FUSION
Learning environment

Sign-up Guide

For Parents

This guide is designed to assist parents who are new to the Fusion Platform. And don't already have an account on Fusion for their child. It will show you how to connect to the desktop and app versions of Fusion. The guide typically requires 30 minutes to read through. It is suggested that you initially sign-in from a desktop or laptop.
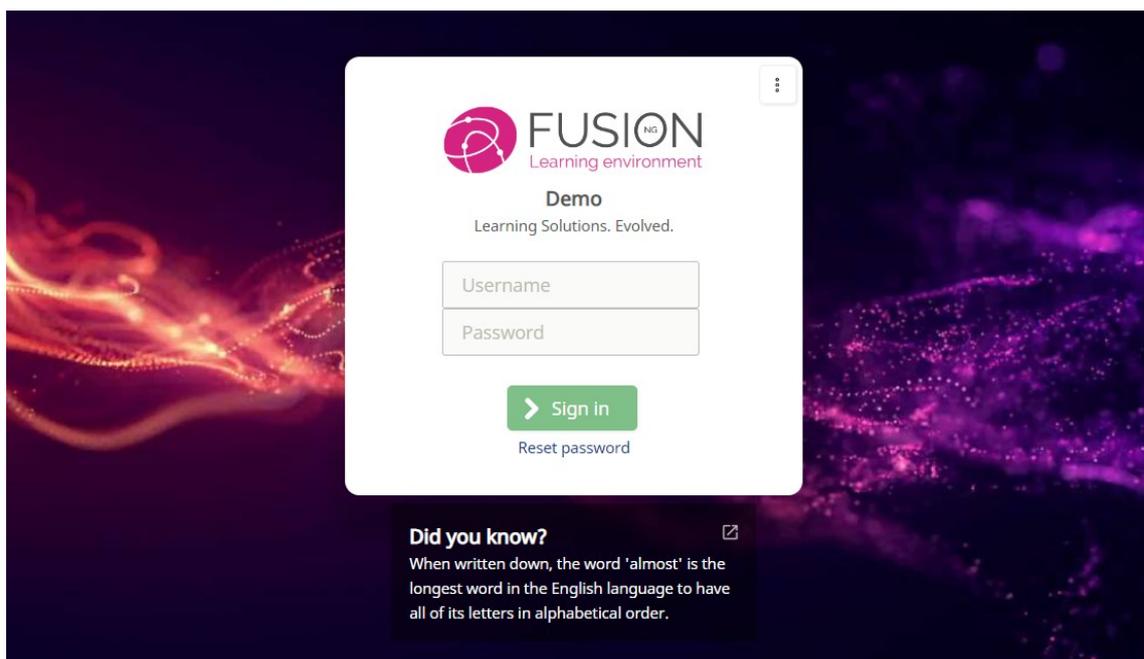
There is a short introduction video, which you can watch after you have completed this guide.

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.

Signing in – First time only

Once you have the required information, you can sign-in to the platform. The remainder of this guide will focus on the 'desktop' version of the parent portal, as the screens can show more information. But don't worry, we'll show you how to install the app too!

This is an example of a "Master login slip".

This is an example of the "Master Login Slip". It contains everything you need to connect. The information will display the name of your child, in our example he is called "Mark Young". It will display your **Username**, which is used to identify yourself. Don't worry, you can change this to become your email address later.

You will also see your temporary **PIN**, this is a 5-digit number used to sign-in for the first time. The **website** address will be shown.
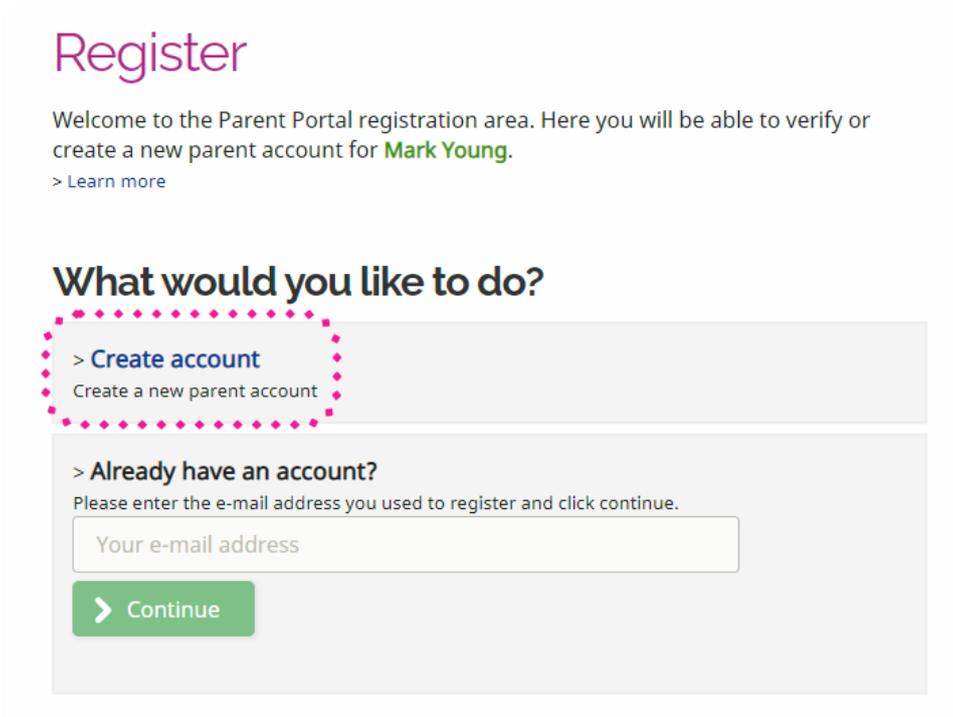
An example login from the website address on your master login slip.

