

## ePortal – A Short Guide for Parents

Thank you for your interest in using ePortal to access Facility CMIS, the school's management system.

ePortal provides a web based view of the school's system by using Internet Explorer to access the system.

Using ePortal you will have access to the data held for any student you are parentally responsible for. You will be able to view personal details and contact numbers, attendance details, conduct logs, report and assessment information and SATS results.

You will not be able to modify any information but if you find that some details are incorrect then please get in touch with the school to ensure that they are updated.

Using ePortal is exactly the same as using any other webpage. If you are familiar with the internet you will have no problems finding your way around, if you are less familiar you will find everything you need to know has been included in this guide.

### ***To access Eportal***

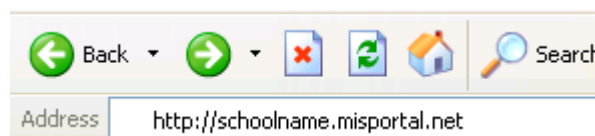
First you need to connect to the internet and open Internet Explorer.

You should be able to double click the icon on your desktop



Now type in the web address below into the address bar

<https://bournville.misportal.net>



**Please note** the **S** in the address **https** you will not be able to access the website if you use the standard http.

Press return on the keyboard or click the go button



You should now be taken to the ePortal Login Window (see next page)

**Facility ePORTAL Login details**

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

Username

Password

Enter your **Username** and **Password**

**NB** – These were included in the letter to you sent by the school

Click the **Login button** to proceed

### ***The ePortal Window***

**Note:** *A picture of the ePortal pupil page is included on the next page*

There are separate windows for each child you are responsible for.

You can change between the two by clicking on the tab with the child's name on it.

You will see the following information is displayed for each child:

- **Student Details**      personal details: DOB, Address, Doctors details etc.
- **Notice Boards**      School Notices may be displayed here
- **Results**              These are the results of internal teacher assessments
- **Timetable**             A copy of your child's timetable (secondary schools only)
- **Attendance**            An overview of attendance plus details of any absences
- **Student Events**      Details of any disciplinary or commendation events records for your child.
- **Forecasts**             Details of predicted grades
- **SATs Results**         All SATs results recorded for your child

Powered by SERCO Facility

User: Sahra Aardvark  
 Logged In: 08:12 29-Jan-2009  
 Dataset: 2008/2009  
[Logout](#)

Aardvark, Halane    Aardvark, Shakiel

**Student Details** [More](#)  
 Class group: KS2 5 5M  
 Address: 22 Albert Square Hillingdon Birmingham

**Noticeboard** [More](#)  
 Noticeboard: Parent Notices  
 Subject: Sports Day  
 School Sports day is next friday please ensure your child has their PE kit with them.  
 Subject: Black Country Museum  
 All permission slips for **Black country museum** trip must be returned to school by next Wednesday

**Results** [More](#)  
 5 examinations marked in this dataset.

Examination
Year 3 assessment
Key stage 2 target
Year 3 assessment
Year 5 assessment
Year 6 assessment

Click **more** to see all results in all datasets.

**Timetable** [More](#)  
 There are no timetable events listed today.

**Attendance** [More](#)

Category	%
Present	95.1
Lates	0.5
Absent	0
Auth. Absent	4.3

**Student Events** [More](#)

Date created	Event	Tch
22-09-2008	TRU; Truancy	Cutler, Ben

**Student Behavioural Events** [More](#)  
 No events available

**Forecasts** [More](#)  
 There are no forecasts available.

**SATs Results** [More](#)

Course	Subject	Method	Component	Result
KS1	ENG	TA	AT1	2
KS1	ENG	TA	AT2	2C
KS1	ENG	TA	AT3	2B
KS1	MAT	TA	SUB	2A
KS1	SCI	TA	SUB	2

### The ePortal Pupil Page

To view all the information for any of the areas listed above click on the **More** button next to it.

For example to view the full **attendance** details click on the **More** button next to attendance.

You can now view all of the attendance details.

Please note that **only absences are shown**. If you do not see an Absence for a given date, then your child was present.

If you are checking that your child has registered at school today please wait until 10am to ensure all registers have been taken.

[Back](#) Halane Aardvark Attendance

Category	Sessions	%
Present (of which late)	176	95.7
Lates - 1 marked.	-	0.5
Absent	0	0
Auth. Absent	8	4.3
Total possible	184	100

Include Non-Statistical Absences   
 Include Lates

Recorded Absences							
Date	Description	Type	Start	Finish	Authorised	Explained	Statistical
26-01-2009	Illness	Absence	09:00	15:30	Yes	Yes	Yes
12-01-2009	Late	Late	09:00	12:59	No	Yes	No
18-12-2008	Medical appointment	Absence	13:00	15:30	Yes	Yes	Yes
15-10-2008	Religious observance	Absence	09:00	15:30	Yes	Yes	Yes
24-09-2008	Illness	Absence	09:00	15:30	Yes	Yes	Yes
08-09-2008	Illness	Absence	09:00	12:59	Yes	Yes	Yes

If you would like to watch a demonstration of all of the features of the ePortal window there is a short video available online.

Click on the link below to view the video:

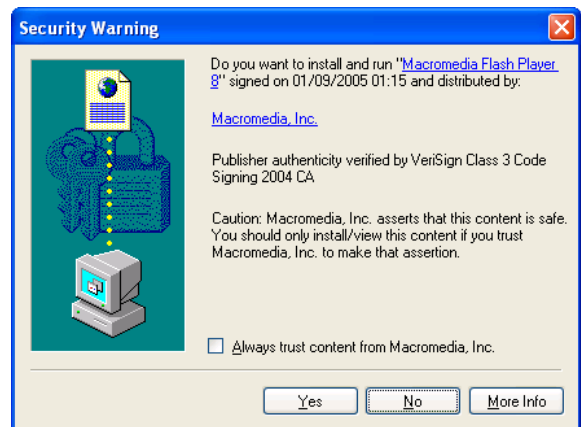
[http://link2ict.bham.org.uk/home/mis/parent\\_guide/guide\\_menu.htm](http://link2ict.bham.org.uk/home/mis/parent_guide/guide_menu.htm)

This demo requires you to have Macromedia Flash Player installed.

If this is not installed already on your machine you may see the following window:

Answer **Yes**

After a short wait the video should start.



### ***Additional Information***

Please remember that the data contained within ePortal is sensitive.

Ensure you keep your username and password safe and secure and do not make them available to anyone else.

Always remember to log out of ePortal when you have finished using it so that no other individual can access the system.

Do not leave ePortal open on your PC while you are away from it.

If you find that any of the information contained in ePortal is incorrect or out of date or you have problems with login into or using the site please contact the school so we can correct the issue.

Email often produces the fastest response from the school! Please get in touch and I will respond as soon as possible. The email address is

[eportalparents@bournville.bham.sch.uk](mailto:eportalparents@bournville.bham.sch.uk)

Evan Selianitis