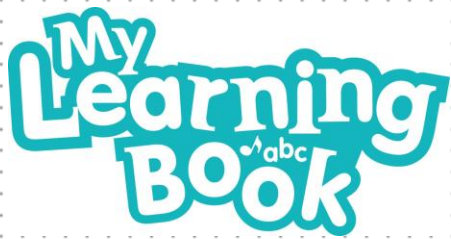


## Parent Portal: Logging on and Getting Started

Version: PP v1.0

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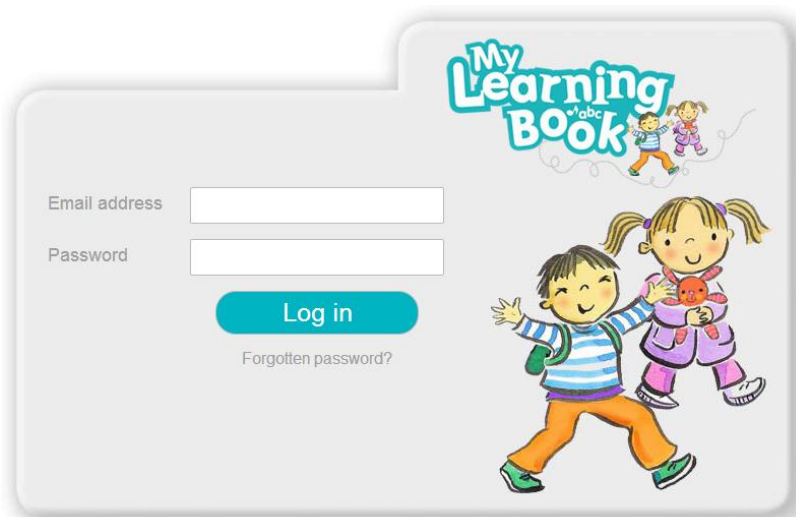


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## 1 How to: Log on to the Learning Book

- Open your Internet browser. Learning Book is best viewed in the latest versions of **Google Chrome** ([https://www.google.com/intl/en\\_uk/chrome/browser](https://www.google.com/intl/en_uk/chrome/browser)) or **Firefox** (<https://mozilla.org.uk>) browsers but **Microsoft Internet Explorer 8 or above** is supported.
- Enter the address of the start page -- <https://portal.learning-book.co.uk>
- Enter your **Email address** that you have registered with the school and your **Password** (remember all passwords are CaSe SeNsItIvE).
- Click the '**Log in**' button.



The screenshot shows a login interface for 'My Learning Book'. It includes a logo with the text 'My Learning Book abc' and a cartoon illustration of two children. The login form consists of two text input fields labeled 'Email address' and 'Password', a blue 'Log in' button, and a link for 'Forgotten password?'.

If you have forgotten your password please contact your school or nursery who will be able to reset your password and issue you with a new one.

By logging on to Learning Book you are subject to the conditions explained in the Acceptable Usage Policy (AUP) which is available on request.

- When logging on for the first time, you will usually be asked to change your password to one which is more memorable to you. Enter your new password into the field and press "**Submit**".

Please note, your new password must comply with the following policy rules:

