



Sign-In Guide

For Parents

If your school already has details for you on the Parent Portal, then you do not need to sign-up. Follow the instructions below to sign-in on a desktop, and learn how to access the Android and Apple APP's.

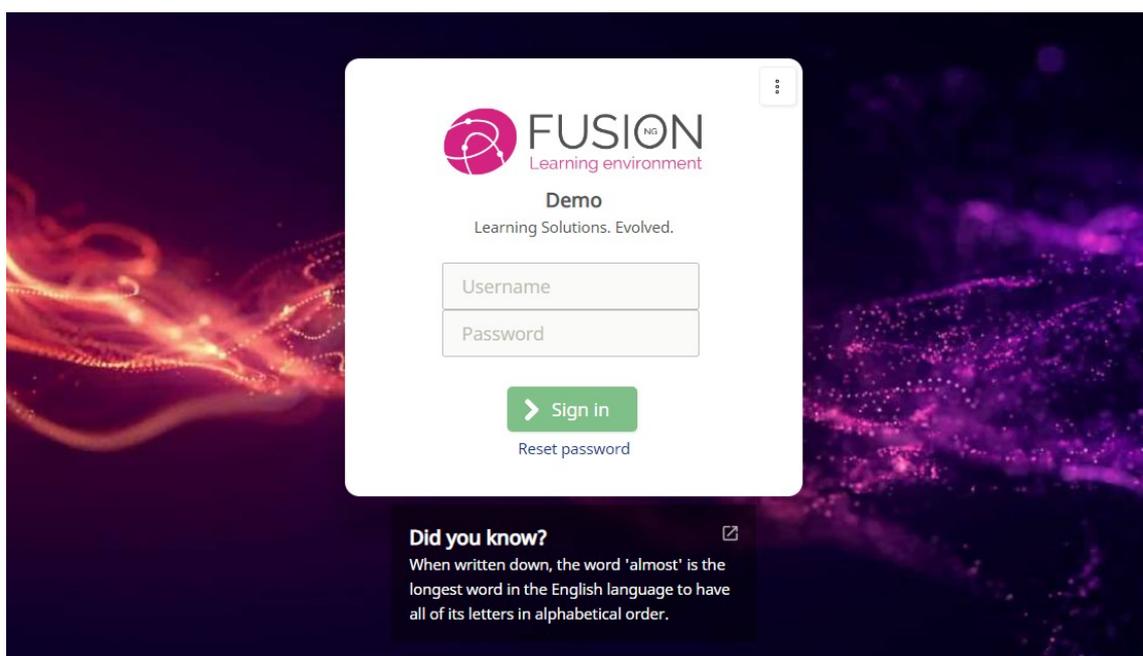
There is a short introduction video, which you can watch after you have completed this guide.

https://help.fusionvle.com/?ht_kb=parent-introduction-to-fusion-ng

What you need

We recommend that you login for the first time using a web browser, on a desktop or tablet device. This will allow you follow this guide more clearly. Importantly, it will also allow you to install the app more quickly. Please ensure you have four items of information, listed below.

This is an example login page for Fusion. Your system may look slightly different.



Important!

Your school or provider should have issued you with 4 very important pieces of information. The details may have been emailed to you, sent in a letter or returned to you from school with your child.

- 1) **SCHOOL ID** – This is a 4 digit number which identifies your school. It is used for the APP.
- 2) **WEBSITE ADDRESS** – The location on the internet to sign-in.
- 3) **USERNAME** – This could be your email address, short name or an item called the “Master Login”, in which case your username will begin with the letters “pa”.
- 4) **PASSWORD** – For first time use, this will be a pin number.

