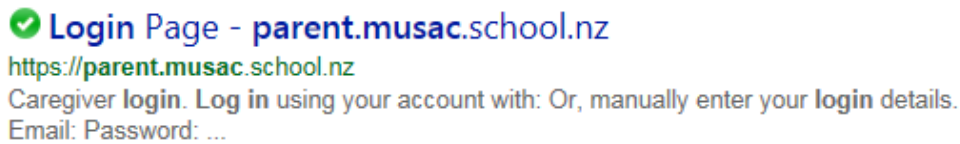


## Parent Portal

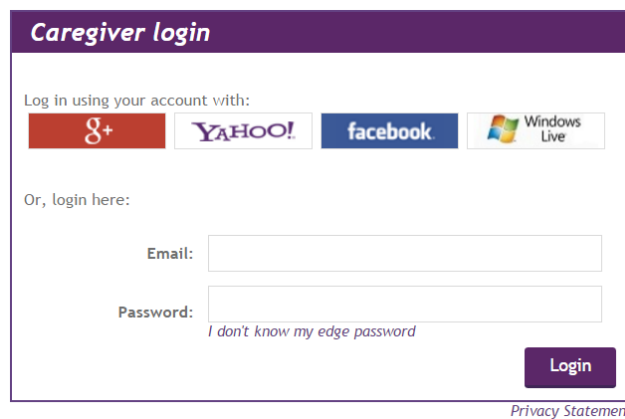
### Attention: Parents

As a parent of Menzies College please find below the easiest way of accessing the Parent Portal.

1. Go to your google or likewise program (or alternatively go to [www.menzies.school.nz](http://www.menzies.school.nz) and click on the EDGE Logo under “Hot Links and Downloads” on the main page – then go to step 3)
2. Search “EDGE Parent Login” and select the site below:

