## Hillcrest Normal Parent Portal



All caregivers of children at Hillcrest Normal School have their own user account that will give access to reports, some assessments and attendance data. This will enable opportunities to build stronger ties between home and school and will provide another avenue for you as the parent/caregiver to engage with your child's learning journey.

Parent accounts have now been created. Please activate your account if you have not already done so (see instructions below).

Parent username convention is: 4 letters of first name followed by 4 letters of last name For example: fredbrow

Note: A Parent's Hillcrest Normal Ultranet user account is linked to the parent's email address that has been provided to the school.

If we have your current email address on the school's system then follow these steps to set a password:

Use my Ultranet ID			
Į			
Pa	ssword		

Forgot password?

- 1. Click the "Sign In"
- 2. Click "Forgot password?"
- 3. Key in your Hillcrest Normal School username eg fredbrow
- 4. Confirm that you are resetting your password.
- 5. An email will be sent to the email address your have given the school.
- 6. The email will have a link which will be active for 1 hour.
- 7. Click on the link which will give you access to your Hillcrest Normal School account. Set a secure password.
- 8. Test your login.

## Please note:

Some email delivery providers redirect straight to your spam box. Please check this box and then add  $\underline{\text{ultranet@hillcrestnormal.school.nz}}$  to your list of safe senders.

If you do not receive an email it may be because we do not have your valid email address on our school system.

If this happens, please supply your email at <a href="http://www.hillcrestnormal.school.nz/WebSpace/228/">http://www.hillcrestnormal.school.nz/WebSpace/228/</a>

If you get this message, please email <a href="mailto:enquiries@hillcrestnormal.school.nz">enquiries@hillcrestnormal.school.nz</a> giving your name and the login you attempted to activate.

The account you have specified doesn't exist!

Please check your details and try again. If you are still having trouble figuring out your User ID, please contact your teacher or school administrator.