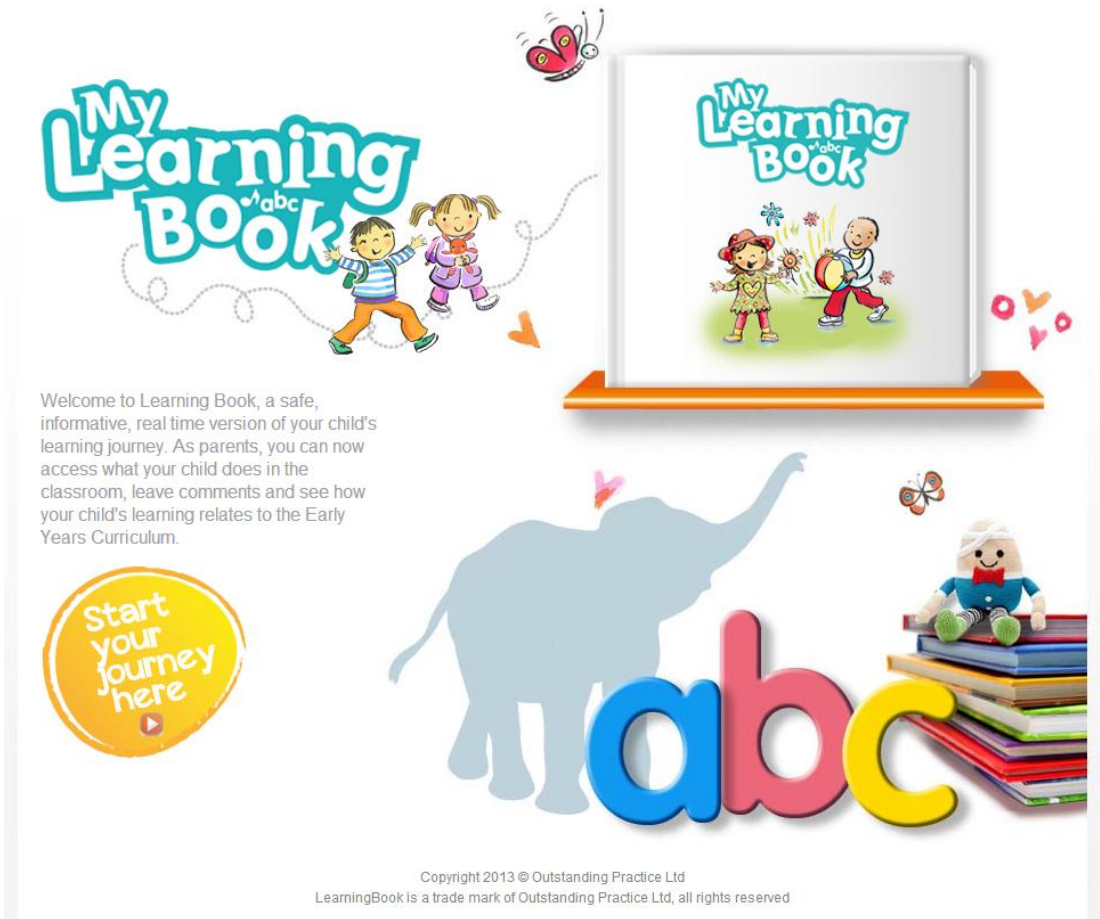
- must be a minimum of EIGHT characters in length;
- must contain at least ONE number,
- must contain at least ONE upper case letter;
- must contain at least ONE lower case letter;
- not be similar to your previous password;
- not contain any part of your name or the school/nursery name;
- may not be changed more than once every 24 hours.

As a security feature, you will be prompted to change your password every 90 days.

**The password change feature is not available in the Pilot.**

## 2 The Start Page

When you first logon you go to the Start Page;



Click on the **book on the shelf** or click the **“Start your journey here”** link. If you have more than one child you can select the child's name;



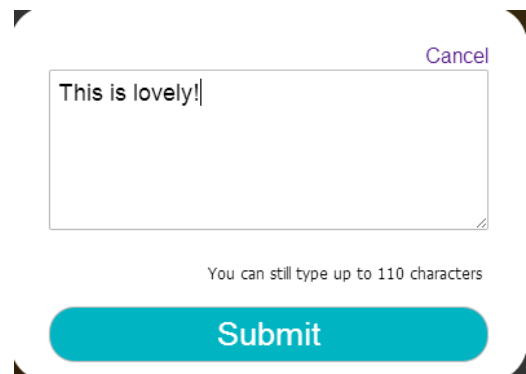
### 3 How to: Browse through the book

Use the arrows to click forward or backward. The pages can also be turned using the mouse by clicking on the page edge and dragging it over. If you are browsing the page from a tablet you can swipe with your finger to turn the pages;

