e-Portal
Online access to your child's records

Parents / guardians may access their children's school records via a secure and confidential internet link called e-Portal. You can view your child's attendance, punctuality, timetable and academic progress, behaviour record (positive and negative). You can also check that contact details are correct.

The website is encrypted and password protected. Apart from appropriate staff at Crescent College Comprehensive, only you as a parent / guardian has access.

What you need to do to get started
You will be given a username and password. Passwords are only issued in writing, to parents and authorised guardians. Each user has a username and password. The same username and password will access all of your children at Crescent College Comprehensive. You can switch between each child using the tab at the top of the e-Portal student record screen.

If you forget your password or need to change it, please contact the school. We will only be able to issue a user name or password to parents and guardians only.

The address of the e-Portal website is: **http://www.cccsecure.net/e-Portal/index.jsp**

However, you may find it easier to open the school website **www.crescentsj.com** then click the e-Portal link at the bottom of the page to go to the e-Portal log in screen. This way, you will be able to keep up with all the college news on our website as well. Save the college website address in your Favourites (Bookmarks).

1. Log in to e-Portal
When you click the e-Portal link a screen will appear:

Login details

Please enter your login details below, then click on the Login button.

Username [   ]

Password [   ]

[Login]

Take care when entering your username and password, both are case sensitive. Do not confuse numbers 1 and 0 with letters I, lower case L and O. If you have problems with your password, please contact the school office.

2. The 'Home' Page
When you log in you should then see the Home page. If you have more than one child in college, you will see tabs at the top left of the page. Click on the name to see another child.

The page is made up of blocks of information called bitlets. Each bitlet has a name and a + / - button on the left of the name. Click plus to reveal information, click – to hide it.

Bitlets have a 'More' button to the right of the name. Click this to expand the bitlet and see more information.

The following sections give more detailed information about the different bitlets.

3. 'Student Details'
This expands to show you the personal information we hold for your child, and the contacts you have given us. We would normally expect at least three named contacts with addresses and home, mobile and work phone numbers if available.

If any of this information is incorrect or changes, please let us know as a matter of urgency.

We are currently adding photographs to this section.

Confidentiality of Contact Information

User names and passwords are only issued in writing. We will only issue user names and passwords to authorised parents/guardians. If you lose your user name/password, a ***parent/guardian* *will have to come into the School*** or ***send in a stamped self-addressed envelope*** to obtain the details. Due to the Data Protection Act we cannot give you this information via email or telephone.

4. 'Timetable'
Today's timetable is shown on the Home page. Click More to see the full week's timetable.

The timetable is very useful when planning what to bring to school next day – P.E. kit, homework to hand in etc.

5. 'Attendance'
The Home page shows a summary of attendance for the academic year to date. Click 'More' to see more detail, including the reasons for absence.

Please note: If any absences are marked 'unexplained' or 'no reason yet provided for abs', please contact the academy as soon as possible to provide evidence that the absence was authorised, and not truancy.

A 'statistical' absence is one which counts towards the total absences for the year. If your child was absent when the school was closed for some reason, that would not be a statistical absence, and would not count towards the total.

8. 'Reports'
The Reports bitlet allows you to view your child's school reports.

10. Noticeboard
We use this part to put up notices connected with e-Portal

11. Data Checking
In particular, if you move house, change a contact phone number (mobile, work or home), please let us have the new information immediately.