

Parent Portal

User Manual

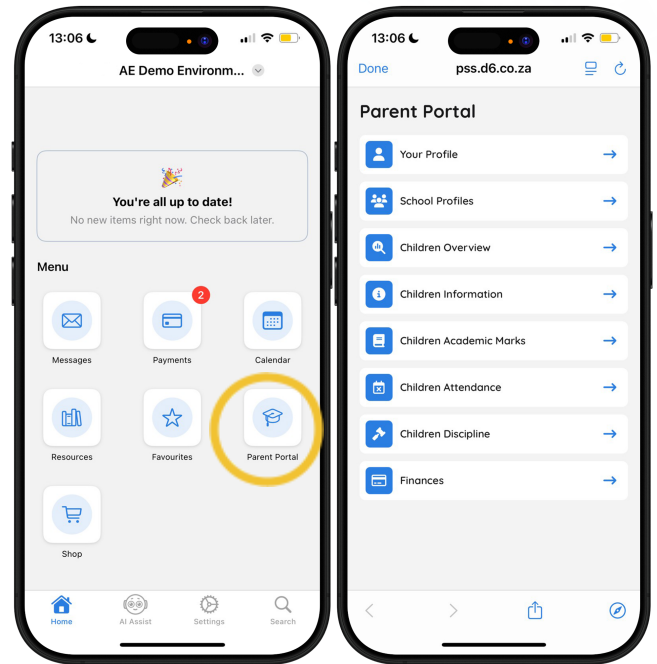
This manual addresses frequently asked questions to help parents navigate the d6 Communicator App's Parent Portal.

You can view [this video](#) to help you navigate the parent portal.

Please view [this manual](#) to help you navigate the d6 Communicator App.

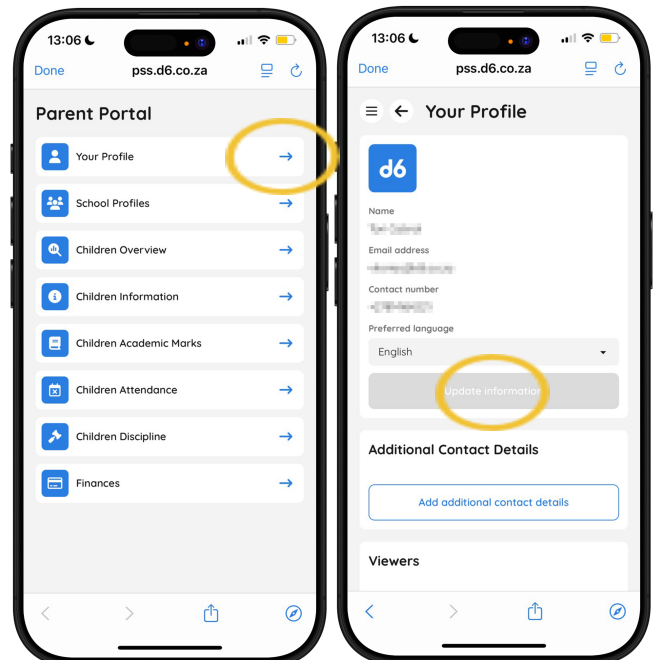
Where do I find my child's learner Information?

- ▶ First, ensure you are logged into the d6 Communicator App with the same details that your school has for you in their d6 School Management Suite (In other words, if your school has your work email address, use that one). You can check this with your school.
- ▶ You should then be able to see the "Parent Portal" icon on your home screen.
- ▶ You will be able to access all your children's information here.



What if I do not have children registered to my profile, and I am not connected to the school community?

- ▶ First, ensure you are logged into the App with the exact details that your school has for you in their d6 School Management Suite.
- ▶ If your child's information is still not showing, please add your email or phone number (the one registered at the school) in the "Your Profile" section of the Parent Portal.
- ▶ Alternatively, log out and log back in using the mobile number or email address that is registered at the school. Usually, using your cellphone number is the easiest.

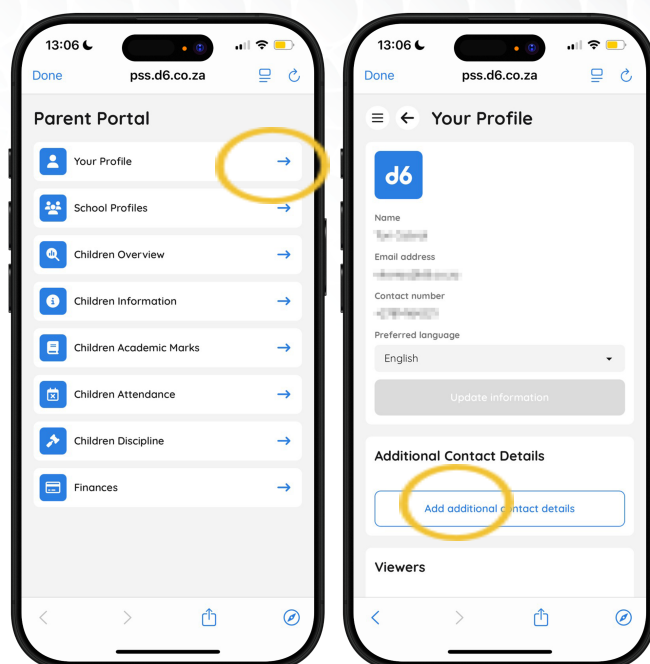


How can I add additional contact details to my profile?