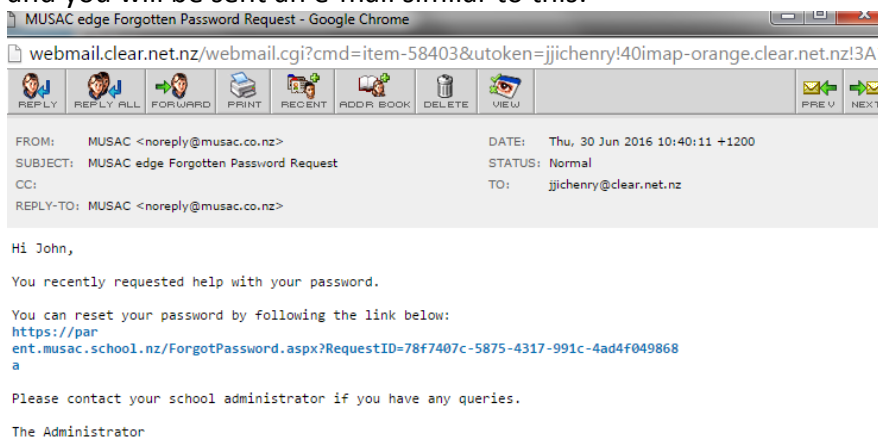


3. This screen will come up.

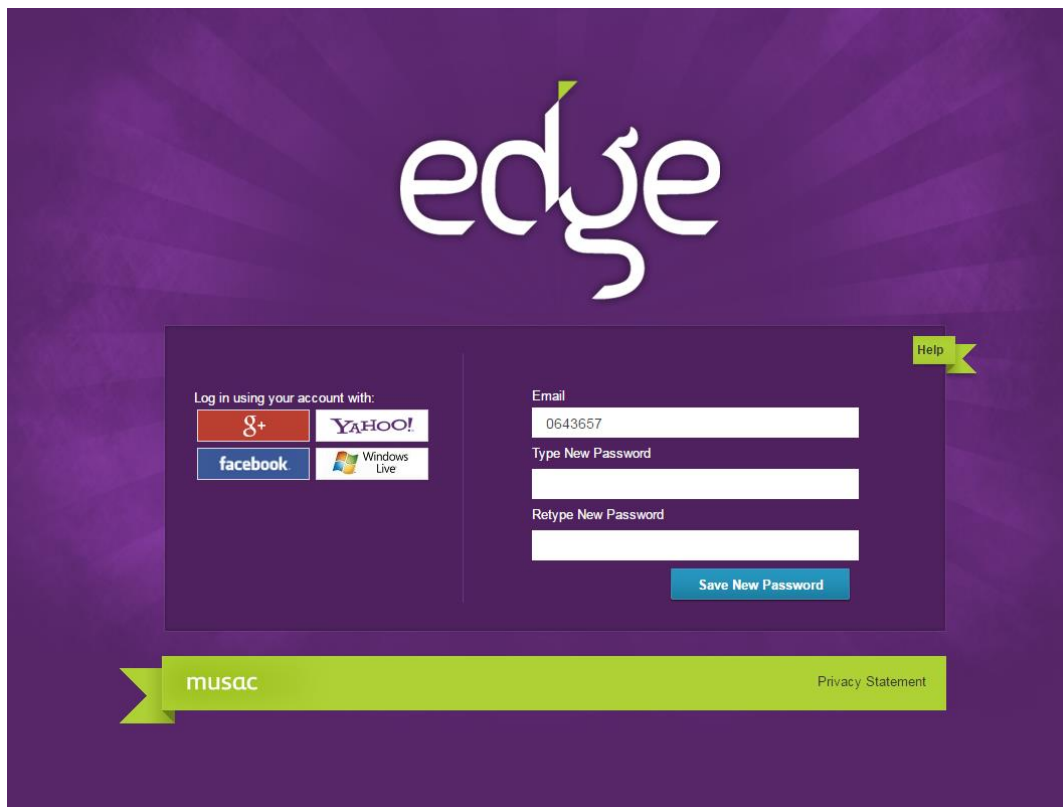


### IF YOU HAVE LOGGED IN BEFORE, SCROLL DOWN TO PAGE 3

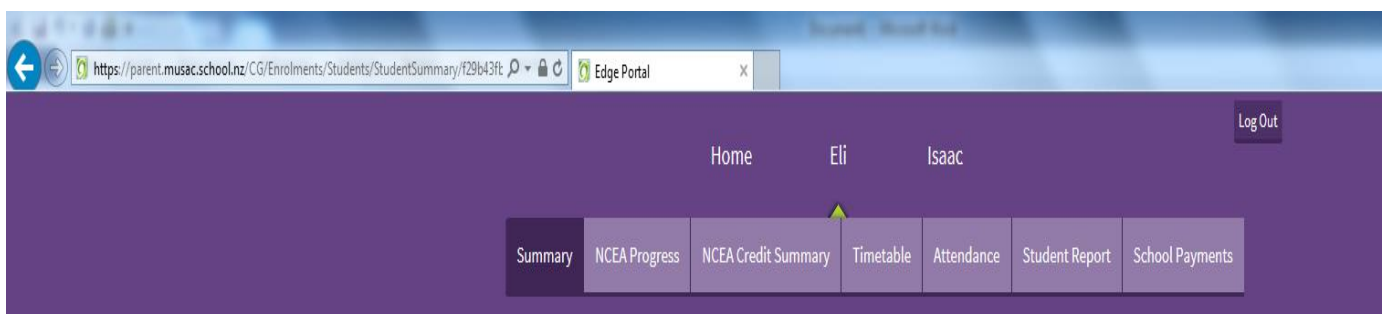
4. Enter the e-mail address that the school has on it's system (if you are unsure what this is, please contact the school to confirm)
5. The FIRST time, just enter the e-mail address and then click on “I don't know my password” and you will be sent an e-mail similar to this:



