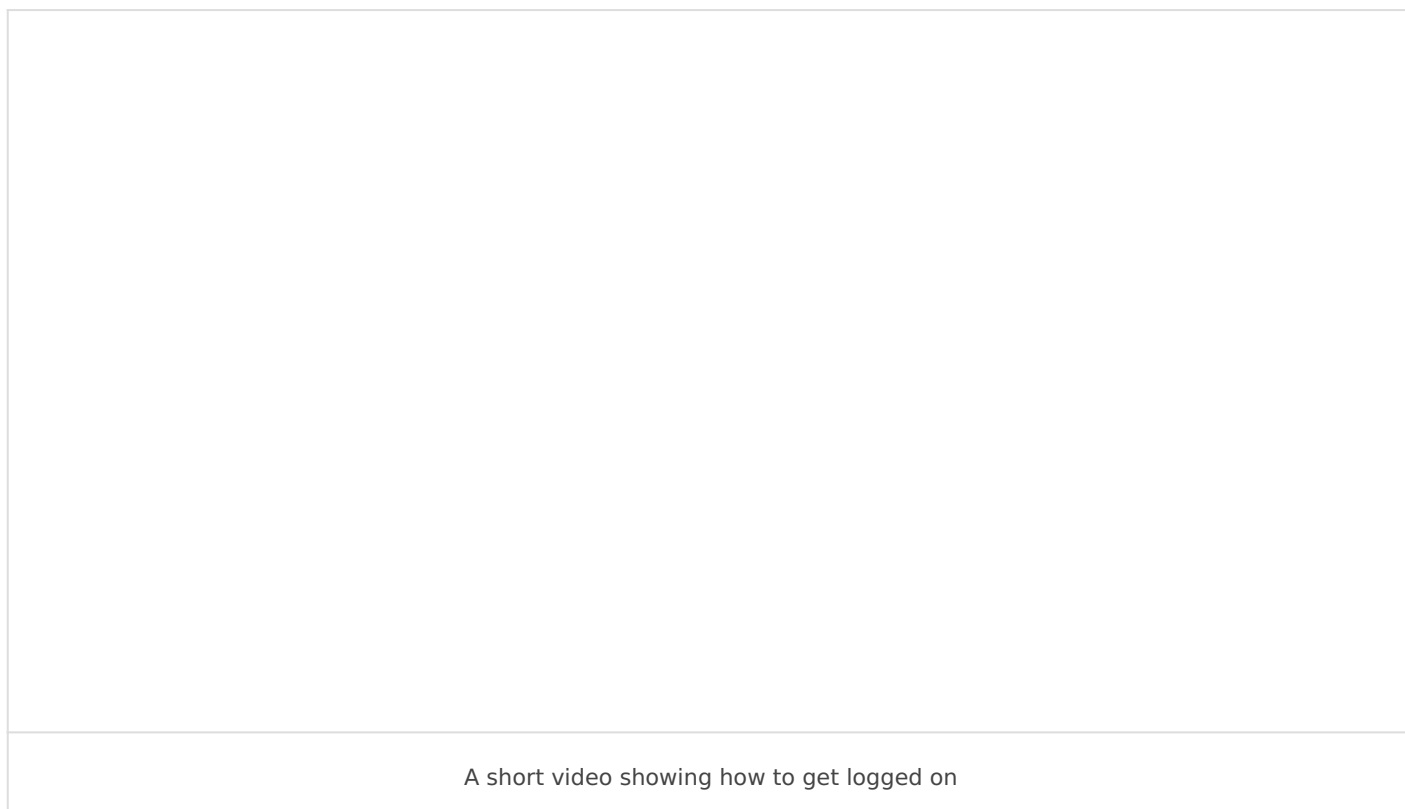# Getting logged on to SchoolBase Parent Portal

Welcome! Hello and welcome to the school.

