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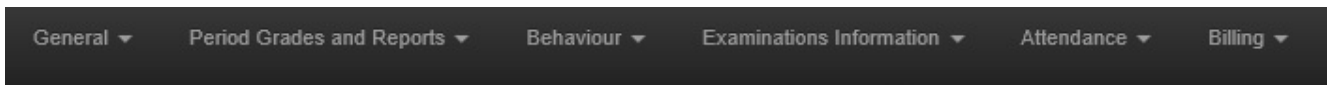
27th July 2016

Dear Parent,

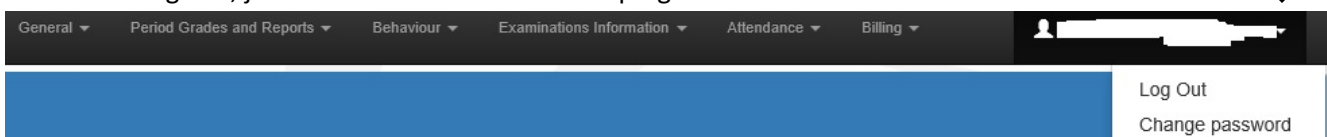
Important Notice for Parents – Changes to Parents' Portal

Due to a recent upgrade of our Sims operating system, there have been some changes that I wish to make you aware of, in particular to the screen you have previously been used to seeing once you have logged into the Parents' Portal.

1. Log in the same way you have always done using : <http://www.ellesmereonline.com/>
(if you experience problems logging in, please email andy.hassard@ellesmere.com and phil.chilids@ellesmere.com)
2. Once you have logged in to the Parents' Portal, the screen will look completely different. All the Tabs that were originally shown down the left hand side of the screen will now appear at the top.



3. If you click on a Tab it will expand to show all the sub-menu items, e.g. click on 'Examinations Information' and you will then see 'Examination entries', 'Examination results', 'Examination coursework' and 'Examination timetable'.
4. It is now easier to see Period Grades and Reports. If you click on the 'Period Grades and Reports' Tab all are now visible and are split into relevant years.
5. To Log Out, just click on the arrow to the top right hand side of the menu bar as shown.



Exam candidates will be able to view their exam results via the Parents' Portal on the Thursday morning that the results are published, after 6.00am. The students will also receive them via their Ellesmere College email, so please remind your daughter/son to access their Ellesmere email now using <http://ellesmereonline.com/> and delete any unnecessary items in their Inbox so it is ready to receive their examination results. The main reason an email fails to reach them on the results morning is that their Inbox is too full.

Yours sincerely,

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