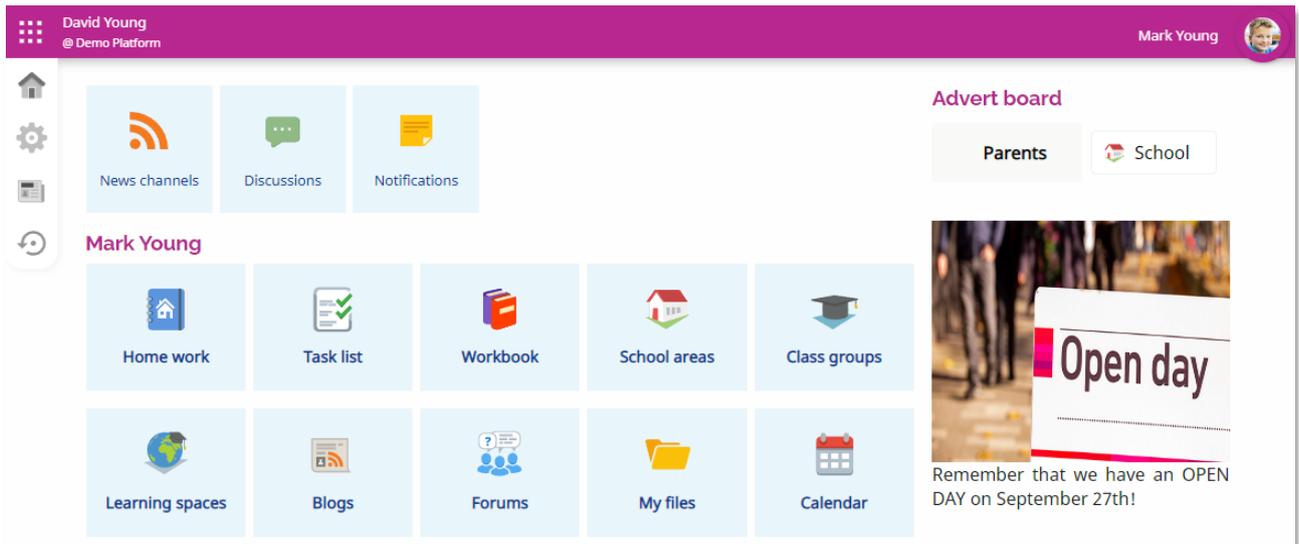
You **MUST** have this information before you proceed to sign-in for the first time. If you do not have this information, please contact your school. For security reasons, the support staff cannot assist you in obtaining this information, so please contact your school to obtain the details.

Next, we will look at how you can use this information to sign-in to your platform for the first time.

Your homepage

Once you have signed into the Parent's Portal you will be presented with the homepage. This is a summary of all the options you have available. Please note that your school may have switched some items off, and you may also have additional options such as timetables, reports, attendance and behaviour.

An example of the homepage once you have signed in.



Depending upon which feature your school has decided to make available, you will see a collection of buttons which will take you to the respective option. For example, to see a list of your child's homework, you would press the "Homework" button.

Let's explore some of the main buttons:



List all of the available features.
Can be clicked from any screen.



Add additional children, download the APP or sign out.



Always takes you to your homepage.



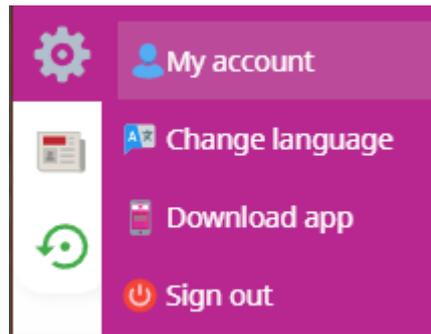
Edit your account, change your language, download the app and sign-out.

On the next page, we will show you how to change your language, and edit your account details.

Account Information

There may be times when you wish to change your email address, password, personal details or name as it is displayed. This page will show you how to alter any of these details.

To change your account information, see the screen below.



Click on the “cog” symbol on the left of your screen, and press “My Account”

My Account

 Change password

Title: First name: Family name:

Email address
Your current email address is *alansawyers74@gmail.com*

New Email address:* Confirm new email address:*

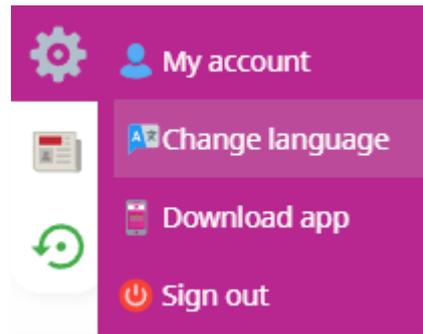
 Save changes  Cancel

On the screen above, you can change your title and name. You can also update your email address. There is also the option at the top to change your password too.

