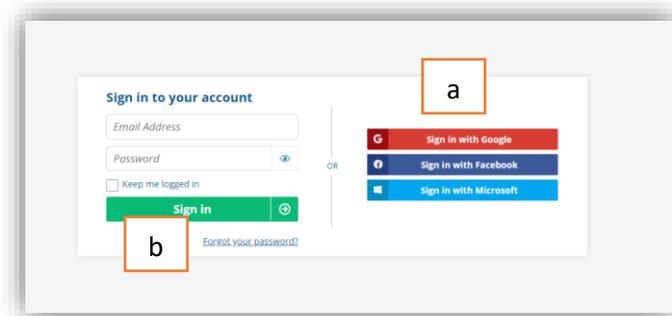# A step-by-step guide for gaining access to My School Portal

1.   To gain access to your My School Portal account, you will need to use the email address registered with the school. Please first go to https://princethorpe.myschoolportal.co.uk/ and use one of the following options below:

a.   If the email address you have registered is linked to either a Google, Facebook or Microsoft account, you can use the relevant single sign-on button on the right-hand side of the page, 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 Facebook 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'. An email with a link to choose a password for My School Portal will then be sent to your email address. Follow the instructions on this email to set your password and access the portal.

3.   Once you have gained access to the Portal you should be able to navigate your way around. You can also access a range of short videos here which explains how each feature of the Portal works.

4.   If you are experiencing difficulties getting into your My School Portal account please contact andycompton@princethorpe.co.uk or gillprice@princethorpe.co.uk. We will also be running drop-in sessions at each school for any parents who would like support logging onto or navigating the portal during the first few weeks of term. The dates and times for these are as follows:

Princethorpe College: Wednesday 4 September and Thursday 12 September. 4-4:30pm. Student Hub

Crackley Hall School: Tuesday 3 September and Friday 13 September. 4-4:30pm. Front of House.

Crescent School: Friday 6 September and Tuesday 10 September. 4-4:30pm. Front of House.

5.   Should you wish to further secure the data on your account, you can enable Multi-Factor Authentication (MFA) by clicking on your name in the top right-hand corner of the screen to take you to your account information, and selecting the 'enable MFA' button. This will take you to a screen with full instructions on how to do this.

6.   You can easily bookmark My School Portal on your laptop, tablet or smartphone. To add My School Portal as an icon to your home screen for easy access on a smartphone or tablet, please follow the guide for either iPhone/iPad or Android devices here.

7.   To receive web notifications sent through the portal, please click on the red and white bell symbol in the bottom left hand corner of the screen and then select the 'allow' button in the popup which appears.