



Port Hacking High School

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Dear Parent/Caregiver

## **STUDENT & PARENT PORTAL ACCESS**

Our school has undertaken a new initiative, the Student and Parent Portal, to provide both parents and students discreet information about each student's progress in our school. Currently, you will have access to your child's record of Attendance and most recent Reports. Our future plans are to use the Parent Portal for Parent-Teacher Interview bookings in 2020 and beyond, and to communicate school activities such as excursions.

**Please log on to the Internet and register for access to our Parent Portal here:**

**<https://web3.porthackin-h.schools.nsw.edu.au/portal/register>**

**You must use a valid email address to create your username.**

Once successfully registered you will be prompted to enter your username (email address) and the password you created.

To see information from the school and to link to your enrolled children, enter the access key provided.

**The access key for your parent portal is: *ACCESS KEY***

Please note that the access key is case sensitive so copy it into the box provided on screen, exactly as it appears in this letter.

The URL for continued access to the portal is: <https://web3.porthackin-h.schools.nsw.edu.au/portal>

As we progress this initiative, I am confident you will see the benefits of your registration immediately and the Parent Portal will become more significant in your day to day management of your child's enrolment at our school.

Should you experience difficulties please do not hesitate to contact the School Office for assistance. Any feedback about the Parent Portal will be gratefully received with a view to adding further functionality and improvement in the future.

Yours sincerely

**B Hugo**  
Principal