invoices/credits and archived invoices/credits as PDFs.

Outstanding Invoices / Credits	Invoice / Credit Date	Payment Due Date	Invoice / Credit Amount	Outstanding Amount	Pay Invoice
Invoice 7251	16/03/2024	17/04/2024	£4,785.00	£4,785.00	Pay Now
Invoice 6868	24/11/2023	05/12/2023	£4,785.00	£4,785.00	Pay Now
Invoice 6669	01/09/2023	30/09/2023	£6,385.00	£6,385.00	Pay Now
Invoice 6084	24/03/2023	10/04/2023	£4,785.00	£4,430.00	Pay Now
Totals			£20,740.00	£20,385.00	
Selected Totals				£ 0.00	Pay Selected
Total Payable				£ 20,385.00	Pay All

My Details – displays the contact details that you have provided to the school. You can request a change of information if any is incorrect.

Device Subscription Management: To check which devices are registered for Push Notifications on the Parent app, Parents can select the device and click Test Notification. To add the Parent App to more devices, Parents can click the Register New device to get a QR code and scan from the device.

This screen also shows a Login History and allows you to Reset Password.

My Details

Address
Bayan Block 3
Street 2
Villa 7
Kuwait

Preferred Language
Language 2

Email Addresses
Dad Work: dad@work.com ✓

Telephone Numbers
Home: +965 2571 4342 ✓
Mobile: 441935403020 ✓

Device Subscription Management
Track and manage the devices you are subscribed on for receiving push notifications.

[Clear Cache](#) [Register New Device](#)

Name	Type	Platform	Version	Browser	Version
------	------	----------	---------	---------	---------

[Test Notification](#) [Unsubscribe Device](#)

Login History

No.	Login Date	IP Address
1.	26 May 2020 10:12	192.168.223.99

Reset Password
Your password can be anything you like

Current Password:

New Password:

Retype New Password:

[Update](#)

The **My Children**- lists the child/children and contains **personal information, academic information, timetables, attendance and reports**. Click on the **View Details** button to see the information that the school has provided.

The screenshot shows the 'Parent Portal' interface. On the left is a navigation menu with 'My Children' highlighted. The main content area is titled 'My Children' and lists two pupils: Amira Sarah Abidi (Year 10, 10AT, Wordsworth) and Dylan Abidi (Year 7, 7MM, Byron). Each pupil entry has a 'View Details' button. To the right of the pupils is a 'What do you want to do?' section with links for 'Book Parents Evening', 'Online Parents Evening', 'Book Activities', 'Exam Results', and 'Assessment Reports'. On the far right is a 'My Calendar' view for February 2025, showing dates from 27 to 23. A 'Camping Trip' is scheduled for the 10th. The top right corner shows the user is logged in as 'Mohsen Abidi' with a last login of '27 August 2024 14:22'.

The **Daybook** tab enables Parents to add; review and follow-up on Daybook Entries for their children or themselves

The screenshot shows the 'Pupil Daybook' section. It features a filter bar for 'All Daybook Templates between 01/09/2024 and 31/08/2025' and an 'Add New Entry' button. Below this is a table of entries for Amira Abidi (10AT) and Dylan Abidi (7MM). The table has columns for 'Incidents & Actions (3)', 'Date', and 'Merit'. The entries are: 04 August 2025 (Merit awarded for excellent work with the new year 7s to integrate them into the senior school), 02 August 2025 (Merit awarded for an excellent piece of Art work), and 01 August 2025 (Merit awarded for excellent work with the new year 7s to integrate them into the senior school). The total count for Amira Abidi is 25 and for Dylan Abidi is 7, with a combined total of 32. The top right corner shows the user is logged in as 'Mohsen Abidi' with a last login of '27 August 2024 14:22'.

