

Dear Bryneven Parent / Guardian



As a school we are committed to improve our communication. As part of this process, we are excited to introduce a Parent Portal on our website, with restricted access for parents. This portal will eventually host report cards, invoices, and more. Our first priority is to get parents registered.

Initially, only the Communication Policy will be on the portal as our immediate focus is to encourage parents to register. However, we will continue to add information over the next couple of weeks and months, including calendars, your account information, school policies and more. We ask that you take a couple of minutes to register over the next couple of weeks.

This is a new system, and we anticipate initial teething problems, so we recommend a stepped registration approach:

Grade R to Grade 3 – register from 25 January to 31 January, and
Grade 4 to Grade 7 – register from 1 February to 7 February

You can register in either of the above windows if you have children in multiple grades. You only need to register once. There are just **5** steps to register:

1: Click on the link (or copy and paste in your browser) <https://portal.edupac.co.za> and select the Register Option. This takes you to the Create a New Account page.



2: Important - Your Username should be your email address. Check that your ID number is accurate, or the system will not be able to identify you as a parent.



3: Once you have registered on the Portal you will receive a **Verification Email** to the email you used to register. Click on **Activate Now** and log on to the system using your Username and Password.



4: Select the Correct Institution name by typing in Bryneven. The system will search for the school's name. Select our school and click **Next**. Select **only** the Guardian role. Please login to the portal.



5: You are done! Unless you receive the following message when logging in to the portal: **"Your account is currently under review"**. This means the system cannot identify you. Please click the Contact Us on the left-hand side of the page, or email reception@bryneven.co.za, with your email address, ID number, a child's full name and grade. The system administrator will then resolve the issue.

Please allow one to two working days for the activation to be finalised and then you will be ready to go! We appreciate your partnership in moving our communication capability forward.

Thanks