



Student Portal

1. Finding the Student Portal

The first thing you need to do to access the Student Portal is to make sure that you navigate to the correct web page.

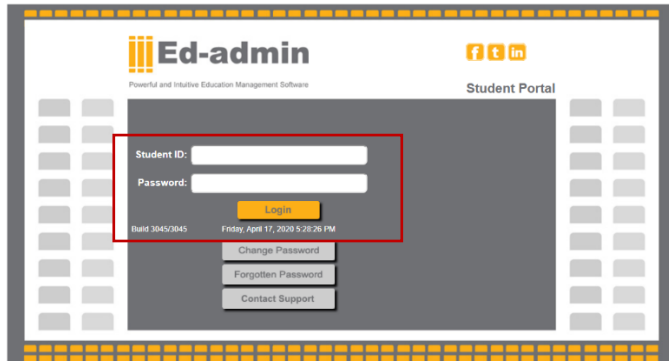
The easiest way to find it is by going to our web link

<https://edadmin.rhodesparkschool.net/pstudentportal.cfm>

We recommend that you bookmark this page in your browser so you can find it easier in future.

2. Logging into the Portal

In order to log into the Student Portal, you will need to enter your Student ID Number and a Password.



Your Student ID number is available from your Teachers or from your parents (they see it whenever they view your records on their Parent Portal, as well as on report cards and accounts statements).

3. Resetting your Password

To log in for the first time, you will first need to 'reset' your password by clicking on the "Reset Password" button.

A pop-up screen will appear, where you will need to enter the email address that the school has on file for you and fill in a security CAPTCHA.

A password reset email will then be sent to the email address that you entered, as shown below.



Once the email is received, click on the link in order to set up your password from the password interface as shown below.

Password Requirements: It should be at least 8 characters.

Please enter password with uppercase and lowercase characters, numbers and special characters.

Username: 60018 ✗
Password: M63yhb_6

Username: 60018 ✓
Password: M63yhb_6

Username: 60018
Password: M63yhb_6 ✗

Username: 60018
Password: M63yhb_6 ✓

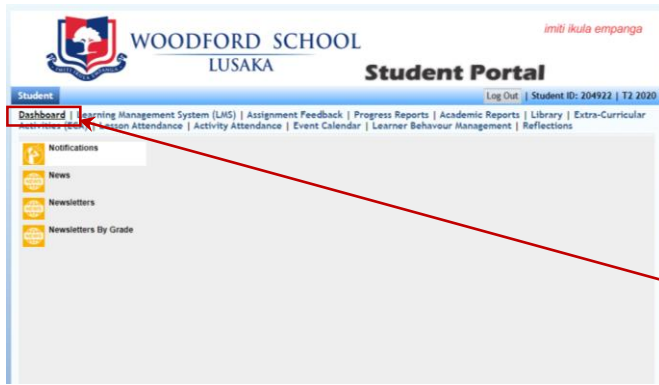
Password Requirements:

- The password must contain a minimum of 8 Characters.
- The 8 characters must be a combination of alphabetical character (including at least one in Uppercase), numbers and symbols

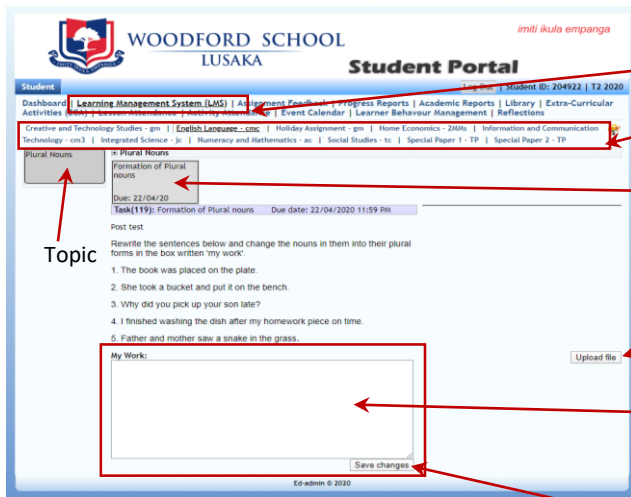
Note: Once your password has been changed, a confirmation email is sent to your email address. Please click the [link](#) to login with your new password.

4. Navigating to the uploaded Lessons and Assignments

- The first screen that appears after you have successfully logged in is the dashboard as shown below



The first tab that will be active or showing in you successfully login



Click on the "Learning Management System" to be able to access your online class Notes and Exercises

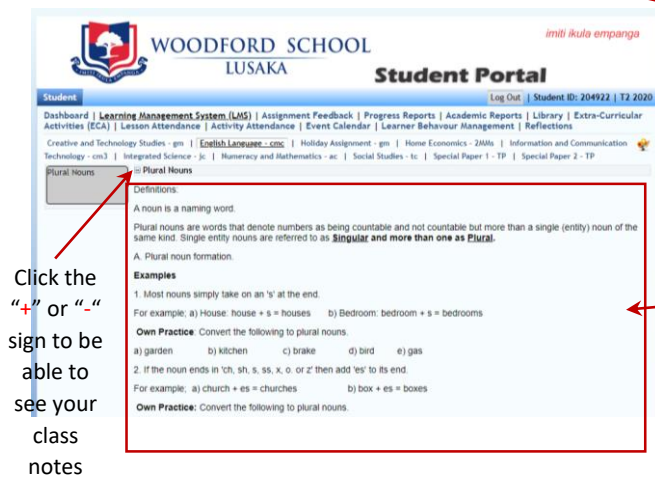
The subjects of all the given work

That's the type of an activity and when its due
"Always remember to answer your work before the due date"

This upload button allows you to upload or attach a file to be sent to your subject teacher

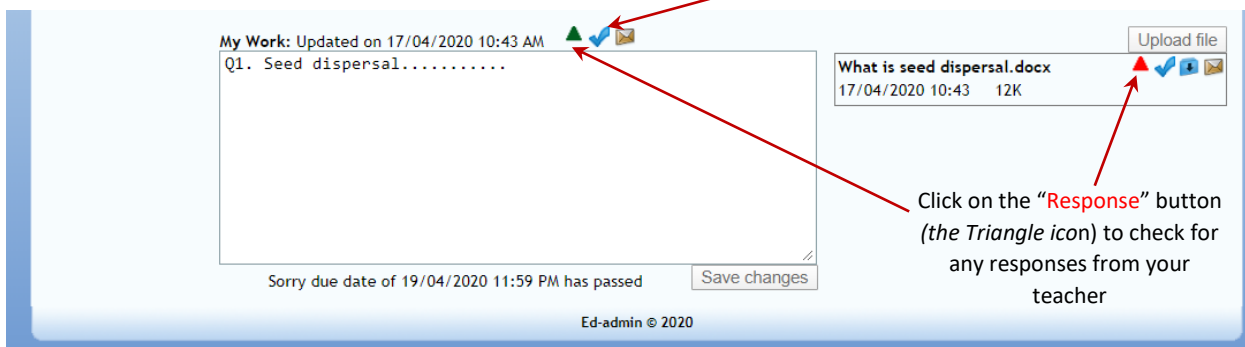
The area inside that red box is the student work area, that the student has to use to submit the answered work.

Use the Save button to submit your work



Click the "+" or "-" sign to be able to see your class notes

Class Notes for the active subject



Status Response Icon

Click on the "Response" button (the Triangle icon) to check for any responses from your teacher

Sorry due date of 19/04/2020 11:59 PM has passed