6. Click the link in the e-mail which will take you to this screen:



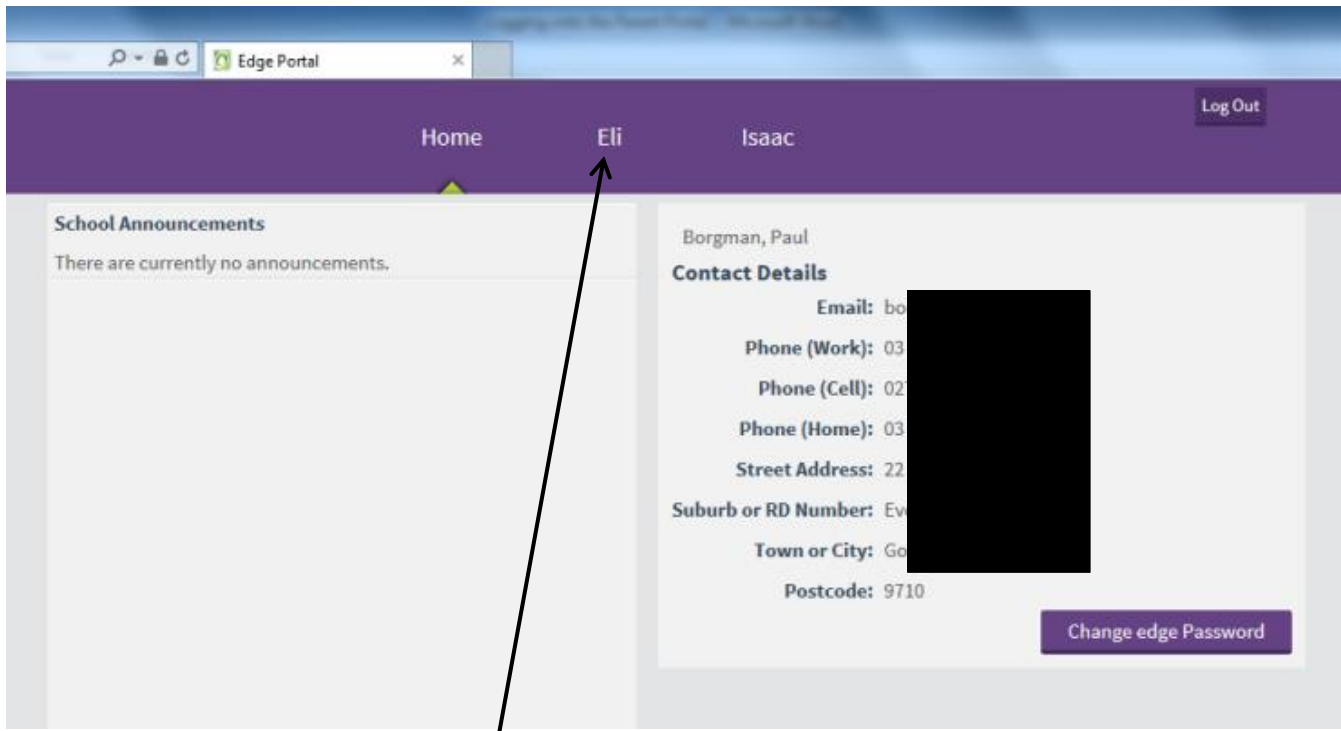
7. Leave the number in the email address and create your own password.
8. Once you have saved this password, close this page completely and go back to the parent login page. Enter your e-mail address and the password you just created.
9. This is a great way to check up on your child's progress and it will be the way you will receive your children's school report in the future.  
Below is an example of what you will be able to look up.



