

# USER GUIDE FOR THE PARENTS PORTAL - LFIV

Create your account if you don't have any students at LFIV

## Connect to your portal:

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

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

Secretariat Hadxaykhao (secondary): [secretariat@lfiv.org](mailto:secretariat@lfiv.org)

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

Accounting: [gestion@lfiv.org](mailto:gestion@lfiv.org) and [secretariatgestion@lfiv.org](mailto:secretariatgestion@lfiv.org)

Chief Financial Officer: [daf@lfiv.org](mailto:daf@lfiv.org)

- The following menu opens, click on create an account ([créer un compte](#))



Email

Mot de passe

[Mot de passe oublié ?](#)

Connexion

[Créer un compte](#)

- The following window opens, fill in the fields to create your account
  - [Nom](#) (name)
  - [Prénom](#) (first name)
  - Email
  - [Sexe](#) (gender) : [Féminin](#) (Female) / [Masculin](#) (Male)
  - Check the box : I have read and I fully accept the user charter ([j'ai lu et j'accepte sans reserve la charte utilisateur consulter](#)), consult it before to check (English version).
- Then click to create ([Créer](#))

Créer un compte

×

Nom

Prénom

Email

Sexe

J'ai lu et j'accepte sans réserve la charte utilisateur ([Consulter](#))

Créer

Fermer

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- An email has been sent to you.

Un email a été envoyé pour valider votre compte

- Check your mail box and click on activation of your new account ([activation de votre nouveau compte](#)).

Pour finaliser la création de votre compte, merci de suivre le lien ci-dessous :

[Activation de votre nouveau compte](#)

- 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](#)).

Email

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 LFIV Parents Portal home page. On the left is a dark blue sidebar menu with 'MENU' at the top and three items: 'Homepage' (with a home icon), 'Preregistration' (with a pencil icon), and 'Bills' (with a pencil icon). The main content area has a light blue header with a user profile for 'Helene JABON' and a 'My account' button. Below this is a 'Children' section with the text 'You don't have children in our school.' To the right, there's a 'Preregistration' section with a welcome message, a bullet point for 'Schoolyear 2020-2021', and a note that 'The preregistrations are open until 2020-06-30.' with a 'Preregistration' button. At the bottom right is a green 'Bills' section with a 'Homepage' link and a fork and knife icon.