

Instructions for logging on to Five Islands Secondary College Parent Portal

Access to the portal will allow you to see your son or daughters:

- attendance
- timetable

You only need to do this step once

STEP 1

Go to the following web address

<http://web3.fiveislands-h.schools.nsw.edu.au/portal/register>

Complete the details and click

Create Your Account

Your account will need to be registered by the school before you can proceed to Step 2.

STEP 2

Go to the following web address

<http://web3.fiveislands-h.schools.nsw.edu.au/portal>

(once the page opens save it to your favourites when you are on your home computer)

STEP 3



Five Islands Secondary College

Student and Parent Portal

Please enter your username and password below

Username

Password

Enter your user name (email address) and password. Click on

Sign in

STEP 4 Enter your access key in the box. Click add key.

My Students

Five Islands Secondary College
Parent Portal

Term Anchor

Dashboard

Student/Family Access Key

Family/Student access key: Add Key
IF YOU HAVE RECEIVED A FAMILY/STUDENT ACCESS KEY FROM YOUR SCHOOL YOU CAN ENTER IT HERE.

Welcome - Select the student you'd like to view below

Welcome to the Five Islands Secondary College Parent Portal. This will allow you to access information about your son or daughters attendance. If you have any questions regarding this information or you have any trouble retrieving it please contact us on 42740621.

Each of your students that attend Five Islands Secondary College will be shown below. Simply select which student you'd like to review by clicking on their photo. You can always change the student you're reviewing by using the My Students link at the top of each page.

Student access key: Add Key
IF YOU HAVE RECEIVED A STUDENT ACCESS KEY FROM YOUR SCHOOL

Enter Access Key Here

Do not enter anything here

STEP 5 the page will now look like this. Click on the picture of your son or daughter.

My Students

Five Islands Secondary College
Parent Portal

Glenn Hite

Dashboard

Welcome - Select the student you'd like to view below

Welcome to the Five Islands Secondary College Parent Portal. This will allow son or daughters attendance. If you have any questions regarding this in retrieving it please contact us on 42740621.

Each of your students that attend Five Islands Secondary College will be shown below. Simply select which student you'd like to review by clicking on their photo. You can always change the student you're reviewing by using the My Students link at the top of each page.

You do not have to enter here again

Click on picture



STEP 6

My Dashboard

Five Islands Secondary College
Parent Portal

Dashboard

Dashboard Classes

Today's Timetable

BS	
1	11WRA (11WRAA7) ROOM D128 WITH MISS LAUREN COUTTS-SMITH.

STEP 7

Click on DASHBOARD to access ATTENDANCE or TIMETABLE

Click to see a list of dates and Absences. You will find this very useful.

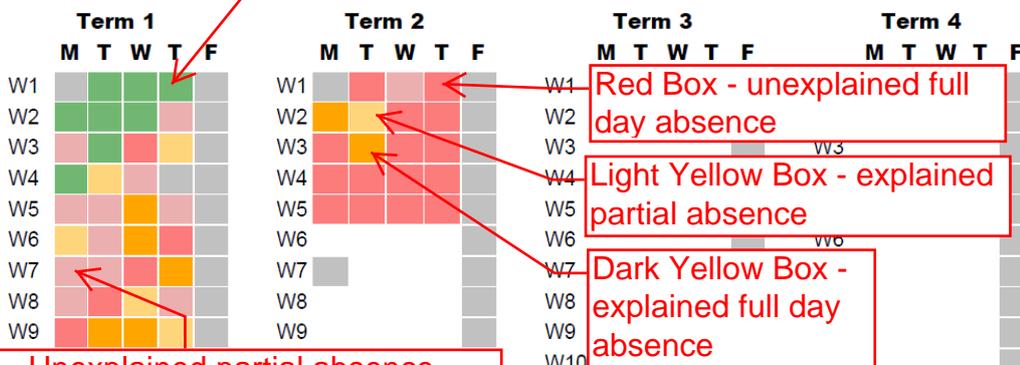
Attendance

Overview Unexplained Absences Explained Absences Exempt Absences

Attendance Overview

Green Box - attended all lessons for the day

The attendance overview shows a "heatmap" which outlines all school absences, both explained and unexplained. Hovering your mouse over the specific day will show full details of the times and absence types.



Term 1 61.9 %
Term 2 10.5 %
Term 3 —
Term 4 —
Overall 45.9 %

Red Box - unexplained full day absence

Light Yellow Box - explained partial absence

Dark Yellow Box - explained full day absence

Pink Box - Unexplained partial absence. Did not attend all lessons in a day

Due to a "bug" in the program these numbers are incorrect. Please ignore

STEP 8 Click on unexplained absences to see a list of dates and absences.