

Date 11<sup>th</sup> July 2023

## Letter to Parents/Carers of All Pupils

Dear Parent or Carer

### Parent/Carers Portal

We use RM Integris to store our pupils' data and they have recently upgraded their system to provide parents access to certain data via a Parent Portal App.

We are hoping that all Parents, Carers or Guardians activate their account as it will make it easier for you to report absences, change of address/telephone numbers and also a quick way to access any emails we send you.

We will start to use some of the facilities from September 2023. An email invite has been sent to the email addresses that we hold for you on your child's record. It will have come from: [fulfilment-do-not-reply@rmunify.com](mailto:fulfilment-do-not-reply@rmunify.com), if you have not received this please could you check your spam/junk email.

If you have still not received an email then please email: [rmunify.hopton@kirkleeseducation.uk](mailto:rmunify.hopton@kirkleeseducation.uk) with your child/ren's name, your name and your email address, we will then update your records and resend you an invite.

I have also attached some information from RM on how to activate your account, any problems please email: [rmunify.hopton@kirkleeseducation.uk](mailto:rmunify.hopton@kirkleeseducation.uk).

Please bear with us during this process as this is new to us too but we do hope it will make communication a lot easier.

*Mr A Blakeley*

Mr A Blakeley - Head teacher



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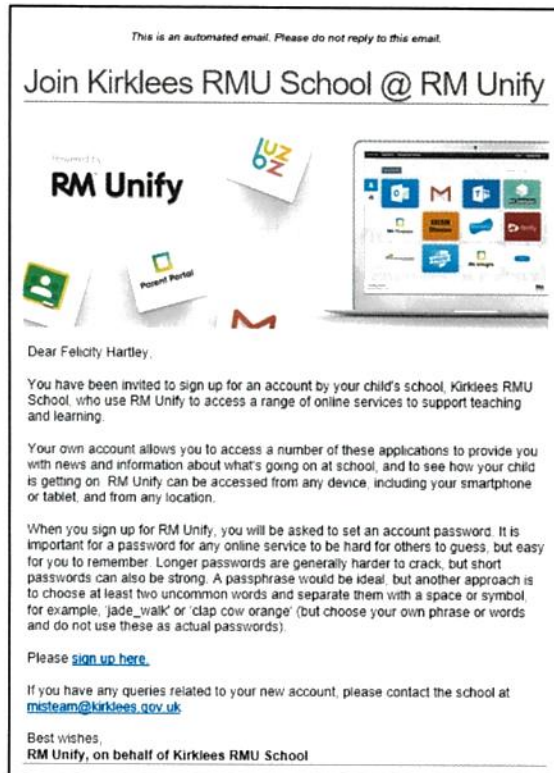
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Schools MIS Team

## Parent Portal – Schools Guide to Parent Access

### Parent Sign-Up:

- Parents will receive an email from the school which will look similar to the one below:



- Click the **sign up here** link within the email
- Complete the 3 steps to sign up for an RM Unify account with the school:
  - Step 1** Answer the security question, enter the **date of birth** for one of their children. It is recommended that a parent authenticates their account with the date of birth of their youngest child at school  
Click **Next**
  - Step 2** Review the child's information. At this point parents will only see the information relating to the child with the date of birth entered in Step 1
  - Step 3** Set a secure password, complete the fields for **Choose Password\*** and **Confirm Password\***

Click **Finish**

**These instructions are only available for schools that have purchased a Service Level Agreement with Schools MIS Team and should not be shared**

### Schools MIS Team

- The parent will then receive confirmation that their account has been set up. **Click** on the **link** within the confirmation to sign into RM Unify. Parents can login using their email address as their username and the password set in Step 3 above
- Review and accept **Cookies, Terms and Conditions** and click **Launch RM Unify**

Once logged in parents will see the school parent launch pad, **click** on the **Parent Portal tile** to access the portal.

### Parent Portal App:

If parents would prefer to access Parent Portal via an app, the RM Parent Portal app can be downloaded from Google Play store or Apple store, search for **RM Parent Portal**.

Please note, Parent Portal can only be accessed via the app after a login account has been created (Steps 1 to 3 above).

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