

Ingleburn High School Parent Portal



Creating Your Account – New Users

To begin using our Parent Portal, you will be required to have a valid email address to create your account. This will become your username as well as help the school communicate important information with you electronically.

To create your account, please type the following web address into your internet browser:

http://bit.ly/ihp_portal_register

The following webpage will appear:

The screenshot shows a registration form for the Ingleburn High School Parent Portal. At the top center is the school's logo. Below it, the text reads 'Ingleburn High School' and 'Create a Portal User Account'. The form consists of several input fields: 'Username' (with a note 'MUST BE A VALID EMAIL ADDRESS'), 'Title' (a dropdown menu), 'Password' (with a note 'MUST BE AT LEAST 8 CHARACTERS'), 'First Name' (with a note 'PLEASE PROVIDE YOUR FIRST NAME'), 'Password (Confirm)' (with a note 'PLEASE CONFIRM PASSWORD'), and 'Surname' (with a note 'PLEASE PROVIDE YOUR SURNAME'). At the bottom center is a button labeled 'Create your Account'.

Please enter your email address and create a password at least 8 characters in length. Your first name and surname must also be entered. Click *Create your Account*.

The portal login screen will appear with a message saying your account has been successfully created. Use your username and password to log in.

Parent Portal – Existing Users

To access our Parent Portal use the following address:

http://bit.ly/ihp_portal_login

If you used our Parent Portal last year but have forgotten your password, please click the button “Forgot Password” and type in the email address you used. Otherwise, create a new account.

You will now need to enter the Access Key located in the attached letter.

Welcome Ingleburn High School Parent Portal



To get started, you will need to add a new Access Key to your Portal Account. The school should have provided this key to you. If you have not received a key, please contact the school directly.

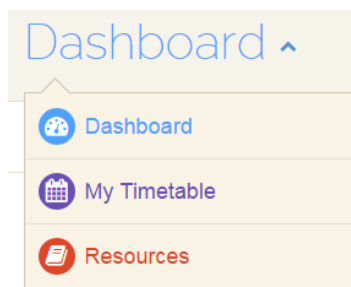
Simply type the Access Key provided to you in the field below to add your first Access Key:

Links to your child’s portal will be visible with their school photo.

Parent Portal Features

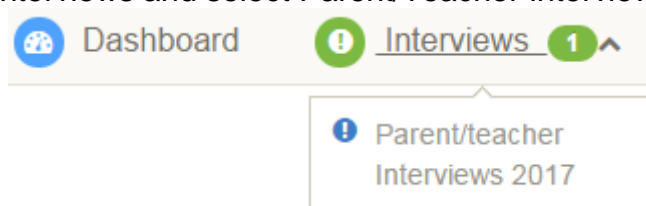
Within the Parent Portal are a number of useful features which include your child's current timetable, school resources (latest newsletter) and Parent Interview Evening bookings.

Simply select your child, click the drop down menu, Dashboard, and select the option you wish to view.

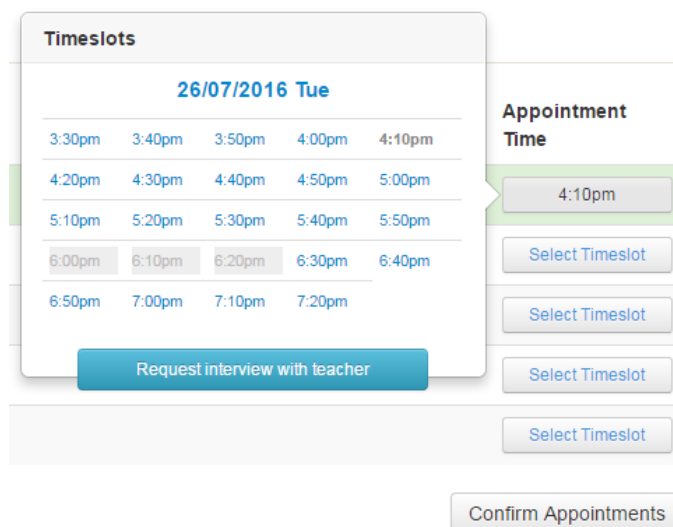


Making a Parent Interview Evening Booking

Creating an interview booking for the Parent Interview Evening is quite simple. On the home page, Click on Interviews and select Parent/Teacher Interviews 2017.



This will list all subjects that your child is studying and their corresponding teachers. To make a booking with a teacher, click the select timeslot button and choose the appropriate time.



After selecting all required timeslots, click Confirm Appointments.

A summary of all interview times will then appear. You may edit your bookings if the desired interview time requires changing. The option to print a timetable is also available.

Registrations for Parent/Teacher Interviews will be open from **9am, Monday 3rd April, 2017** until **12:00pm, Tuesday 2nd May, 2017**.

If there are any concerns, please contact the school on 9605 1509 for assistance.

Thank you,
Ingleburn HS ICT Team