



A STEP-BY-STEP GUIDE TO MY SCHOOL PORTAL

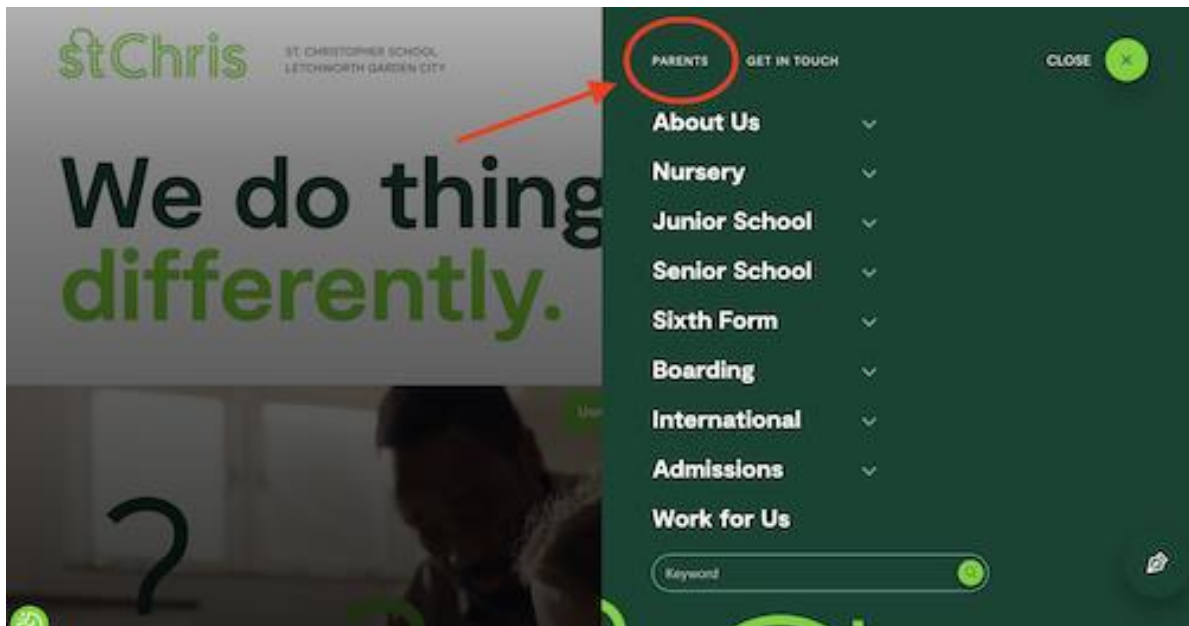
How to log in for the first time

To gain access to your account, follow the steps below.

1. To access the portal visit:

<https://stchris.myschoolportal.co.uk/login>

You can also click on the “Parents” button at the top of the menu section on the St Chris website (<https://www.stchris.co.uk/>)

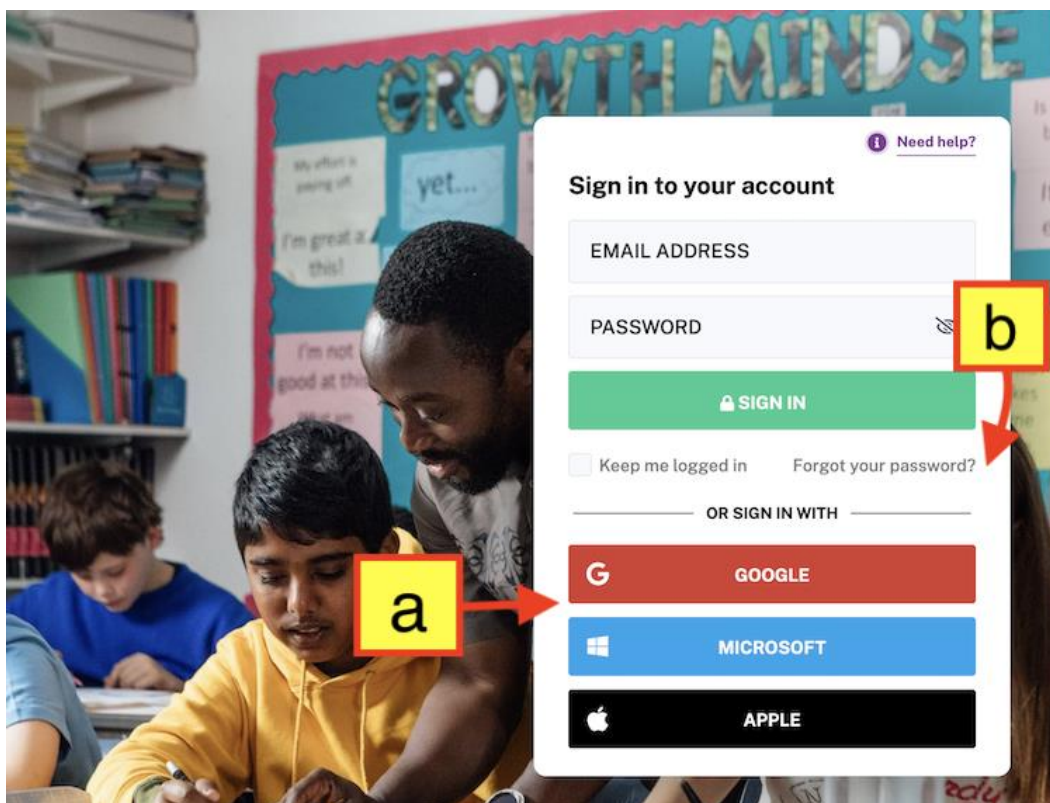


2. Use one of the following options below to login:

- a. If the email address you have registered with the School is linked to either a Microsoft, Google or Apple you can click on the relevant single sign-on button and login without the need to create a new password.
- b. If the email address you received this email on is not linked to a Google, Microsoft or Apple account, or you would prefer not to use single sign-on, you should select the '**Forgot your password?**' button on the right-hand side of the page. Then simply enter your email



address and select '**reset password**'. You'll now receive an email from My School Portal. Follow the instructions in the email to set your password.