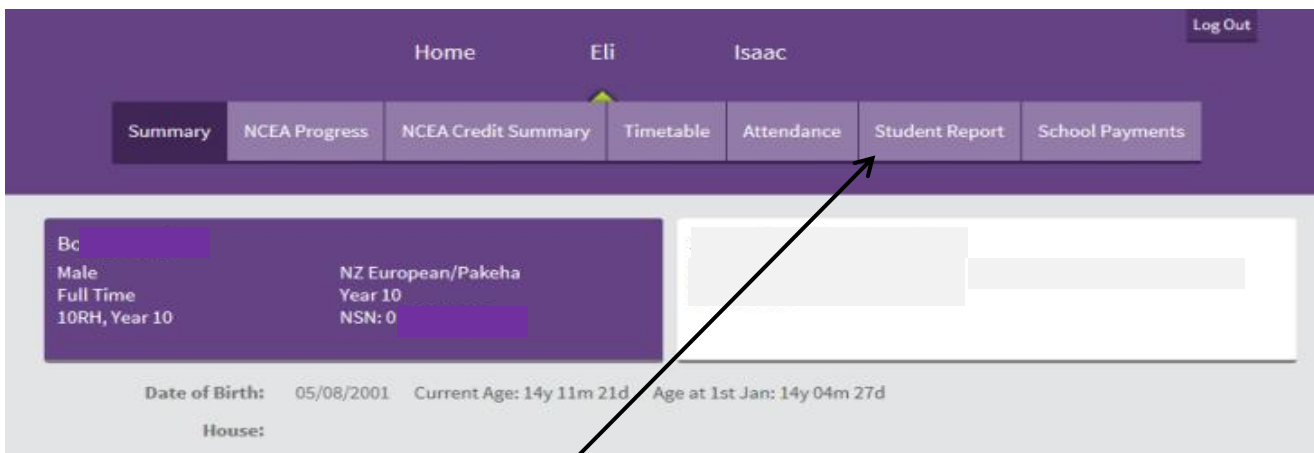
10. If you have more than one child at Menzies College, you can choose which student at the top of the screen.

## How to get to the Attitude to Learning Reports once you are logged on

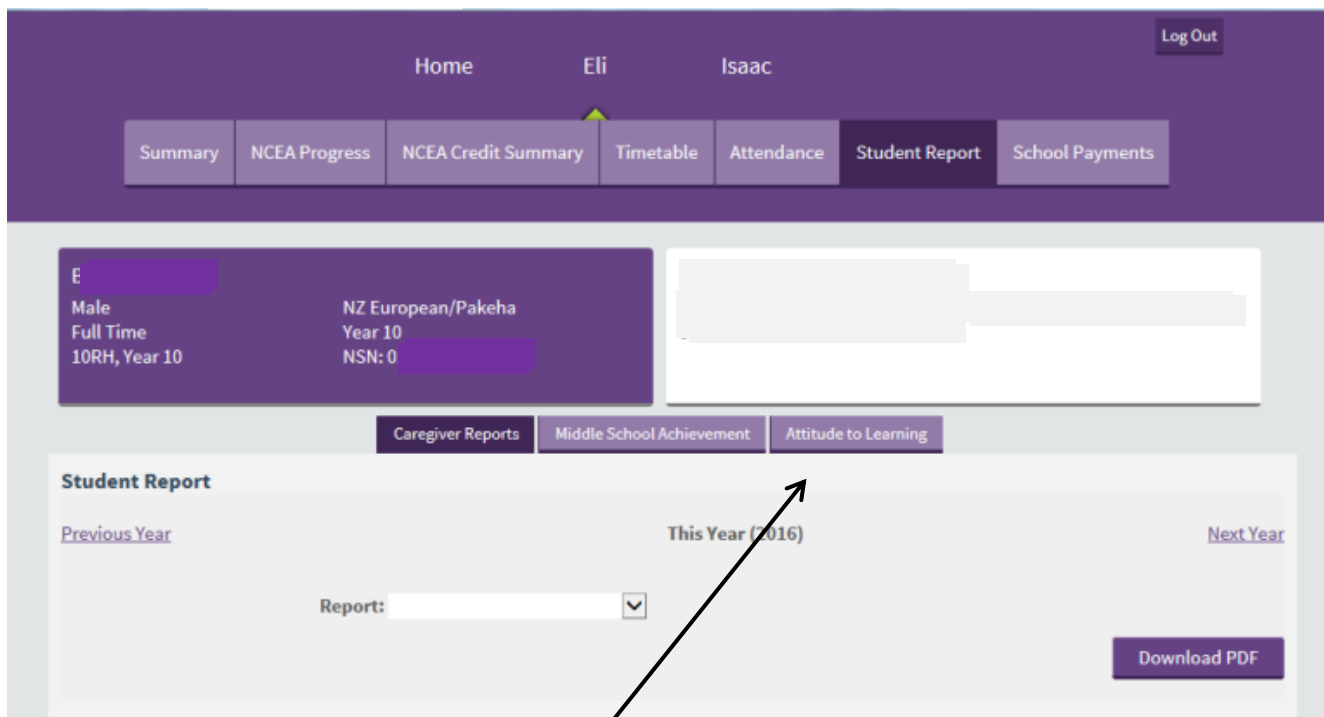
Pictured below is an example of what will come up on the screen.



