

EXTRA CURRICULUM ACTIVITY – PARENT ACCESS

This document explains briefly the new online portal used for ECA enrolment. It will cover the following functionality.

- 1. Portal access
- 2. Forgotten password
- 3. Home page
- 4. Activity catalogue
- 5. Enrol a student
- 6. Change activity
- 7. Child's planning view

1. PORTAL ACCESS

An email from the school was sent to your email address with 3 key information included:

- Online portail address
- The login details
- Password

Clic on the portal link to access this page and copy paste login and password (make sure no space are copy pasted and clic on connexion :





Lycée Français de Porto
R. Gil Eanes 27, 4150-348 Porto, Portugal
Site web - Contact - Assistance Technique

2. FORGOTTEN PASSWORD

It is possible to receive a new password by clicking on the retrieve functionality.





.Type the login (email address) provided and submit the request.



An email will be sent to reinitalise the password.

Récupération du mot de passe

Si vous avez perdu votre mot de passe, entrez votre adresse e-mail cidessous. Vous recevrez un lien de confirmation vous permettant de choisir un nouveau mot de passe.

dresse e-ma	esse e-mail	
Envoyer		

3. HOME PAGE

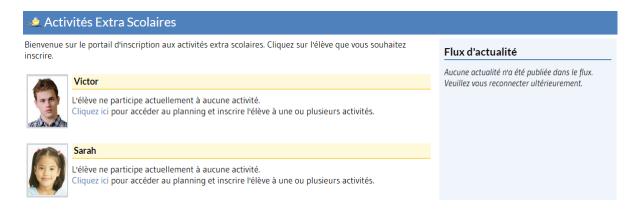
The home page will be displayed, once logged to your account.



Select « Activités Extra Scolaires » module to view AES information. It is also possible to use « E-mails et contact » module if you wish to contact the AES admin. To modify your password, click on the Paramètres (wheel) at the top right corner.

4. ACTIVITY CATALOGUE

From the AES module, child(ren) associated to your account will be visible.



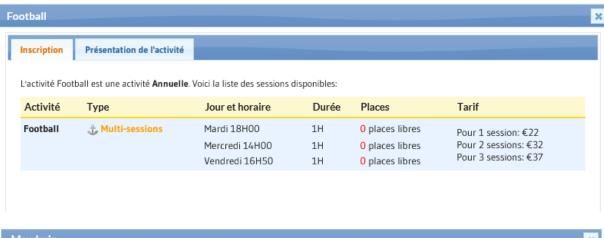
Click on on the student name or picture to open the planning and proceed to the student's enroment.



Select « Activités disponibles » tab to see the activity catalague available for the age of your child



Click on an activity to view the classes proposed, fee and activity description Cliquez sur une activité pour consulter la liste des sessions proposées, la tarification, ainsi qu'une description de l'activité. Some activity offers multiple (mandatory) sessions.





5. ENROL A STUDENT FOR AN ACTIVITY

On the "Inscription" Tab, select the activity:



Activities highlighted in grey will no longer be available as maximum number of places (quota) has been reached



Be aware that some multi session activity (shown with a anchor) require to enrol for a minimum number of sessions. The fee will be calculated based on the sessions selected..



Click on « Confirmer » to submit the enrolment booking for this activity.

6. CHANGE ACTIVITY

If you wish to modify an activity already selected, click on the activity and cancel by selection "Annuler l'inscription"



Victor est actuellement inscrit(e).



7. CHILD'S PLANNING VIEW

At any time, you can connect to the parent portal and view activity booked for your child(ren). Select « Planning » tab:

