

How to Register for Parent Portal

As a parent or carer you can use Parent Portal to obtain college information about your child such as attendance, punctuality and progress monitoring. You can also report absences and book appointments for online Parents' Evenings.

To use Parent Portal you must first register your details as a parent / carer and then link to your child. You can use your account to link to multiple students.

To register your account as a parent / carer you will need:

1. Your email address and mobile phone number
 - a. If your number is not attached to the student in our records then you will need to provide a number that is attached in our records before you can link to your child
2. Your child's name, date of birth and student reference number which is printed on their Loreto ID card and is visible on their myLoreto page e.g. S202*****

To register your Parent Portal account:

1. Visit <https://pp.loreto.ac.uk> and choose **Register**
2. Fill in the Form with **your** details (you just need to use your details not your child's) - the password must be a minimum of 12 characters
3. You must check the box agreeing to the Privacy Policy to proceed and then use the Register button
4. You will receive an email to the provided email address. Please follow the link included in the email to confirm your email address. Please note the link will expire after 24 hours
 - a. Please check your Junk / Spam folders if you do not receive the email
5. You will be directed back to Parent Portal, please log in using your email and password
6. Once you have logged in you will be asked to confirm your mobile number by typing in the code that you will have received via a text message
7. You have now successfully registered your account and are able to add links to students

To add a link to a student:

1. To add a student, follow the prompt on screen or select the **My Details** drop-down from the menu and choose **Add Student**
2. Provide details of the student:
 - a. Name
 - b. Student Reference (printed on their Loreto ID card and is visible on their myLoreto page e.g. S202*****)
 - c. Date of Birth
3. Select your relationship to the student and use the Confirm button
4. You should now be linked to the student if we have your number attached to the student in our records, otherwise you will need to provide a mobile number of someone who is attached to the student in our records (*this cannot be the student's own mobile*). This person will be sent a text message with an authorisation code which you will need to enter to confirm the access request.

To reset your password if you have forgotten it:

1. Use the Login button and select **Forgotten Password**
2. Provide either your email or your mobile number that you registered with and use the relevant button to obtain a reset link which can be followed to reset your password