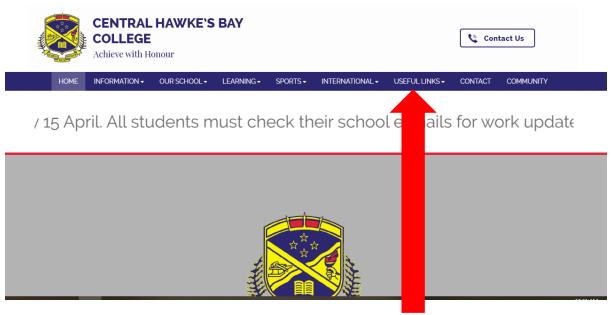
## **Accessing the Parent Portal**

1. Go to school website www.chbc.school.nz



- 2. Click on the "useful links" tab on blue bar and select "parent portal"
- 3. Login your child's details (username name for most students is 3 letters of their first name and 4 letters of their surname) and put in YOUR parent password in the box at top right of screen.

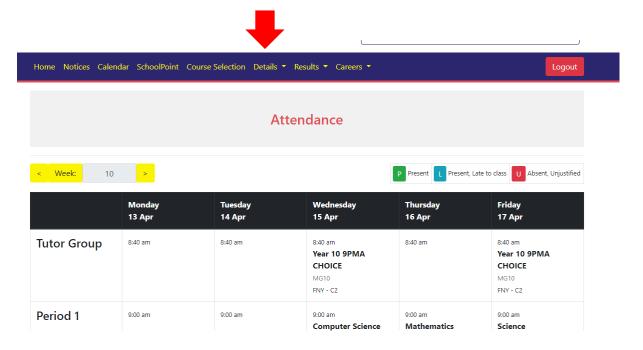


## Welcome to the Central Hawke's Bay College Web Portal

Please login using your son or daughter's Student ID number and password (supplied by CHBC).

If you do not know your password please contact the main office on 06-858-9203 or email office@chbc.school.nz.

4. Once into the portal, click on "details" and select attendance. This will give you access to see your child's timetable for the week.



5. To see the next week's timetable, click on the yellow arrow by "week" at the top left of the timetable to scroll to the next week.