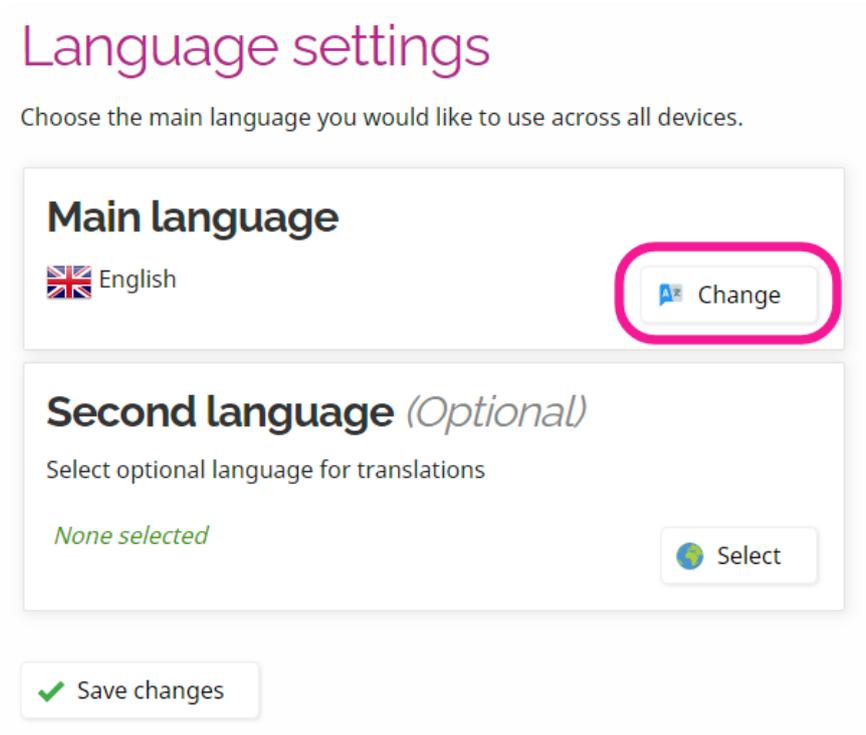
Change Language

Your parent's portal supports over 100 interface languages. This allows you to use the system in a language which may be more familiar. Changing your language here will not affect your child's account, as they are separate.

To change your language, see the screen below.



Click on the “cog” symbol on the left of your screen, and press “Change language”

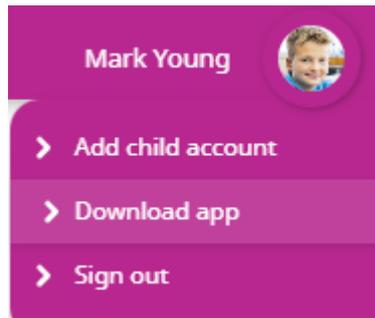
A screenshot of the 'Language settings' page. The title is 'Language settings' in purple. Below the title is the instruction: 'Choose the main language you would like to use across all devices.' There are two main sections: 'Main language' and 'Second language (Optional)'. The 'Main language' section shows 'English' with a UK flag icon and a 'Change' button with a language icon, which is circled in pink. The 'Second language (Optional)' section has the instruction 'Select optional language for translations' and shows 'None selected' with a 'Select' button. At the bottom of the page is a 'Save changes' button with a green checkmark icon.

Press the “**Change**” button, select the new language of your choice and then press “**Save changes**”. Your platform will then be displayed in your chosen language.

