

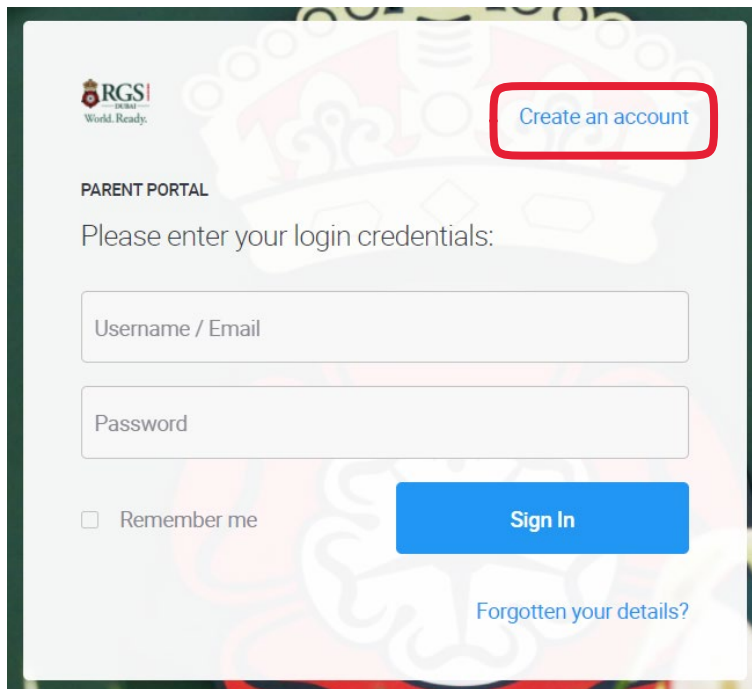
Parent Portal Activation Help Document

To activate your parent portal account please follow the steps below:

Step 1: Click on the link below:

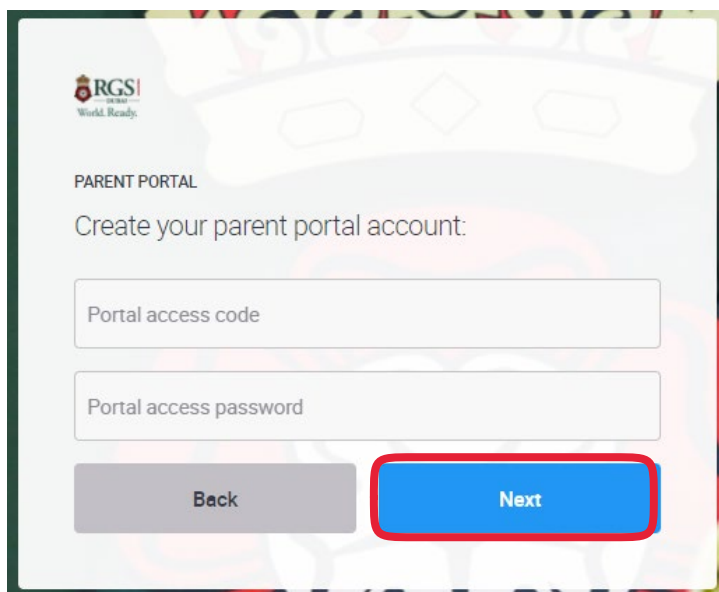
<https://rgsgd.parents.isams.cloud>

Step 2: Click on **Create an account** on the top right.



