

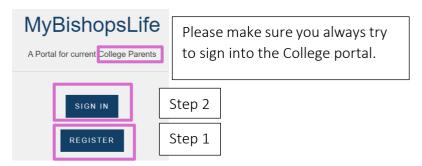
Dear Parents

MyBishopsLife is our online portal.

Parents need to register for their access to this portal. It is a secure area designed to develop a partnership between home and school and to enable parents to support their children during their academic studies.

This portal provides access to your son's timetable, teachers, reports and rolling average of live marks. It is important to note that you only can gain access to this portal once your son is a current student i.e his enrolment year matches the current year.

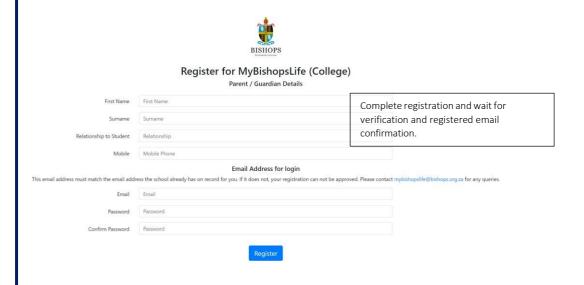
Students have their own access to this portal - this is demonstrated in our Laptop Orientation to new boys on the day before school starts, where he will be able to see his timetable and class details.



Step 1

Please register on our <u>website</u> at the start of the year, with the email address that the school has on our database for you.

This needs to be done only once you are current parents for the duration of your son's time here at College.



Once your registration is received by our administration staff, the database is checked to confirm your identity and email address.

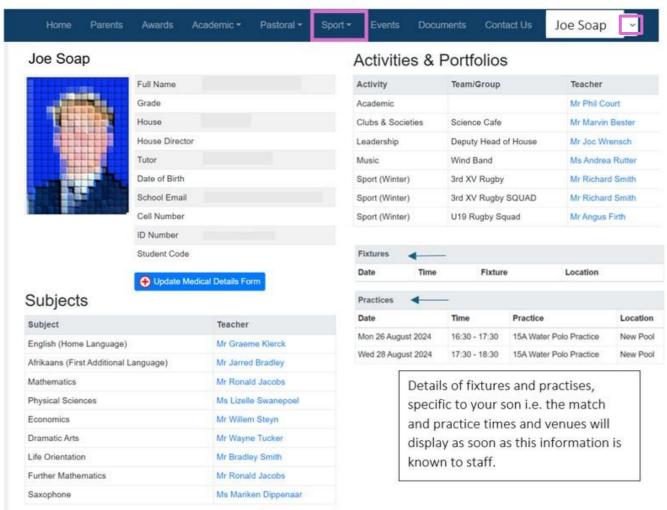
After this verification process, an automatic email is sent to your registered email address to confirm your access.

Step 2

Please then return to the Sign In page and login with your email address and personally chosen password.

Once you are successfully signed in, the portal displays as below:





On the HOME screen parents can view subjects and teachers and are able to contact teachers directly by clicking on the teacher's name.

Please update medical details should these change via our online system Update Medical Details Form.

On the PARENT tab you can update your personal contact details.

AWARDS and ACADEMIC tabs will display any awards your son has been allocated and Academic reports will be displayed here once released, as well as your son's timetable.

Discipline and Send Up history is found under PASTORAL.

SPORT will give you access to Fixtures, Practices and Results.

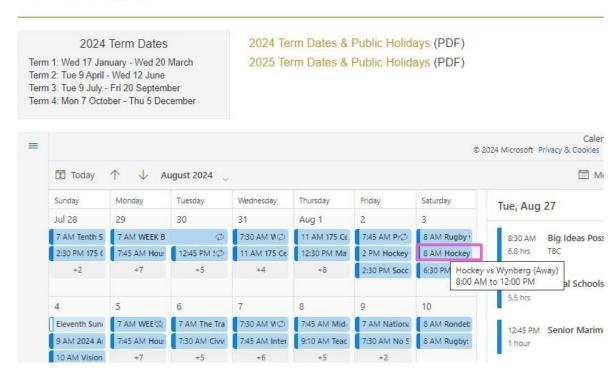
DOCUMENTS will house any relevant documents including Hot lunch menus.

SIBLINGS will display on the top right-hand corner; this allows parents to be able to toggle between students.

Its important to note that each parent needs to register and login with their own personal email address and password. Students likewise have their Student MyBishopsLife portal which displays differently to the parent portals. Students can update their personal information via their Student MyBishopsLife portal logins, so that their mobile number and personal email addresses are reflected correctly.

To assist with planning the <u>College Calendar</u> indicates when matches are scheduled to be played throughout the term e.g., Hockey matches will be played against Wynberg, SACS etc.

SCHOOL CALENDAR



Further details of the match times and venues will display on your son's MyBishopsLife profile as soon as this information is known to staff.

Thank you.

Bishops ICT Department