



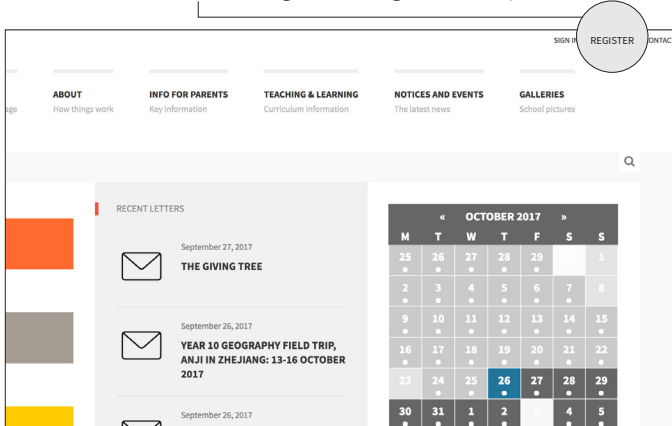
# PARENT PORTAL REGISTRATION GUIDE

Please find below a short guide on how to register to the Parent Portal, an online newsroom for our parents.

STEP 1: Launch an Internet browser - enter this URL address...

[portal.bisspuxi.com](http://portal.bisspuxi.com)

STEP 2: Click here to begin the registration process.



Or click on any menu item to be taken to the new user registration page.

STEP 3: Enter a **Username** and the **First Name** and **Last Name** of you as parent - these must match with the name provided at the time your child registered with the school's Admissions Office.

[www.bisspuxi.com](http://www.bisspuxi.com)

STEP 4: Enter your **Email Address**.

STEP 5: Create your own **Password**. Password must contain at least one number. (Re-enter the password to confirm.)

STEP 6: Click on **Register**.

STEP 7: A 'Thank You' message will appear and you will now be able to sign in to the Parent Portal.

We would like your feedback and suggestions about what we might change or adapt, so that we can tailor it to your needs. We want our communication portal to be truly collaboratively designed.

Please send your feedback to:

[news@bisspuxi.com](mailto:news@bisspuxi.com)

If you are browsing other information sites over the next few days, spend a moment or two noticing what it is that you like about them, or not, so that you can advise us as we develop ours.

Thank you in anticipation of all your help.

Yours faithfully  
Dr Neil Hopkin FRSA  
Principal