Help Sheet for Parents of New Students for
Logging into the Parent and Student Information System

The Parent and Student Information System allows parents to manage their contact information online. This system also enables parents to access important information in a secure area of our website and enables us to contact parents by email. In addition, we expect to be sending some information by text within the next few months when appropriate.

To access the system please go to our website www.ttsonline.net. The Student and Parent Info section can be accessed from the Quick Links button near the top of the home page.

You will only need to register a new account if you are new to the School. See point 3 if you already have a child at Thomas Telford School.

1. Registering a new account

Click on Register for an account on the right hand side. Key in your email address then click on register for an account.

This will lead you to a form which you will need to complete.

Please note: The information that you provide now will be automatically transferred to the School's internal information system and is used to set up the student's formal records. It is therefore essential that you ensure the information that you provide is accurate, for example full names are required.

Parent Student Information System

Registration

Complete the form below to register for an account on the Parent/Student Information System. It is important to provide details for both parents/guardians wherever possible but for further guidance please click here

Parent/Guardian A	Parent/Guardian B
Title:	**Title:**
Select.. ▼ [_____] *	Select.. ▼ [_____] *
Surname:	**Surname:**
[_____] *	[_____] *
First Name:	**First Name:**
[_____] *	[_____] *
Email:	**Email:**
[_____] *	[_____]
Home Telephone:	**Home Telephone:**
[_____] *	[_____]
Mobile Telephone:	**Mobile Telephone:**
[_____] *	[_____]
Work Telephone:	**Work Telephone:**
[_____]	[_____]
Work Place:	**Work Place:**
[_____]	[_____]
Home Address:	**Home Address:**
[_____] *	[_____]
[_____]	[_____]
City	**City**
[_____] *	[_____]
Postcode:	**Postcode:**
[_____] *	[_____]
Relationship:	**Relationship:**
Select.. ▼ [_____] *	Select.. ▼ [_____] *
☑ **Main Contact**	☐ **Main Contact**
☐ **Lone Parent**	

NB: The email address of the parent/guardian marked as the main contact will be used for logging into the system. The main contact will also be the first person contacted if required. However, both addresses will be used when we email information relevant to your child.

Alternative Emergency Contact

Please provide the details of a **third person** to be contacted in an emergency if neither parent/guardian can be contacted.

Title:	**Home Telephone:**
Select.. ▼ [_____] *	[_____] *
Surname:	**Work/Mobile Telephone**
[_____] *	[_____]
First Name:	**Relationship to Students:**
[_____] *	[_____] *

Students at School

Please complete the details of all the students you currently have at Thomas Telford School. Please not the below selection scrolls independently of the page and you may need to scroll it to complete all fields

| Student 1 | Student 2 | Student 3 | Student 4 |

General Information

First Name:

[   ] *

Middle Name:

[   ]

Surname:

[   ] *

Date of Birth:

[   ] *

Year Group:

[Select...   ▾] *

Home:

If parents live at different addresses please indicate below at which address the student lives most of the week

[Select...   ▾]

Info:

☐ Tick if you have a computer at home that your child is permitted to use?

☐ Tick if you have internet access at home?

The School has a high media profile which results in visits from photographers and TV camera crews. In addition, our in-house video technicians regularly film around School to produce the weekly broadcasts and curriculum materials. We also celebrate the success of the students with pictorial displays around the School. We, therefore, need to seek your permission for your son/daughter to take part in these activities when the occasion arises during their time at Thomas Telford School.

☑ I give permission for my son/daughter to be photographed and filmed in school when required

Medical Information

Parents submit consent in writing for our full time Registered General Nurse to administer First Aid and 'over the counter' medication, eg Piriton, Paracetemol, etc. If circumstances change and you need to amend this, please contact the School Nurse by email or telephone 01952 200 000.

Please use the boxes below to register/amend other medical details.

