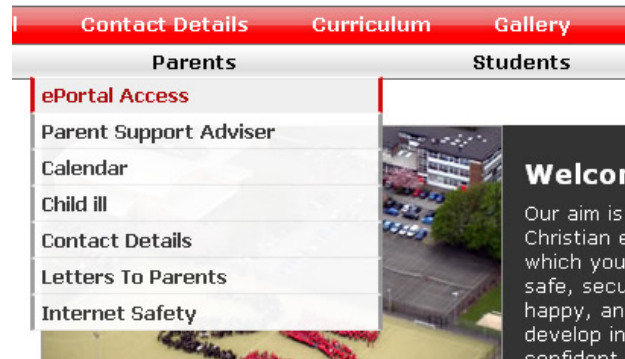


Parental Access to ePortal - Getting Started

1. Navigate to the school website at <http://www.trinityhigh.com>
2. Click the link labelled '**Parents**' in the top menu, then select '**ePortal Access**' from the dropdown menu.



3. You will then be taken to an intermediate page with a 'Continue to ePortal' link, and some general guidance.
4. Click the '**Continue to ePortal**' link
5. You should now see a Secure Login page, with boxes to enter a general username and password. Enter the generic username and password, and make sure the 'Group' is set to [1. Eportal].

A screenshot of a 'Login' page. The page has a dark header with the word 'Login' in white. Below the header, there is a light gray box with the text 'Please enter your username and password.' Below this, there are three input fields: 'USERNAME:' with a text box, 'PASSWORD:' with a text box, and 'GROUP:' with a dropdown menu showing '1. EPortal'. Below the input fields is a blue 'Login' button. A green arrow points from the left side of the page to the 'GROUP:' dropdown menu.

You should now see the blue ePortal login screen. You now need to enter your personal ePortal username to continue.

A screenshot of the 'Facility ePORTAL Login details' screen. The screen has a blue background with white text. At the top, it says 'Facility ePORTAL Login details' and 'Please enter your login details below, then click on the Login button.' Below this, there are two input fields: 'Username' and 'Password'. Below the input fields is a white 'Login' button. At the bottom left, there are logos for 'serco' and 'facility ePortal'.

Log in with your personal username and the password that you receive via email.