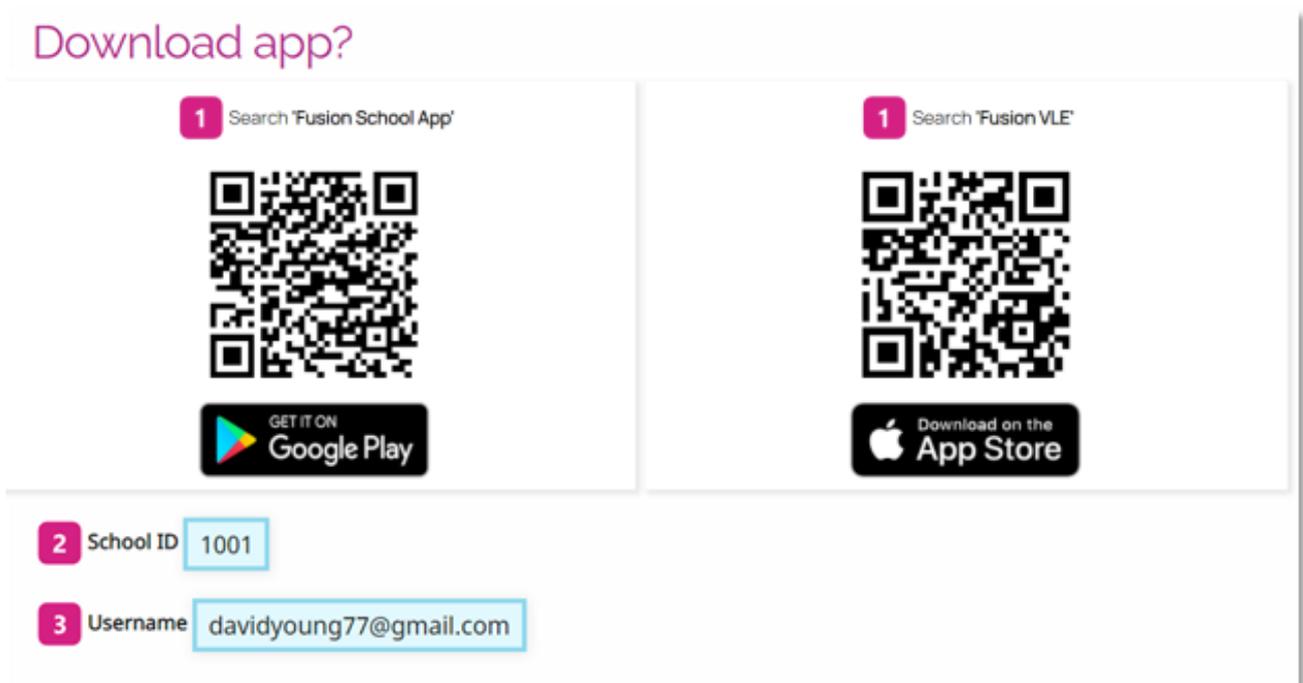
Install the APP

Your parent's portal is equipped with a native app which will operate on Apple and Android devices. You only need to connect to the app with your credentials one time. After this, the app will remember your details. It looks and operates in almost the same way as the desktop edition.

To install the app, see the screen below.



You will see the "Download app" screen.



Simply scan the QR code on your device to install the app. You will need your "School ID" and your username (Which is the same username you use to login – such as an email address). You will also need to enter your password the first time you connect.