Doctor:

[   ] *

Surgery Name:

[   ]

Doctor's Tel:

[   ] *

Does your child have any medical conditions?

[Please Select...   ▾] *

if yes detail them here:

[   ]

Does your child have any allergies?

[Please Select...   ▾] *

if yes detail them here:

[   ]

Does your child take any long term medication?

[Please Select...   ▾] *

if yes detail them here:

[   ]

Do you consent to our full time Registered Nurse to administer First Aid and 'over the counter' medication e.g. Piriton, Paracetamol etc?

[Please Select...   ▾] *

Please contact the School Nurse if you wish to discuss your child's medical condition.

You will need to read the Parent & Student Charters, the IT Acceptable use Policy and share them with your child.

Parent and Student Charters

Please read the documents below and tick the box to acknowlege that you have read them.

Parent Charter	Download >
7 - 11 Student Charter	Download >
Sixth Form Student Charter	Download >
Information Technology Acceptable Use Policy	Download >

☐ I confirm that we have read and understood the issues contained within the Students and Parents Charters and the Information Technology Acceptable Use Policy. We agree to make every possible effort to support our son/daughter with his/her studies.

Submit

Once you have successfully submitted your details you will automatically be emailed a password to use

2. Logging in to your account

Please note that when entering your email address and password they should be exactly as they are shown in the email you received as they are case sensitive. Take special care with the password as it will potentially be a mix of uppercase letters, lowercase letters and numbers eg 'eeH3DFGde'. You may like to copy and paste the password from the email. Once you are successfully in the system, you will be able to change your password. (Change your Password can be found under Menu). Please see section 7 for details.

Login

Email: mail@example.com
Password: ●●●●●●●●

Login

Forgotten your password?
Register for an account

3. Registering a Sibling

Please log in as normal. Go to "Your Information" and add your additional child's details to your account. Using the tabs across the top of the 'Students at School' form.

Menu

- Home/Documents
- Your Information
- Change Your Password
- Log Out

Please note we have added some new fields since you originally set up your account. Please ensure you update these.

4. Updating your details

The information logged on this site is used by the School to contact you and therefore it is important that it is accurate. It is your responsibility as a parent or guardian to keep this information up to date. Please ensure any changes to your circumstances (eg address, telephone number) are made immediately. You can do this by going to 'Your Information'

Menu

- Home/Documents
- Your Information
- Change Your Password
- Log Out

5. Missing Emails

If for some reason you don't receive your password in an email after submitting your details, please check your emails spam or junk mail folders. Emails like the ones we send can sometimes be erroneously considered spam by email filters, especially on free services like Hotmail, Yahoo or GoogleMail.

In some instances, it is possible that you made a typographical error when inputting your email. If after checking your spam/junk folders you have not received the password email then please contact us at support@ttsonline.net. Please let us know you and your child's full names and the email address you should be registered with. We will then correct your account and get a password sent out to you.

6. Lost Password

Parents who have completed the information form need not fill their details in again. All they need to do is click on the 'forgotten password' link under the login form as underlined below:

Login

Email: [   ]
Password: [   ]

[Login]

Forgotten your password?
Register for an account

This will present you with the following form.

Student Parent Information System - Forgotten Password

If you have forgotten your password please enter your email below and click Go we will email you a replacement password. Click here to return to the main page.

[   ] [Go]

Simply complete this form with the email address you supplied when completing the original version of the form and click Go. You will then be emailed a secure password.

7. **Change Password**

If you would like to change your password go to 'Change your Password' section under the main menu.

Student Parent Information System - Change Password

If you wish to change your password please complete the form below and click Go and we will change your password and notify you by email. Click here to return to the main page.

Please note that passwords must contain both letters and numbers and be between 8-10 characters long.

For security reasons you must know your current password to change your password. If you have forgotten your password then please use this page to get a fresh password.

Current Password:
[●●●●●●●●]
New Password:
[   ]
Repeat Password:
[   ]
[Go]