Parent Portal: User Guide

A GUIDE TO USING THE PARENT PORTAL

Contact Us:

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Clubs coordinator

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Data Administrator
Parent Portal Invitation

You will receive an email invitation for the Parent Portal with the details on it. Please make a note of the details. Then go to: https://engage.tbs.edu.np/createaccount.aspx

Dear Mrs [Name],

As a parent of The British School, we would like to invite you to have a first look at the Parent Portal in Engage. This can be used to view important school information about your child, register your child for clubs and activities more of which will be available in the future.

To login to your account, please follow the steps below:
1. Go to https://engage.tbs.edu.np/createaccount.aspx
2. Enter your username: firstname.familyname
3. Enter your password: welcome2tbs
4. Follow the onscreen instructions.

Note: Changing password is mandatory after you first log into the Parent Portal.

We have attached a PDF document to the email to help with the onscreen instructions should you encounter any difficulties.

If you still experience difficulties we will have staff on hand to help you every morning next week from 8.00-8.30am in the primary playground.

Best regards,
In order to register, enter your email and your PIN that you received in your mailbox.
Enter Your Email Address and Your PIN

After entering the details click Go
Enter your child’s date of birth

What is Milan PARIYAR’s Date of Birth?
Day: 14  Month: February  Year: 2002

Now enter your child’s date of birth and then click Go
If you get this message, your registration is complete. Now click on "login page".
Check your inbox!!

Now go to your mailbox. You will receive a message with the subject “Portal Login Details”. Make a note of the details and click on the given link to login to the Parent Portal.

**Username:** SkhanaI@tbs.edu.np

**Password:** z7vWvWJw

Please visit https://engage.tbs.edu.np/ to log in.
Welcome to the Engage Portal. Now you need to enter your Username and Password that you just received in your mailbox.
Now you will be asked to change your password. Enter your current Password (sent by email) and a new password. Again retype your password. Finally click on **Update**.
Your Password has been changed

Now the screen appears saying “Thank you! Your password has been changed.” Now click on Home Page.
Read carefully and click accept

Kindly note that the information held in the portal is strictly for school use and is not to be published in any other source.

You are responsible for setting a sufficiently secure password that can't be easily guess, to ensure overall confidentiality of the information you have access to via this portal.

Make sure you read it and click on Accept
Welcome to the Parent Portal

To check details about your child, Click on View Details

Any documents regarding your child will be displayed here.
View your child’s details

View your child’s assessment reports, timetable, and medical details by either clicking their names or “+” symbol.
How to Register for Clubs and Activities

Select Activities - > Activity Booking
How to Register for Clubs and Activities

Make sure you are in year 2017/2018

Finally click here
Choose the day you want to register for clubs

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>14:30 - 15:30</td>
</tr>
<tr>
<td>Tuesday</td>
<td>14:30 - 15:30</td>
</tr>
<tr>
<td>Wednesday</td>
<td>14:30 - 15:30</td>
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<tr>
<td>Thursday</td>
<td>14:30 - 15:30</td>
</tr>
<tr>
<td>Friday</td>
<td>14:30 - 15:30</td>
</tr>
</tbody>
</table>

Maximum Activities: 3  
Your Activities: 0  
Total Cost: 0

Booking Dates: 20 August 2016 08:00 - 28 August 2016 12:00
You will be able to choose from a range of clubs for each day.

Just drag the activities to the chosen activities and you are done.
Any Queries ??

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