PARENT PORTAL and FAMILY ACCESS KEY

Chatswood High School uses the **Student and Parent Portal** to allow you to:

- View Student **Bulletins** and **Daily Notices**
- View **Classes**
- View current days’ **Timetable**
- Access student **Reports**
- Use the booking system for **Parent Teacher Interviews** – Prior to Parent Teacher Interviews (PTI), either Term 2 or 3, you will receive an email to advise when PTI **bookings are open**. The email will contain Instructions on how to book interviews.

If you are having issues with the portal setup, please email: chatswood-h.school@det.nsw.edu.au with Student FULL Name, Year and DOB

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HOW TO LOG-IN TO PARENT PORTAL ON WEBSITE

Register First
If you have NOT already created an account on the Student and Parent Portal please create one by going to the CHS Website; click Parent Portal (registration)

Parent sets up User Account and own Password

HAVE CREATED PARENT PORTAL ACCOUNT AND NEED TO ADD FAMILY ACCESS KEY

Log-in to Portal using your email & password, then put in the Family Access Key.

ONLY NEED TO ENTER ACCESS KEY ONCE WHILE ATTENDING Chatswood High School.

If you have forgotten or misplaced your password, you are able to reset it by clicking on the ‘Forgot Password?’ button, enter your email, then a new password will be sent to your email.
To View Student

- Bulletins, Daily Notices, Classes, Timetable and Reports

Go into **Sentral Student and Parent Portal** on CHS website and **Log In**

Click* on Students photo

- To view PUBLISHED Reports (click on **Reporting**)