

Parent Portal Configuration

You may wish to customise the content available to families via the Parent Portal.

Navigate to 'Settings' and select 'Site Settings':

Redbourne Child Care Services - Redbourne Child Care				Reports -	Program & Practices -	Library 👻	Support 🗘 -
Home						Redbourne Clark	Care Services
DASHBOARD				Account Settings			
						E CCS Provide	ər
e-Signature						E CCS Suppor	rting Docs
					$ \rightarrow $	눧 Site Settings	;
				Approvals			
	on					🝃 Users/Perso	nnel

Within the 'Site Settings' window, navigate to 'Parent Portal Configuration':

Parent Portal Configuration		
✓ Program & Practices	☑ Library	✓ Others
Programming	✓ Policies	☑ Staff Profiles
Child Records	☑ Handbook	
☑ Diary		

Tick any fields which you want to be visible in the Parent Portal and save your Site Settings. Alternatively, untick any fields you do not want to enable within the Parent Portal.

Please note that any content published to the Parent Portal will only display if enabled in the Parent Portal Configuration.

Parent Portal Logo

When the Parent/Guardian accesses the Parent Portal via the link from their activation email, you can opt to have your service's logo display on the login screen.

To upload your logo, navigate to your 'Site Settings' and click the browse button to select a file to upload:





Redbourne Child Care Services - Redbourne Child Care	Child Care -			Reports -	Program & Practices -		Support	۰.
Home Site								
SITE SETTINGS							🖪 Sa	ave
Name			Logo					
Redbourne Child Care								
Parent Portal Access Enabled: No	Child Care							
Enable Mobile Menu								
Site Sort O Surname I First Name				Browse Rer	nove			

Once your logo has uploaded, click the 'Save' button.

The logo will appear on the Parent Portal login screen:



