Accessing Your Child's Reports Online
Through the nForma Parent Portal

Semester 1 students' reports will be available online on **Thursday 15th June after 1.00PM.**
This document outlines the procedure for accessing and viewing your child's report online.

Part 1

Today you will receive an email from no-reply@nforma.com.au. This comes from Nforma and not from the school. If you don't get the email by tomorrow from Nforma then please ring the office or email me. jharrison@ohrsurreyhills.catholic.edu.au

The email from Nforma will contain your user name which is your email address as well as a temporary password. See below.
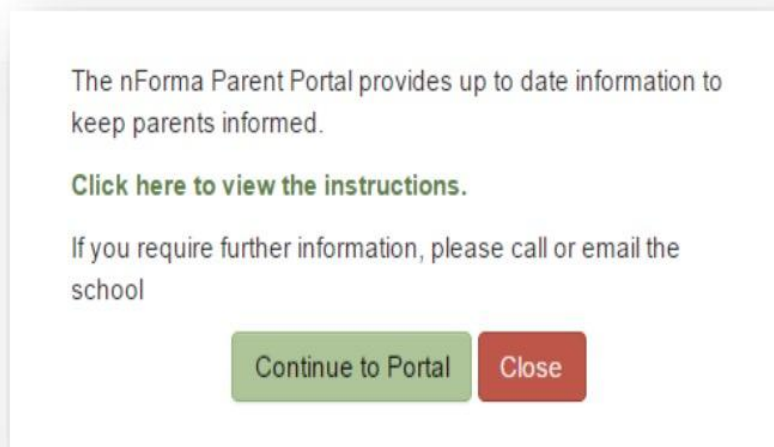
STEP 1

STEP 2

Once you have clicked on the link to the Parent Portal you will get a login screen as shown here. **Enter your user name and the temporary password shown on your email and click** **Submit.**

STEP 3

This welcome screen will appear. Click on
'Continue to Portal'
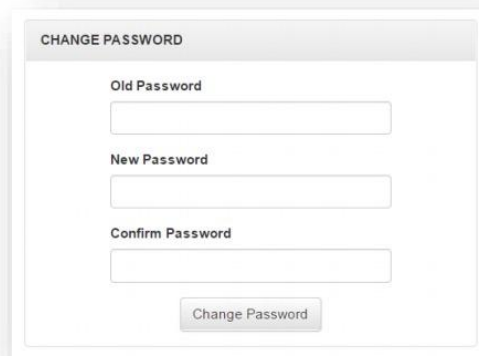
STEP 4

4. You will be required to change your password.
   a. Enter your current password
   b. Enter your new password.
      NOTE: *Password must be minimum 7 characters and must contain at least one non-alphanumeric character (e.g. - * !)*
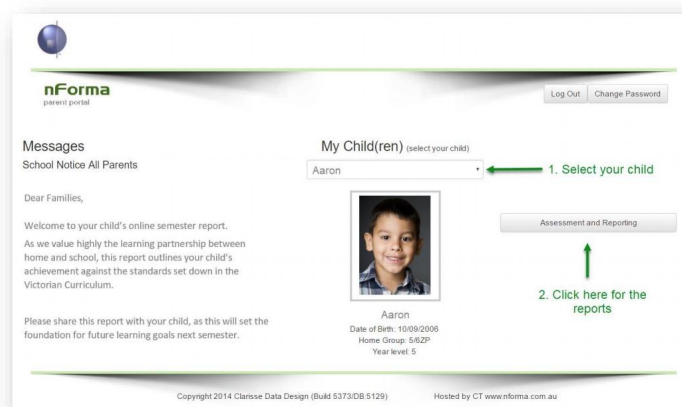   c. Re-enter your password in the 'Confirm Password' and click on 'Change Password'.

Please note your current password in this contecxt is the temporary one.
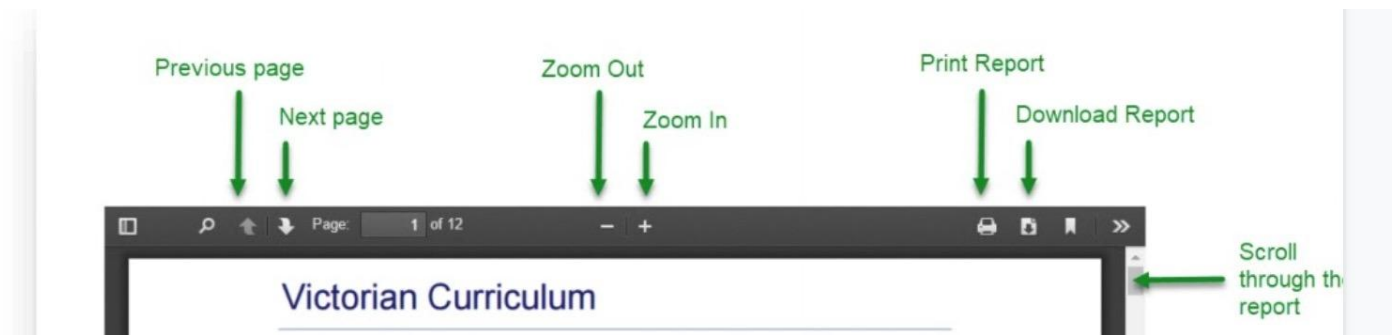
You will then get a successful message.

Part 2 (once you have logged in)

Viewing Your Child's Reports

1. At the main menu of the portal, select the child for the report that you would like to view.
2. Click on 'Assessment and Reporting'.

The report layout will be in PDF format.

Once you have logged in successfully you will be able to view all of your child's future reports. **We strongly advise that you download and save them** for your future reference. You will be able to have access to your children's reports as they progress through the school. They may **not** be available on this site after your child leaves OHR. **The school does not print paper copies of students' reports.**

Should you forget the password that you set you will be able to use the 'Forgot Password' button. **The school will not be able to do this for you.**

If you have any questions or having difficulty please email me on jharrison@ohrsurreyhills.catholic.edu.au

Regards
Josephine Harrison