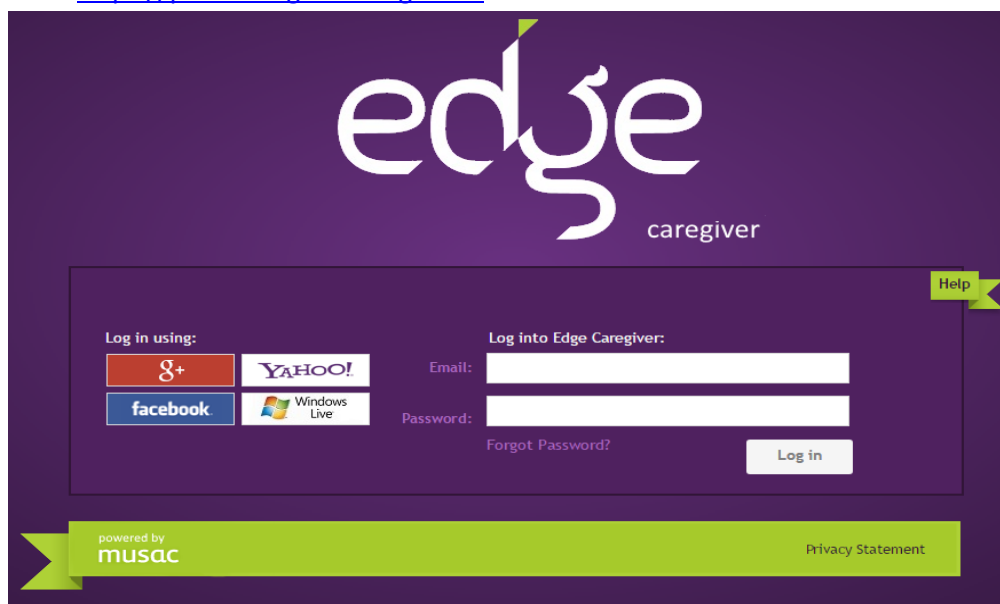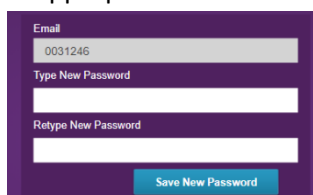# Caregiver Portal on Edge

Please follow these instructions to login to the new Parent Portal on Edge for the first time or if you have forgotten your password.

1. Go to https://parent.edgelearning.co.nz

2. Type the email address that you gave to the school in the Email: field and click "Forgot Password"
3. An email will be sent to you. If you don't receive an email then please contact the school office, admin@otagogirls.school.nz, and ask to have your email in the system checked.
4. Click on the link that is sent to your email to reset your password.
5. **Disregard the Email field (It will have a random number that you cannot change.)** and enter your password twice in the appropriate fields.

6. Click on "Save New Password".
7. When the message appears that the password has been changed DO NOT LOGIN in this page because this is the STAFF portal. CLOSE THIS PAGE AND GO BACK TO THE CAREGIVER PORTAL https://parent.edgelearning.co.nz

8. Login using your email and the new password that you created.

To access Senior Reports

9. Once you are in you will see personal information that is on the school system. Click on "**My Summary**" at the top of the page.

10. Click on "**Student Report**" at the top of the page, and then "**Download PDF**" further down the page (see image below).

11. We encourage you to save this file for future reference. Please contact the school office for technical support.