Registration

If you are signing in for the first time, you will be asked to register some basic information. These details are used to identify you on the platform, and allow you to be able to reset your own password and use your email address to sign in during future visits.

This is an example of the "Register" page for Fusion.

Because this is the first time you are here, you need to create an account. Simply press the link for "Create account", shown in the image above.

Next, we will look at how to enter your own personal details to complete the process.

Create Account

This is the final step. Enter some basic details about yourself in order to register your account and connect it to your child. Use a valid and real email address, since we will email you a conformation code.

This is an example of the "Create account" page for Fusion.

Important!

Please use a real email address, and please ensure that you type it correctly! That's because we'll need to send you a confirmation code to ensure your email address is reachable.

Also, pay close attention to the password policy set by your school. Most passwords need to be at least 6 characters long, contain a number – and use a special character.

Press "**Create account**" to complete your registration.

Activate account

Once you have registered, then the process is complete. We will send you an email with a confirmation code. You enter this code, and your account is ready to use.

The system will now send you an email. So, check your spam/junk folders. Wait up-to 5 minutes to receive it.
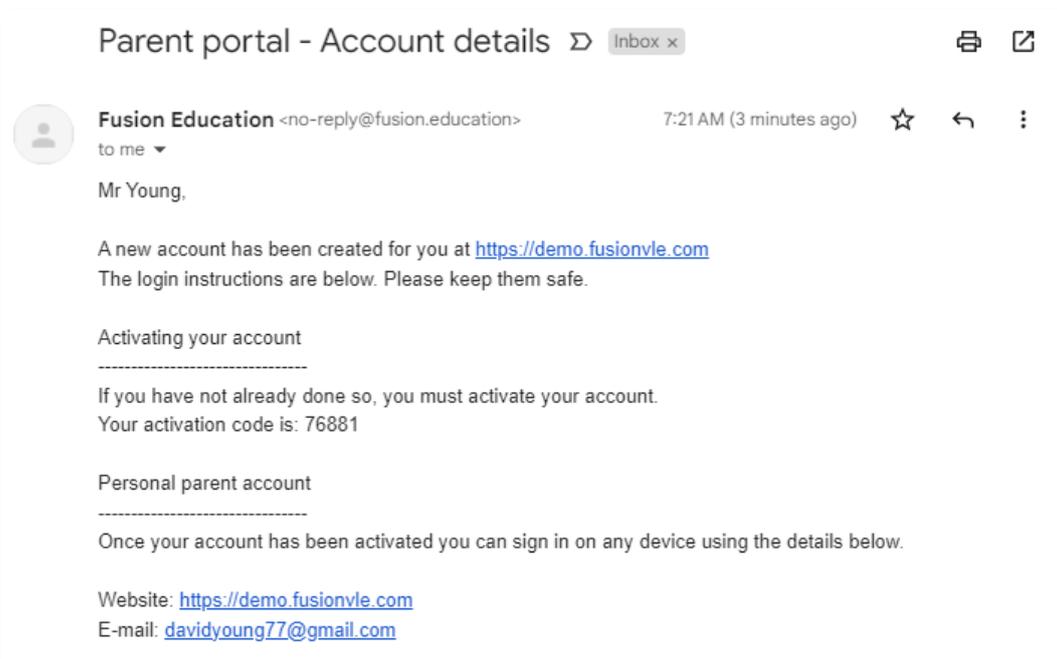
Registration complete!

We have successfully registered your account.
Please check your e-mail for your activation code.
Your email will arrive from **no-reply@fusion.education**, please ensure this is added to your safe sender list

Activate account >

This is what David Young will see in his email account

Parent portal - Account details   Inbox ×

Fusion Education <no-reply@fusion.education>   7:21 AM (3 minutes ago)
to me ▼

Mr Young,

A new account has been created for you at https://demo.fusionvle.com
The login instructions are below. Please keep them safe.

Activating your account

If you have not already done so, you must activate your account.
Your activation code is: 76881

Personal parent account

Once your account has been activated you can sign in on any device using the details below.

Website: https://demo.fusionvle.com
E-mail: davidyoung77@gmail.com

Meanwhile, on your desktop/laptop, just press the "Activate account" button.

Activate account >

Simply enter the activation code received in your email earlier. In our example it's **76881**

Activation required

You need to activate your account.
An activation code was sent to the e-mail address **davidyoung77@gmail.com**.

Activation code: *

| 76881 | **> Continue >** |

> I've entered the wrong e-mail

> Where's my code?

Your account is connected!

And you can login with your email address and password from now on.

Account active

Thank you, your account is now active and ready to use

> Continue to Parent Portal

Should you have any issues with this process, kindly contact your school. Our support team can only assist parents once they have an active account.

You can now learn more about the Fusion Parent Portal by following the guide to "Sign in" and use the APP on a mobile device.

https://docs.fusion.education/learning/Parents_Sign_In.pdf