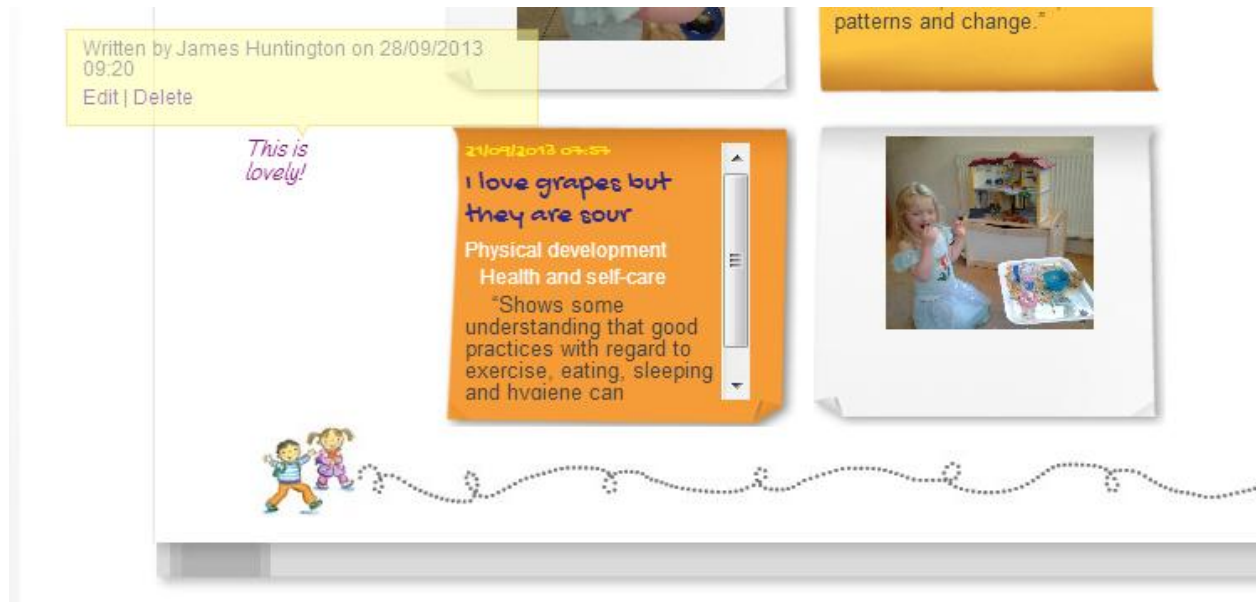


### 4 How to: Leave a Keepsake Comment

You can leave a Parents' Keepsake Comment' next to each observation by clicking the "Add your keepsake comment" link. You are restricted to 125 characters so it fits in to the margin;



You can see who made the comment and when they made it as well as editing or deleting it by hovering over the comment.



## 5 How to: Log off

To log off, click the 'Log Out' link at the top right of the page;



## 6 Features coming soon

Currently your school or nursery is piloting Learning Book so not all features are available. The following will be introduced to the portal in phases to ensure we can properly support each new feature.

- a. **Page navigation:** This allows you to go to the start, end or directly to a particular page.
- b. **Filtering and sorting:** This allows you to filter pages based on your child's age or EYFS area.
- c. **Video and Audio playback:** Allows you to view video and audio directly from the book.



d. **At Home:** This allows you to add comments and upload images taken at home. Teachers can then use these in the Learning Book if appropriate.

e. **EYFS:** This is additional information on the EYFS and how it is used in your school or nursery.

## 7 Help and Support: Logging on or content of your child's learning journey

Please contact your school or nursery if;

- i. Cannot logon to the Learning Book because your username and/or password are incorrect.
- ii. You have any questions or queries about the content of your child's learning journey.

The school or nursery will be able to answer any questions you have on these topics.

## 8 Help and Support: Technical issues

If you have any technical problems you can log a support call by email as follows;

- Address the email to: [support@learning-book.co.uk](mailto:support@learning-book.co.uk)
- Add the subject of your request
- Enter as much detail as possible in the e-mail, including the following;
  - The name of your school or nursery.
  - The full name of your child.
  - Type of internet browser and version e.g. IE v8, Google Chrome
  - Which page you were on e.g. Start page, main book page
  - What you were doing at the time of the fault e.g. Adding a keepsake comment
- We will look in to the query and respond back to you as soon as possible.