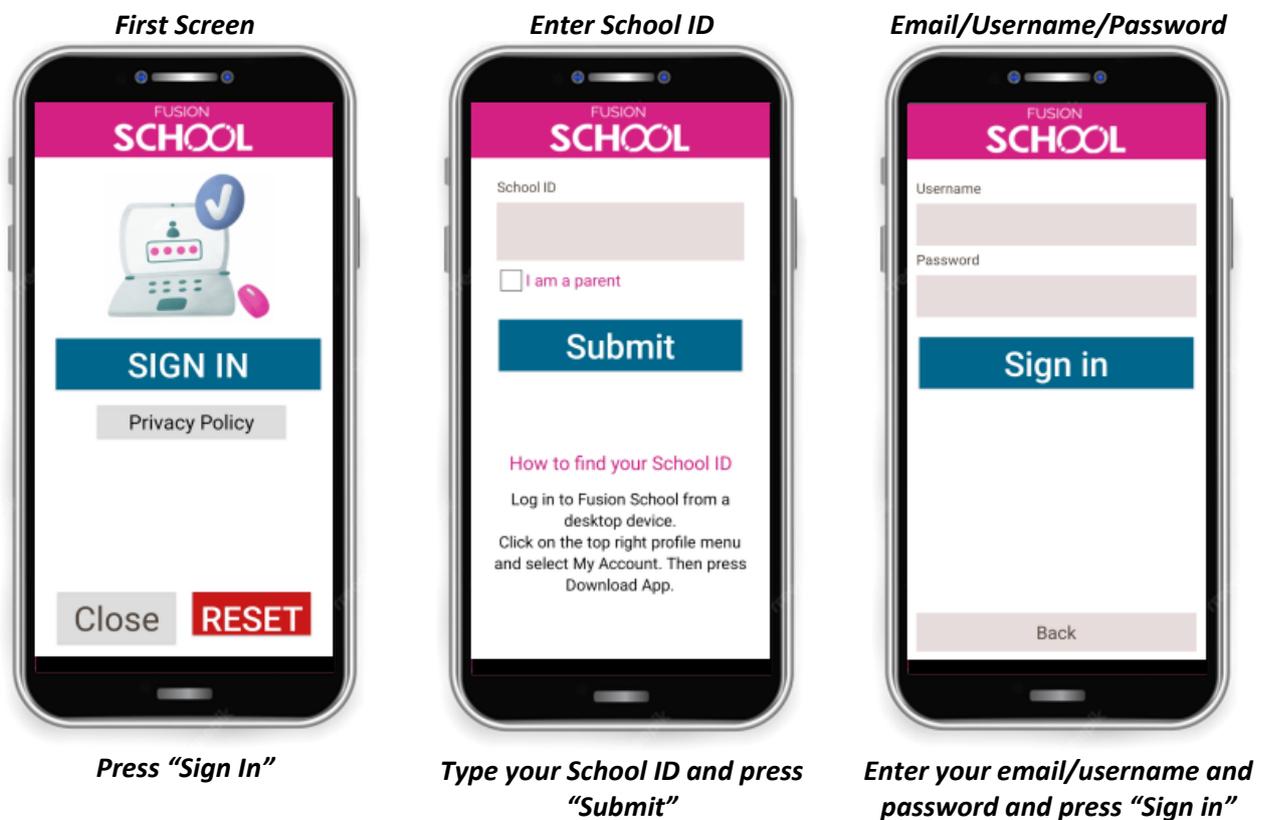
On the next page, we'll move to how this will appear on your app when you open it for the first time.

Sign-in to the APP

Once you have installed the app, you will need the credentials you have used for your parent’s portal in order to sign-in. You will also need the “School ID”. This is a 4-digit number which represents your school. Ensure you have your password too!

You will need your School ID, username and password. Your app may look slightly different depending upon the type of phone, but it will operate in the same way as shown below.

*Note: Some phones may ask you to tick to advise you are a parent. **Please do this.***

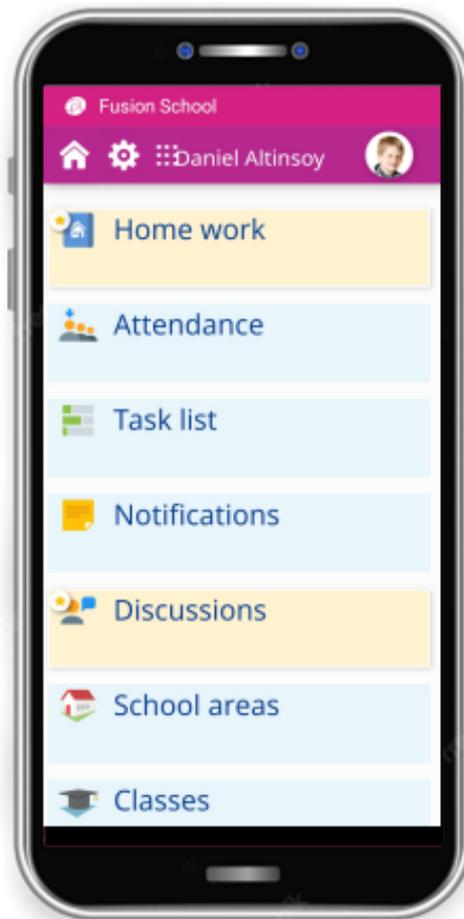


On the next page, we will show how an example app may look on your mobile device.

Mobile homepage

This section will explain the similarities between the desktop version and the mobile app. The interface is the same, as are all of the features. Not all options may be available, as they are controlled by your school.

An example of the app on a mobile



In future, when you open the app, just press the **“SIGN IN”** button to connect. You won’t be asked for your credentials once you’ve installed the app.

SIGN IN

To close the app, press the **“CLOSE”** button. This will close the application on your device.

Close

To remove the credentials from your app (Which will mean you will have to enter them again). Press the **“RESET”** button.

RESET