

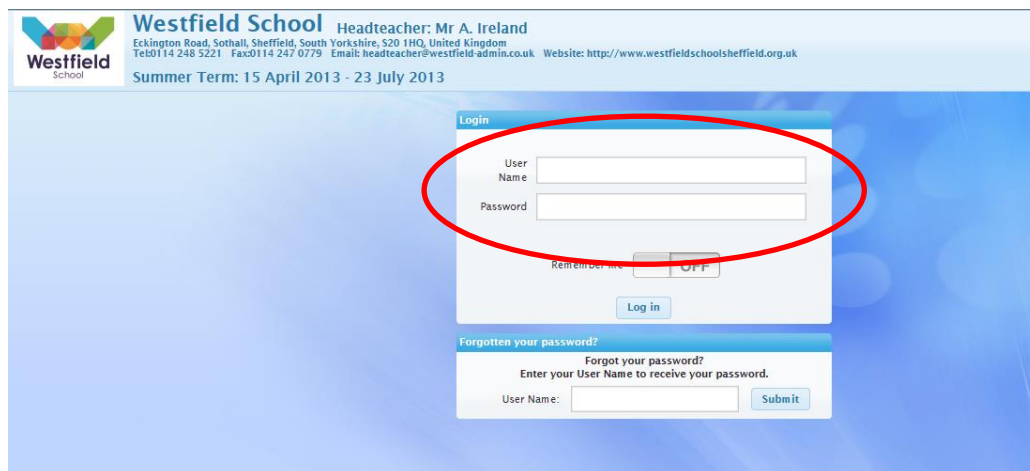
Parent Portal – How to login

1. Accessing the Parent Portal

To log into the Parent Portal, click on the 'Parent Portal' link on the 'Parents/Carers' section of the website. This can also be found on the coloured bars to the right or on the "contact us" page.

2. Username & password

Enter your username and password – the username will have been posted home/sent to your email address and you should have received a separate letter posted home with the password.



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Summer Term: 15 April 2013 - 23 July 2013

Login

User Name:

Password:

Remember me: OFF

Log in

Forgotten your password?

Forgot your password?
Enter your User Name to receive your password.

User Name: Submit

If you are using a shared/public computer/device then we recommend you DO NOT turn 'Remember me' on – click 'Log In'.

3. Forgotten your password?

If you have forgotten your password, then as long as we have previously registered your email address, simply put in your username in the 'Forgotten your password?' box and your password will be emailed to you. If this does not work then you can email ParentPortalHelp@westfield-admin.co.uk with your username, your child's name, your child's date of birth and post code of your home address.

4. Forgotten your username?

Please email ParentPortalHelp@westfield-admin.co.uk with the following information:

- Your child's name
- Your name
- Your full address
- Your child's date of birth
- A telephone contact number (preferably mobile)