

UTCR Parent Portal and iParent Setup Guide

Registering Your Account

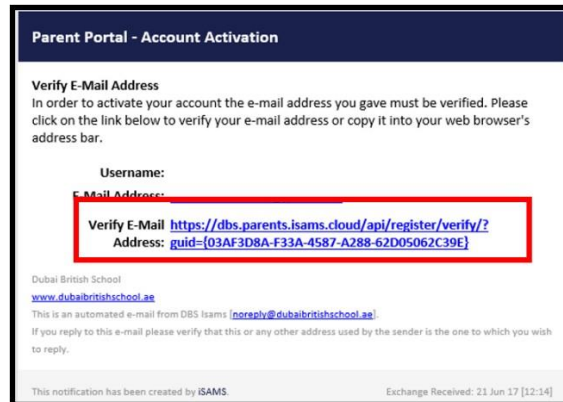
1. To access the Parent Portal, open your web browser (Google Chrome, Internet Explorer or Safari) and type the following website address: <https://utcreading.parents.edgen.cloud/> and click on the “Create an Account” hyperlink.

2. Type your Portal access code and password into the fields and then click on the “Next” button.



3. Type your details into the fields and then click on the “**Register**” button at the bottom. Please use the same email ID as the one we have in the system, the one where you received this guide. The email address will be your username. Your password must be at least 12 characters long and include requirements shown in the orange box below.

4. You should then receive an email from Ed:Gen like the one below. Click on the “**Verify E-Mail Address**” link. This will complete the entire process. Now you will be able to log into the parent portal by typing in your email address and password on the parent portal website.

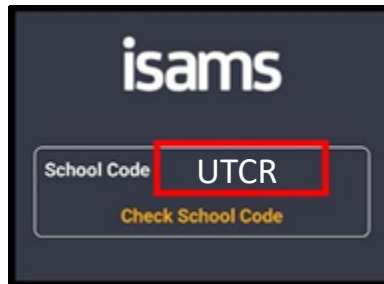


Installing and Registering Your Parent Portal App

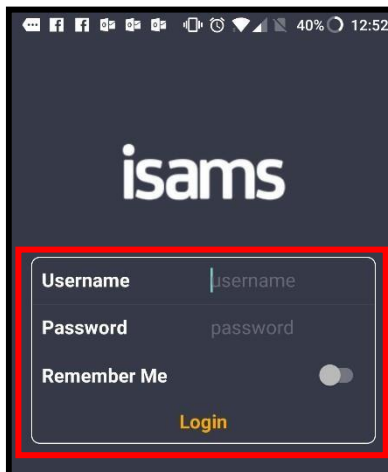
1. In the Google Play Store or the Apple App store, download the “iParent app”. Once downloaded open the app.



2. You will be presented with the following screen, type the school code which is **UTCR** and then click on “Check School Code”.

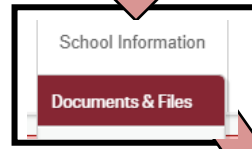
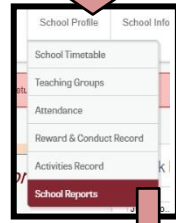
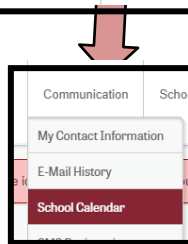
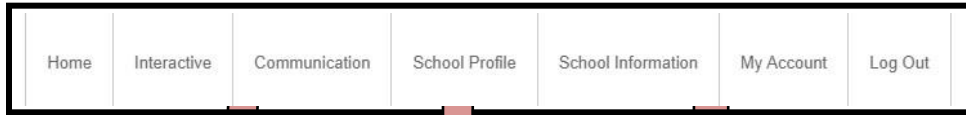


3. The following screen will appear, type your email address and the password that you registered on the parent portal website and then click on the “Login” icon. Once you have done this you will be able to see your child’s profile.



