

MUSAC Classic Parent Portal – User Guide



Login to Parent Portal

Open your web browser (Internet Explorer, Safari, Chrome, Firefox or other browser) on your computer, iPad, iPhone, iPod or Android device. Browse to the web address given for your School's login page.



Log in using the email address recorded by your student's school, which must be either a Google or Facebook account so that you do not need to contact the school for forgotten passwords etc when you wish to access your student data.

Parent Portal Instructions

The details and consequent tabs you are able to view are governed by your school and contained in your student's caregiver record settings (in Student Manager). Those listed as emergency caregivers only do not have access to student data in this portal.

Where access to the data has been granted by the school, you may see contact information, student's timetable and attendance information. A finance tab will be available if you normally receive invoices, and Reports access provides academic achievement details.

In the main view of the Parent portal, if you have more than one student at the school, your student names will appear on the side menu.

Personal Timetable Attendance

Timetable: Adam CROBB

Period Start	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1: 8:50	U ENG3 215 WLR			X GEO3 314 PAR	
2: 9:50	V BIO3 409 WRI		V BIO3 409 WRI	W TEC3 33 DON	U ENG3 215 WLR
3: 11:00	W TEC3 33 DON	W TEC3 33 DON	U ENG3 215 WLR		X GEO3 314 PAR
4: 12:00		V BIO3 409 WRI		U ENG3 215 WLR	
5: 1:00	X GEO3 314 PAR	X GEO3 314 PAR	W TEC3 33 DON		V BIO3 409 WRI

Personal Timetable Attendance

Personal

Log Off

links

- [Your School Here](#)
- [NZQA - Students](#)
- [Studyit](#)
- [Wolfram Alpha](#)

Click to open your student's details for a tabbed view showing each student's information.

Current available tabs include: Personal, Timetable, Attendance, Finance, Reports and NCEA(for secondary students).

Personal tab

The Personal tab displays personal and contact information on the student and their caregivers. This also includes caregiver information which can be expanded out for view.

Attendance tab

The Attendance tab shows the student's attendance record. The view can be changed to show previous weeks.

NCEA tab

On the NCEA tab there are four available views. Current year and links to the right – Level 1, Level 2 and Level 3.

The current year view displays a table of all the standards attached to the student for the current year, as well as results and other details of those standards.

The graph to the right of this table is a combined view which displays (by percentage) credits which have been gained to date, internal credits yet to be gained, plus the number of external credits attached to the student. It does not show internal standards which have a 'Not Achieved' result.

The levels 1, 2 and 3 views each display the standards.

The Reports tab

Select which of the PDF reports created for your student you would like to see using the drop-down list.

The Log off button returns you to the login screen in your browser.

Timetable tab

The Timetable tab (available for secondary students only) displays the student's timetable. This includes their room and teacher.

Finance tab

Financial transactions listed against the student are displayed here. Note the left column I = invoiced, and T = receipted, see key at the foot of your screen.

