




## Progresso/Cloud School Parent Portal User Guidance

The student's primary contact will receive the user account details via an email including a link to create your password. Once your password has been saved you will be taken to the following log on;  
<https://www.progresso.net>

### Forgotten passwords

Please access the forgotten password link on the log on page.

### Changing your password

- Once logged on you can change your password via the 'Manage Profile' icon  on the top right hand side of the screen.
- Select the 'Account Tab'.
- Enter your current password and new password (please see the 'Password Policy' link for criteria).
- The save icon is located at the top right-hand of the screen.



### Logging on

If an incorrect password is entered 3 consecutive times the account will automatically lock for 20 minutes. It is then possible to try again after 20 minutes has lapsed.

### Emergency Contact Details

This displays the phone numbers and email addresses for the primary and secondary emergency contacts for a student.

### Learner Timetable


This displays a student's timetable for the current day.

It is possible to change the view to display the timetable for the week in the settings icon.



### Learner Roll Call Attendance

A statistical breakdown of the student's attendance data is displayed.

Clicking on the  icon will provide more information.

### Learner Behaviour

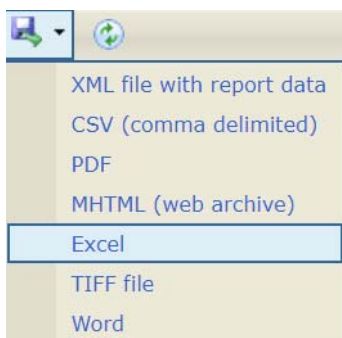
This shows details of a student's behaviour entries and any detentions.

Clicking on the  icon will allow more information.

### Assessment Grades

**The table will be populated once assessment information is available, a ParentMail notification will be sent.**

This table displays current academic year assessment data, which can be downloaded and saved by selecting the 'save' icon:



Should you require any assistance please contact: [parentportal@st-ambrosecollege.org.uk](mailto:parentportal@st-ambrosecollege.org.uk)