Parent Portal Features

The navigation bar at the top of the screen. Gives you access to the following school information:



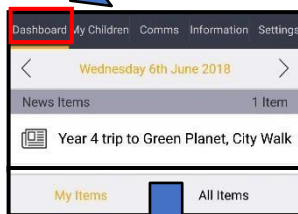
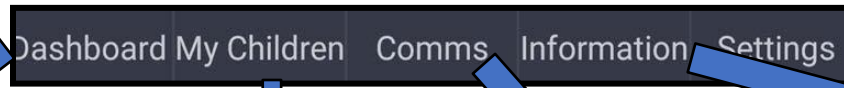
The **“Communication”** tab gives you access to the latest school news and the school calendar.

The **“School Profile”** tab gives you access to your child’s reports.

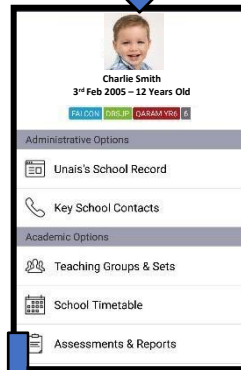
The **“School Information”** tab gives you access to documents and files which are linked to your child’s year group such as week ahead letters.

iParent App Features

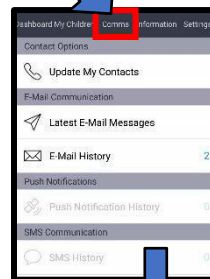
The navigation bar at the top of the screen (Bottom on iPhones). Gives you access to the following school information:



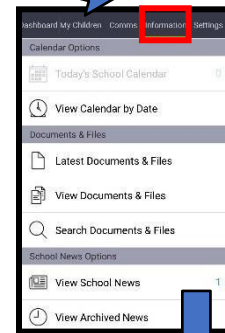
The **“Dashboard”** tab gives you access to the latest school news and the school calendar.



The **“My Children”** tab gives you access to your child(ren)’s information including their school record, teachers’ contact details, teaching sets, timetable and reports.



The **“Comms”** tab gives you access to view your personal details, emails, notifications and SMS messages.



The **“Information”** tab gives you access to the school calendar, documents and school news.

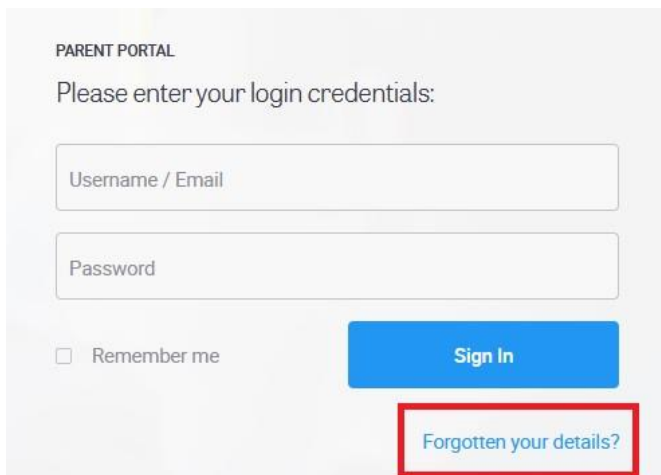


PASSWORD RESET

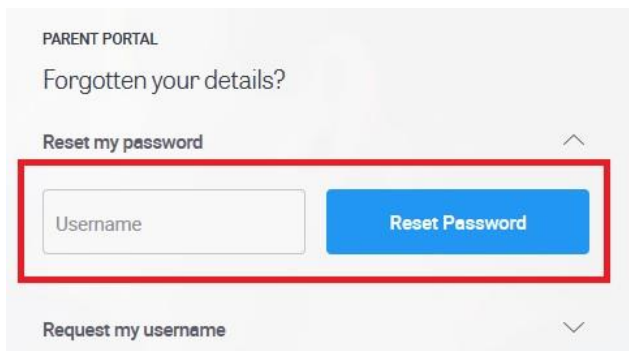
Password can be changed only through browser version of the portal; it is not possible to change the password using the app.

To change your password please follow below listed steps:

1. **Open any browser** (phone/tablet/computer), open Ed:Gen Parent Portal (<https://utcreading.parents.edgen.cloud/>) and click on “Forgotten your details?”



2. Type registered email ID into the Username field and click “Reset Password”.



3. The system will generate password reset link and send it to your email. Please note, **the link will expire after 1h.**

