## **TE AROHA COLLEGE**



A purpose joyful; A courage blameless



## PARENT PORTAL GUIDE

Go to Te Aroha Website: http://www.tearoha.school.nz/

- ⇒ Click on Parent Portal Link from Quick Links Menu
- $\Rightarrow$  On a Mobile Device Select Parent Portal from Navigation drop down menu



Or go directly to parent portal: https://tearoha.parents.school.nz



- ⇒ Log into your Parent Portal using your Caregiver User Id and Caregiver Password as provided in Letter from Te Aroha College. (Please note if you use your student's Password you will not be able to update details)
- ⇒ The Parent Portal is secure, each caregiver has been assigned an unique login and password. It is your responsibility to keep this information safe.



Once logged in You will be add to view the full Menu of options



⇒ From Details Drop Select Details

Te Aroha College A Courage Blameless A Purpose Joyful				
Home Notices Course Selection Pathways	Details nes its			
	Details			
Welcome you are viewing details for Iona with Prin	Change Password			
	Financial			
	Attendance			
	Groups			
	Pastoral			

- $\Rightarrow$  Click on Caregivers Details Tab
- ⇒ Then click on Edit Details to make changes if required

Home Notices Course Selec	ion Pathways Details 🔻 Results 👻		Logout
Details			Edit Details
Student Deta Caregiver De	tails mergency Contact Details Medical	Details	
Student Caregive	er Details		
Primary Residence Details			
Relationship to Student	mother	father	

- ⇒ To update Email Contact scroll down
- ⇒ Click on Save Changes, updated details will be submitted for approval





⇒ From Details Drop Select Attendance

	1					
$\sim$	A Coura	ige Blameless A	A Purpose Joyful			
Hon	ne Notices Co	ourse Selection	Pathways Details			
			Pata	la.		
			Chan	ne Password		
weico	me you are view	ing details for for	Finar	cial		
			Atter	dance		
			Grou	ps		
			Pasto	ral		
			l		,	
Union Maria	. Course Colorbian D	aliana Datalla e Datal				
Home Notice	es Course Selection Pa	athways Details 🕶 Resul	its •		Log	jout
Home Notice Attenda < Week:	as Course Selection Pa Ince	athways Details • Resul	Its -	Absent, Unjustified	Log	pout
Home Notice	IT > Monday 4 Jun	athways Details • Resul p pn Tuesday 5 Jun	Its - esent Dresent, Late to class Wednesday 6 Jun	Absent, Unjustified Thursday 7 Jun	Log Absent Justified O Justifie Friday 8 Jun	pout ad Over
Home Notice Attenda  Week: Period 1 8:45 am	17 × Monday 4 Jun	ethways Details • Resul	Its • essent  Procent, Late to class Wednesday 6 Jun P 10Music MPI - A1	J Absent, Unjustified           Thursday           7 Jun           SDSTAGE           AHA - A1	Absent Justified	pout ad Oven
Home Notice Attenda  Week: Period 1 8:45 am Form 10:25 am	IT Course Selection Pro	Unit         Unit <thunit< th="">         Unit         Unit         <thu< td=""><td>Its • Its •</td><td>Abcent, Linjustified     Thursday     TJun     SDSTAGE     AHA - A1  P</td><td>Absert, Justifie         Image: Comparison of the sector of the sect</td><td>pout ad Overs</td></thu<></thunit<>	Its •	Abcent, Linjustified     Thursday     TJun     SDSTAGE     AHA - A1  P	Absert, Justifie         Image: Comparison of the sector of the sect	pout ad Overs
Home Notice Attenda Veek Period 1 8:45 am 10:25 am 10:25 am 10:25 am	IT 2 Monday 4 Jun	Point         Point           105ci         ARE - 00           Form         ARE - 00	hs •  seri  Pesset, Lik to dea  Wedneddy  Videneddy  Postan  Postan Postan  Postan  Postan  Postan  Postan  Postan  Postan  Postan  Postan  Postan  Po	2 Absent Unjustified Thursday P SDSTAGE AHA - A1 P	Absert, Justifiel  Austrie  Au	pout ad Over F
Attenda Attenda Period 1 8.845 am 10.25 am 10.25 am Period 2 11.05 am	IT Ourse Selection Pro	Uterails         Result           Image: state st	hs - hs - Neuron Lake to class ( Vedenseday d Jum () Vedenseday d Jum () Norrow () () () () () () () () () ()	P         SDSTAGE           P         SDSTAGE           O         SDSTAGE           O         SDSTAGE           O         SDSTAGE	Pleaset, tustificiti         IP         Justificiti           P         Felday         P           P         1991 - 0704         P           P         1991 - 0704         P           P         1992 - 0704         P	pout F F
Nome Notice Attenda Veec Period 1 845 am 1025 am Period 2 1105 am Period 2 1105 am Break 11245 pm	IT 2 Monday 4 Jun	Image: state	hts •           weart         Present. Life to date           Wednesday           Ø         Monach           Monach         A           Ø         Form           Ø         Am - D4	2     Absert: Unjudited       Thursday     7 Jun       0     SOSTAGE       Aska - A       0	Reserve         Finday         P         Port Orn           P         100-000         Allow A         Allow A           P         100-000         Allow A         Allow A	pout ad Over

⇒ You will be able to view Attendance Record by week

- ⇒ You can Financial Information by Click on Financial from the same Drop Down Menu
- $\Rightarrow$  ~ You will be able to view Charges and Payment History, and Download

## Receipts

Home Notices Course Selection Pathways Details 🔻 Results 🔻			Logout			
Financial						
Extra Curricular						
Charge Description	Amount	Received	Remaining			
10Maths Education Perfect Subscription - PCR	\$10.00	\$0.00	\$10.00			
10Robotics Code Avengers Account - PCR	\$10.00	\$0.00	\$10.00			
10SCI Level One Workbook - PCR	\$20.00	\$0.00	\$20.00			
10SCI Workbook - PCR	\$18.00	\$0.00	\$18.00			
Basketball Girls Junior Team - TF Last Payment: 11/06/2018	\$120.00	\$72.50	\$47.50			
Trip - Field days 15 June 2017 - TF	\$32.00	\$0.00	\$32.00			
Trip - Shadow Tech Day - TF	\$12.00	\$0.00	\$12.00			
Trip - Year 9 Camp(estimated charge) Last Payment: 11/06/2018	\$230.00	\$103.50	\$126.50			



⇒ From Results Drop Down Menu

## select Reports to download Reports

Home Notices Course	Selection Pathways Details 🔻	Results 🔻	Logout
Reports		NCEA Summary Current Year Results All Results	
Date	Name	Recognitions Awards	
13/03/2018	Term 1 Prog	Reports	Download

⇒ Check Recognitions for Positive Behaviour For Learning at School (used mostly at a junior level)



⇒ View NCEA Summary (for senior students)