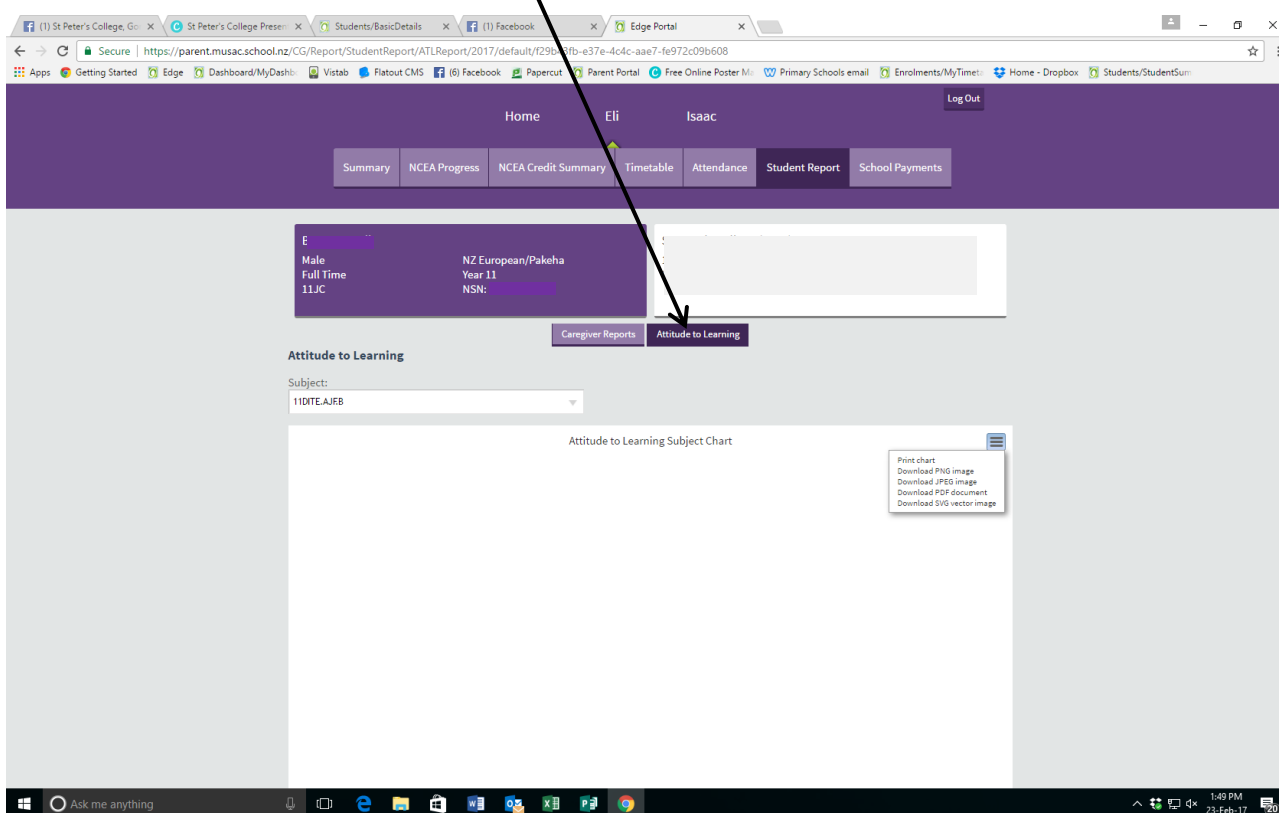
Step One. Click on child's name



Step Two. Click Student Report



Step Three. Click Attitude to Learning  
Step Four: Click Attitude to Learning again



Your child's Attitude to Learning grades will show up on the screen. Drop down the Subject arrow to view each subject. Explore what other information you can get – attendance, NCEA grades and much more!