Here's a short video on how to get connected to our portal, more information is available below:

A short video showing how to get logged on

Your welcome email

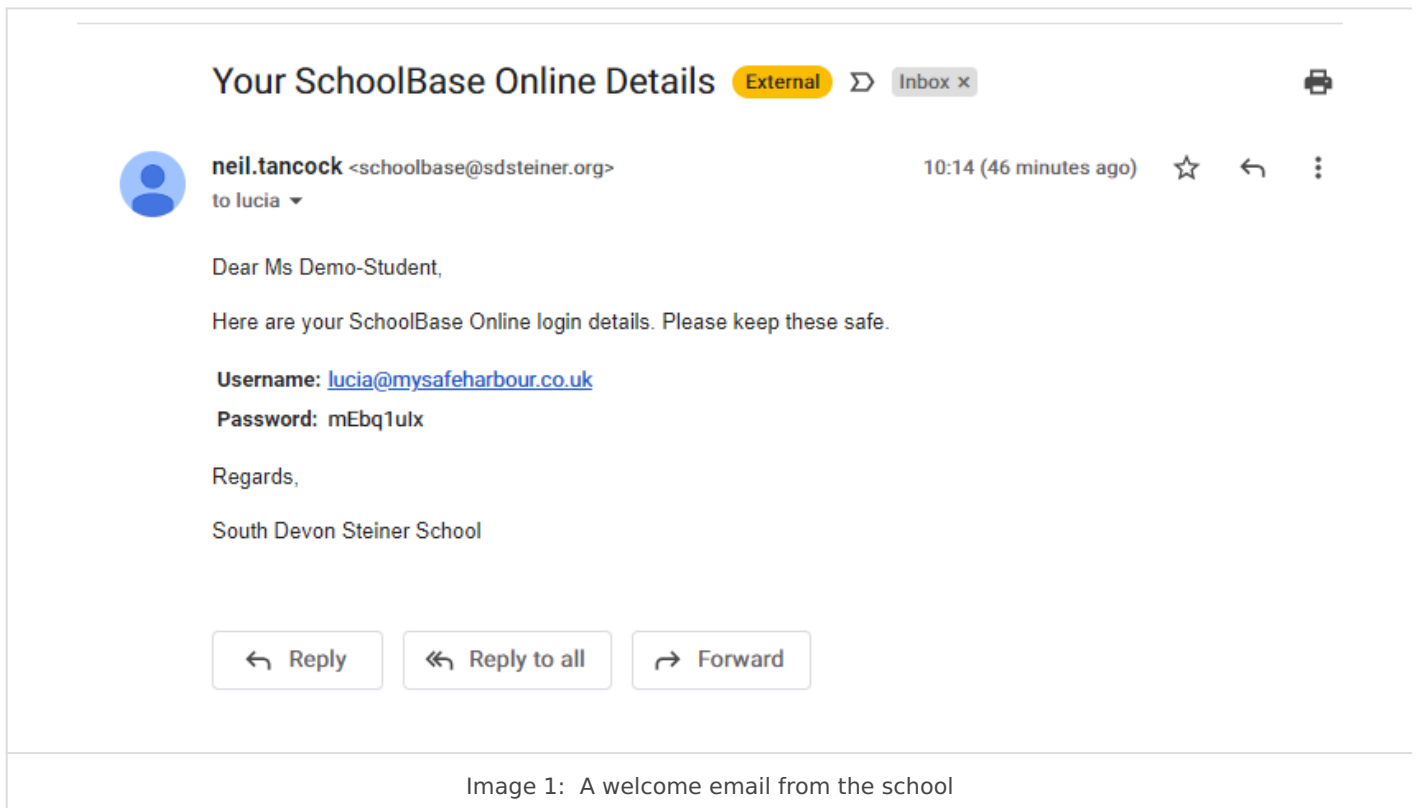When your child is admitted to the school, you should receive a welcome email like this one:

Image 1: A welcome email from the school

Each adult that you provided details for should get their own logon. If you or a member of your family did not get a welcome email, please let us know.

