ePortal – Online access to your child's records (Secondary School only)

At St. Kilian's Secondary School, parents/guardians may access their children's school reports via a secure and confidential internet link called ePortal. You will be given a username and password. Passwords are only issued in writing to parents and authorised guardians. Each family has a username and password. The same username and password will access all of your children at St. Kilian's. You can switch between each child using the tab at the top of the ePortal student record screen.

If you forget your password or need to change it, please contact the school secretary on secretary@kilians.com. We will only be able to issue a user name or password to parents and guardians. Due to the Data Protection Act we can not give out this information via email or telephone, it must be obtained from the school in person or sent by post.

How to log in to ePortal
When you click the ePortal link on the St. Kilian's website, the following screen will appear:

Take care when entering your username and password, both are case sensitive. Do not confuse numbers 1 and 0 with letters l, lower case L and O. If you have problems with your password, please contact the school secretary.

The ePortal Homepage
When you log in you should see the ePortal Homepage. If you have more than one (Secondary School) child at St. Kilian's, you will see tabs at the top left of the page. Click on the name to see another child.

The page is made up of blocks of information called **bitlets**. Each bitlet has a name and a +/- button on the left of the name. Click plus to reveal information, click minus to hide it. Bitlets have a "More" button to the right of the name. Click this to expand the bitlet and see more information.

The following sections give more detailed information about the different bitlets.

1) **Student Details**
   This expands to show you the personal information we hold for your child and the contacts you have given us. If any of this information is incorrect or changes, please let us know as a matter of urgency.
2) **Timetable**
   Today's timetable is shown on the Homepage. Click "More" to see the full week's timetable
3) **Reports**
   The Reports bitlet allows you to view your child's school reports. Click on the relevant report to open it.

6th March 2019