Once you have accessed the Portal use the menus to explore and to navigate your way around.

What if I have problem/need help?

If you experience any difficulties getting into your My School Portal account, please contact toni.warner@stchris.co.uk

We have set up a suite of training videos to help answer any initial questions you may have:

- MSP Tutorial 1 - Logging in & Homepage
- MSP Tutorial 2 - Events & Lunch Menus
- MSP Tutorial 3 - Child Information & Clubs
- MSP Tutorial 4 - Attendance & Parent Information
- MSP Tutorial 5 - Absences, Sharing Information & Final Overview

[Please click here to access the video library.](#)



FAQ's

Can I add My School Portal as an App to my phone?

My School Portal is not an app, but it is a fully mobile-responsive web page, and you can easily bookmark My School Portal on your phone or computer home screen as an icon.

To add My School Portal as an icon to your home screen either follow the prompts the first time you log in, or follow the instructions below depending on your device:

To add My School Portal as a shortcut on **Apple** devices:

1. Open Safari
2. Type in the My School Portal URL: <https://stchris.myschoolportal.co.uk/login>
3. After the portal loads, at the bottom, **tap the share icon** at the bottom.



4. In the share screen, scroll down and **tap Add to Home Screen**
5. In the first text field, type a name for the shortcut e.g. My School Portal.
6. In the top right, **tap Add**. Your shortcut will now appear on your home screen.

To add My School Portal as a shortcut on **Android** devices:

1. Open Chrome for Android
2. Type in the My School Portal URL: <https://stchris.myschoolportal.co.uk/login>
3. In the top right, **tap the three dots, ellipsis** icon. A menu will appear.
4. Tap **Add to Home Screen**.
5. Type the name of the shortcut e.g. My School Portal
6. **Tap ADD**. This will display a preview of how the shortcut will display.
7. **Tap ADD** again. Your shortcut should now appear on your home screen.

How do I consent or book for clubs, activities and trips?

For now, we are continuing to use a programme called Evolve for all bookable clubs, activities and trips/visits and for sports fixtures.

We will send you your log in details for Evolve once you start at St Chris.

My School Portal has a Single Sign On link to Evolve which will make it easy to access your account. When you click on the relevant 'Evolve' link in the portal you will be logged in directly to your account in Evolve and will be able to see your consent forms, and trip information.

We also add trip and relevant information to the My School Portal calendar entry so parents can see these details more easily.

Where is the main school calendar and can I subscribe?



The main school calendar is based within My School Portal.

Within the portal you can view the whole calendar, or just events/activities that are relevant to your child/their year group.

You can also subscribe to the whole calendar and/or to individual year group calendars.

My child is in the Senior School – where can I see their homework?

We use MS Teams Assignments for Senior School homework.

Students are given information when they start about how to use MS Teams Assignments and parents can view their child's homework in My School Portal (from the homepage) or from their child's MS Teams Assignments account.

My child is in the Junior School – what is Class Dojo?

Teachers use Class Dojo in the Junior School to share class related updates with parents, show pictures, share homework and send reminders. When your child starts at St Chris your class teacher will send you the log in information for Class Dojo.

The link to Class Dojo can be found in My School Portal.

How will teachers contact me?

Teachers and staff at St Chris will contact you directly via your email. We currently do not use My School Portal for school emails. We will review this as we further embed the system and adopt more features.

How do I contact my child's teachers?

Please email your child's teachers/Advisers. A full list of your child's teachers and their contact details can be found on My School Portal (My Children / Teacher Contacts)

How do I report if my child is going to be absent, or make a request for them to be on leave for a doctor's appointment or family holiday?

Junior School:

- If a pupil is going to be ill and absent from school you can either use My School Portal (Parents' Forms / Report An Absence) or email your class teacher and the school office (joanna.pitts@stchris.co.uk).
- If parents would like for their child to miss school for any reason other than illness you can either request leave via My School Portal (Parents' Forms / Leave Request Form) or send an email to the Head of the Junior School: katie.wright@stchris.co.uk

Senior School:

- If a pupil is going to be ill and absent from school you can either use My School Portal (Parents' Forms / Report An Absence) or email attendance@stchris.co.uk
- If parents would like for their child to miss school for any reason other than illness, you can either request leave via My School Portal (Parents' Forms / Leave Request Form) or send an



email. If it's for a medical appointment email your child's Adviser/Personal Tutor. For all other leave requests email head@stchris.co.uk

Contact details for help/further questions

Please contact Toni Warner (Head's PA) in the first instance if you need any help or have any further questions. Email: toni.warner@stchris.co.uk

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