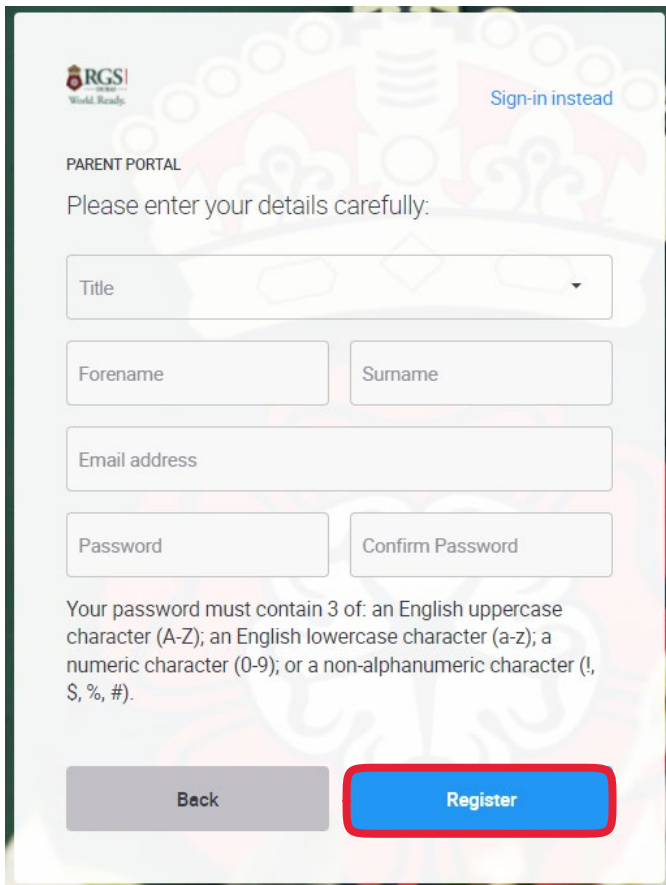
The screenshot shows the RGS Parent Portal login page. At the top left is the RGS logo with the tagline 'World Ready'. In the top right corner, the text 'Create an account' is highlighted with a red rectangular box. Below the logo, the text 'PARENT PORTAL' is displayed. Underneath, it says 'Please enter your login credentials:'. There are two input fields: 'Username / Email' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me' and a blue 'Sign In' button. At the bottom right, there is a link that says 'Forgotten your details?'.

Step 3: Enter the **Portal access code** and **Portal access password** as provided in the activation email sent to you and click the **REGISTER** BUTTON below.



The screenshot shows the RGS Parent Portal account creation page. At the top left is the RGS logo with the tagline 'World Ready'. Below the logo, the text 'PARENT PORTAL' is displayed. Underneath, it says 'Create your parent portal account:'. There are two input fields: 'Portal access code' and 'Portal access password'. Below the 'Portal access password' field are two buttons: a grey 'Back' button and a blue 'Next' button. The 'Next' button is highlighted with a red rectangular box.

Step 4: Once you click on **Next** button it will ask you to enter parent details as below.



The screenshot shows the RGS Parent Portal registration page. At the top left is the RGS logo with the tagline 'World Ready'. To the right is a 'Sign-in instead' link. Below the logo is the text 'PARENT PORTAL' and 'Please enter your details carefully:'. The form contains several input fields: a 'Title' dropdown menu, 'Forename' and 'Surname' text boxes, an 'Email address' text box, and 'Password' and 'Confirm Password' text boxes. Below the password fields is a note: 'Your password must contain 3 of: an English uppercase character (A-Z); an English lowercase character (a-z); a numeric character (0-9); or a non-alphanumeric character (!, \$, %, #)'. At the bottom are two buttons: a grey 'Back' button and a blue 'Register' button with a red border.

Step 5: Once you click on Register button a verification email will be sent to the email address entered. In this email click on the verify email address link to activate your account. Please note the link will expire in 7 days.

Parent Portal - Account Activation

Verify E-Mail Address

In order to activate your account the e-mail address you gave must be verified. Please click on the link below to verify your e-mail address or copy it into your web browser's address bar. The link will expire in 7 days.

Username: parentemail.addresss@yahoo.com

E-Mail Address: parentemail.addresss@yahoo.com

Verify E-Mail Address: <https://rgsgd.isams.cloud/auth/parentportalregistration/activate?guid=13bb7711-1ca5-445e-bbdb-57802334706f>