Logging on

Once you have your login details, please go to our parent portal at this address:

https://schoolbase.online/Logon?DName=steiner

This will present you with the login screen

Enter your username and password in the boxes on the left and then click on [Login]

The home page

Once you have logged in, you will be at the Home page. If you need to get back to it, press the home button in the top-right of the screen
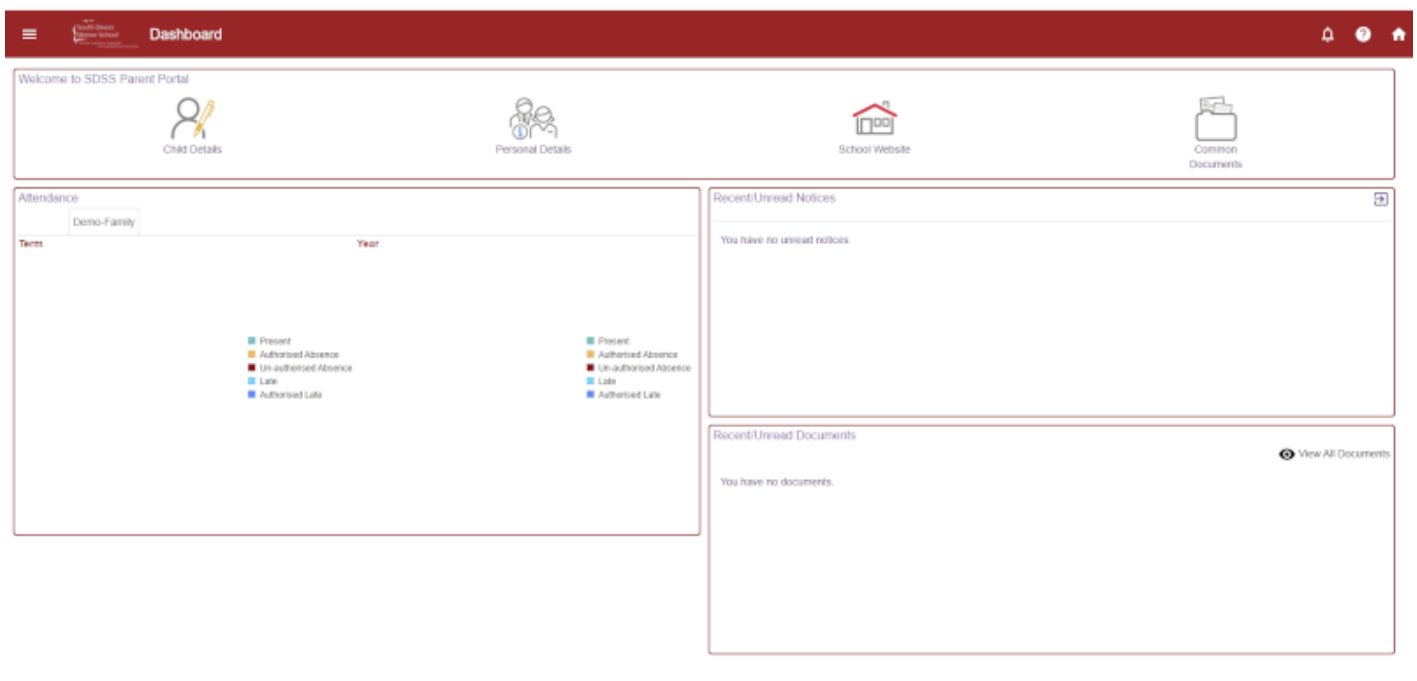
Checking the details of your child(ren)

To review the details of a child, click on the Child Details button. Once in the Child Details page, you can amend any information you feel is important and use the Medical Information tab to let us know about new or changes to medical conditions. The Other Consents tab is to tell us about what you agree to in the day-to-day support of your child.

Once you are happy with your changes, click the blue [Submit] button.

Personal Details

It's important that we have accurate contact information for each person so that we can contact you in an emergency. Plase check that your names and emails are correct and click [Save] to submit your changes.

One the left-hand side of the page is a Contact Information tab. Please use this to correct or add telephone numbers to your contact details; work numbers, home numbers, etc are all very helpful if we need to contact you urgently.   When you have finished editing and adding numbers click on the [Save] button to save the information.

Changing your password

If you would like to change your password to something a little more memorable, click on the 'Hamburger' in the top-left corner of the screen.

Then click on Change Password. Enter your current password then your new password twice and click on [Change Password]

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