- ▶ You can add additional contact details to your existing profile by navigating to the “Your Profile” section of the Parent Portal.
- ▶ Tap on “Add Additional Contact Details” and enter either the email or phone number that your school has on record.

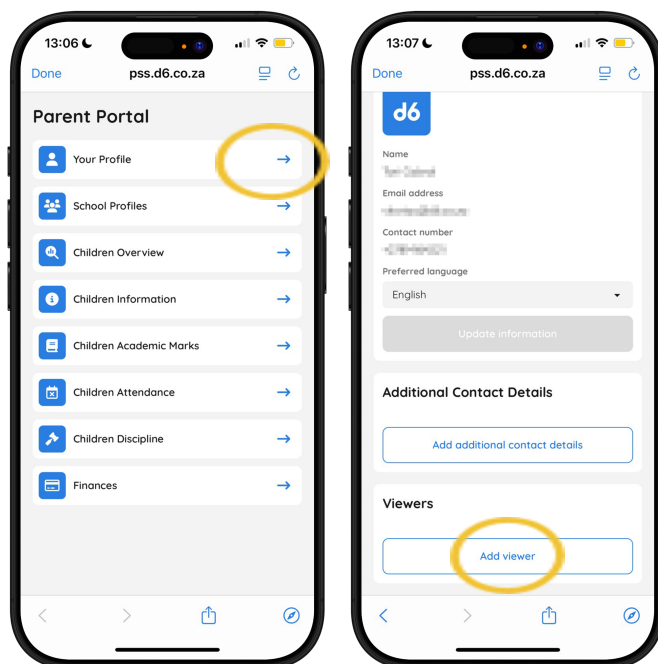
If I have children in other d6 schools, how can I view all their information in one place?

- ▶ If your registered contact details differ between schools, you will need to add those additional contact details to your profile.
- ▶ Simply navigate to the “Your Profile” section of the Parent Portal, click on “Add Additional Contact Details”, and add either the email or phone number that is registered at the other d6 schools.



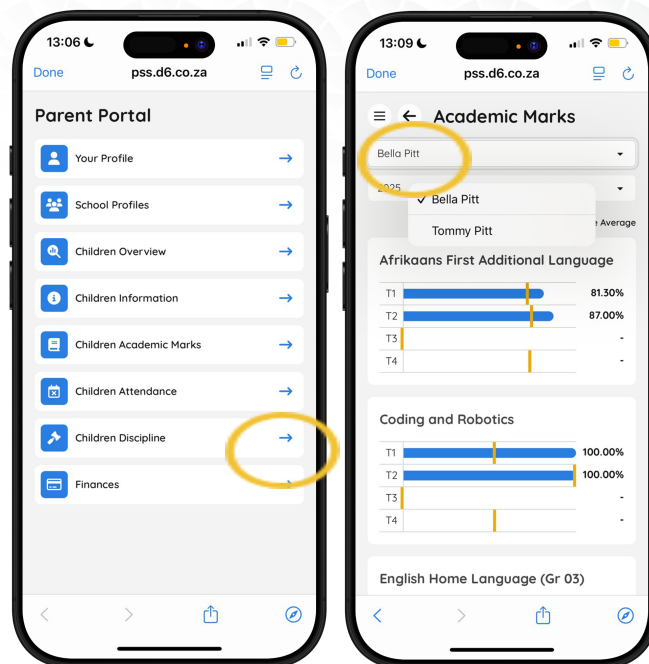
How do I add someone else to also see my child's learner Information?

- ▶ To enable someone else to access content for a learner, you will need to add them as a “viewer” from the Parent Portal in the App.
- ▶ Navigate to the “Your Profile” section of the Parent Portal, then scroll down to the “Viewers” section.
- ▶ Add a new viewer by entering the viewer's contact details and selecting which areas of the learner's information (academic marks, attendance, or discipline) the viewer should be able to see.
- ▶ Once you've saved, the viewer will receive a message via the contact information you've entered, informing them that they have been granted access to view the learner and should log in to the App using the contact details provided in the message.



How do I see my children's marks?

- ▶ Navigate to the "Children Academic Marks" section of the Parent Portal.
- ▶ Select which child's marks you would like to view, by clicking on the dropdown menu at the top.
- ▶ You can watch [this video](#) for more information on how to see your child's marks.



Need Help?

Please email us at appsupport@d6.co.za.