The **Activities** tab enables Parents to book; review and possibly preview Activities for Pupils

The screenshot shows the 'Activity Schedules for' section. It features a filter bar for 'Pupil Amira Abidi' and 'Academic Year 2024/2025'. Below this is a table of activities. The activities are: 'IB Service as Action' (Start Date: 01 September 2024, End Date: 31 August 2025), 'Transport Register (Instant Invoice)' (Start Date: 01 September 2024, End Date: 31 August 2025), and 'Lunch Clubs (Pay Now/Instant Invoice)'. Each activity has a status of 'Open' and a green checkmark icon. The top right corner shows the user is logged in as 'Mohsen Abidi' with a last login of '27 August 2024 14:22'.

The **DMS** tab enables parents to use the filters to search for certain documents and mark favourites. If they have permission, they can **checkout and edit, delete and upload documents** to their DMS.

My DMS

User

Mr Mohsen Abidi

Mr Mohsen Abidi

Address:

Bayan

Block 3

Street 2

Villa 7

Kuwait

Telephone Number:

Email Address:

Dad@work.com

Search

Category

Students

Title

Q

Date Range

01/09/2024 - 31/08/2025

Show Favourites Only

Search

Add

Title	View	Checkout	Type	Reference	Category	Added	Summary	Locked	Favourite	Delete
School Calendar			Document	AdmissionLetters		30/04/2025 00:00:00				
Mohsen Abidi			Document	Parent Photos		18/02/2025 00:00:00				
Completed Registration form			Document	AdmissionLetters		22/01/2025 00:00:00				

My Calendar – displays the school calendar, your personal calendar and any other calendars that have been shared with you. You can also export calendar information. The calendar can also be accessed from the Home screen.

My Calendar

Create Calendar

Edit Calendars

Visible Calendars

Default Calendars

☒ Personal

☒ School Calendar

Shared Calendars

☒ Hockey Team Fixtures

☒ Chess Club

☒ General Calendar

← Today Nov, 2024

Day

Week

Month

Agenda

28

29

30

31

1 Nov

02

03

04

05

06

07

08

09

10

Chess Club Tournament

Malaysian Exchange Trip

Halloween Party

First Half term for new students

Visitors Day Upper Site

Visitors Day Lower Site

Match Play Coaching

Away fixture vs. Moonlake School (1st Team)

Chess Club Goes 3D

Export as iCalendar

Websites – displays links to websites that the school has set up such as the school’s website, educational information sites etc.

My Calendar

Websites

Engage School Website

Engage Remote Learning

The **Notices** section will display messages sent from the school to you. Click on a notice to open it. You can print, reply, forward and delete notices.

My Notices

 Filter

[See All](#)

 New



Inbox

**Amira Abidi has now been enrolled onto their chosen activity**
Ms Sharon Ware07/02/2025 12:28

**Dylan Abidi has now been enrolled onto their chosen activity**
Ms Sharon Ware05/02/2025 13:06

**Year 10 Parents Evening 2025 Confirmation and Bookings List**
Ms Sharon Ware31/01/2025 11:44

**Year 10 Parents Evening 2025 Confirmation and Bookings List**
Ms Sharon Ware31/01/2025 11:44

**Make your own lense Status Updated to Marked**
Ms Sharon Ware22/10/2024 14:02



Category

Sent On: 19/09/2024 08:52
Sent By: Ms Sharon Ware
Sent To: You.

Year 6 and 7 Parents Evening 2025 Confirmation and Bookings List

Dear Mrs Nada Abidi

Your Year 6 and 7 Parents Evening 2025 Bookings have now been confirmed:
[Parents Evening Bookings](#)

There are no confirmed bookings for Dylan Abidi

The **Documents** section displays documents that the school has published for you to view. Click on a document title to view it. Documents can be saved and printed.

Documents	
Document Type:	New
Document	Date
 Activity Consent and Requirement Form	14/04/2023
 2014 Football Team Sheet	11/01/2023
 2014 Rugby Team Sheet	22/10/2022
 Octobers Hockey Team Sheet	15/09/2022

Logging out

To log out hover over your name in the top right corner of the screen and click Log Out.

Logged in as: Mr Mohsen Abidi

 Walkthrough

 Log out

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](#).

