

USER GUIDE FOR THE PARENTS PORTAL - LFIV

Activate your account if you already have a student at the LFIV

Connect to your portal:

<https://lyceehoffet.family-administration.skolengo.net>

If you have any questions, the LFIV team remains at your disposal.

Secretariat Hadxaykhaos (secondary): secretariat@lfiv.org

Secretariat Thadeua (primary): secretariat.primaire@lfiv.org

Accounting: gestion@lfiv.org and secretariatgestion@lfiv.org

Chief Financial Officer: daf@lfiv.org

- If you already have a child with us, your account already exists. Fill in your email address (the one you gave to the LFIV, if you don't remember it, contact the secretariat) and enter your password. If you don't know your password, you have to click on forgotten password
 - Email
 - Password (*mot de passe*)
 - Forgotten password (*mot de passe oublié*)



Email

Mot de passe

[Mot de passe oublié ?](#)

- If you click on forgotten password, fill in your email address (the one you gave to the LFIV, if you don't remember it, contact the secretariat) and click on **Réinitialiser**

Email

Réinitialiser

Fermer

- And check your mailbox (an email has been sent to you)

Un email de réinitialisation a été envoyé

- On the email received click on Reset (**Réinitialiser**)

Pour créer ou réinitialiser votre mot de passe cliquez sur le lien ci-dessous :

[Réinitialiser](#)

- Then enter a new password (*mot de passe*), and repeat it (*Répéter*) : **the password must contain at least 8 characters** with a lowercase letter, an uppercase letter, a number, a special character (!, %, &, @, #, \$, ^, *, ?, _ , ~) and click on validate (*valider*).

USER GUIDE FOR THE PARENTS PORTAL - LFIV

Email
daf@lfiv.org

Mot de passe

Répéter

Valider

- You can now connect to your portal by entering your email address and password and click [Connexion](#).

Email

Mot de passe

[Mot de passe oublié ?](#)

Connexion

- The home page of your portal is displayed

The screenshot shows the home page of the parents portal. On the left is a dark blue navigation menu with the following items: 'Homepage', 'Preregistration', and 'Bills'. The main content area is divided into three columns. The first column features a user profile section with a placeholder image and a 'My account' button. Below this is the 'Enfants' section, titled 'Children registering in our school', which lists two children with profile icons and 'Edit' buttons. The second column contains a 'Reinstatement' section with two identical prompts: 're-registration possible until 2020-04-05' and 'Do you intend to re-enroll Fasay for the school year 2020-2021?' (and 'Athit' for the second one). Each prompt has three buttons: 'Yes' (green), 'No' (red), and 'Perhaps' (teal). Below this is a 'Preregistration' section for 'Schoolyear 2020-2021', stating 'The preregistrations are open until 2020-08-31.' and a 'Preregistration' button. The third column features a large green banner for 'Bills' with a 'Homepage' link and a fork and knife icon.