

USER GUIDE FOR THE PARENTS PORTAL - LFIV

Your portal

Connect to your portal:

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

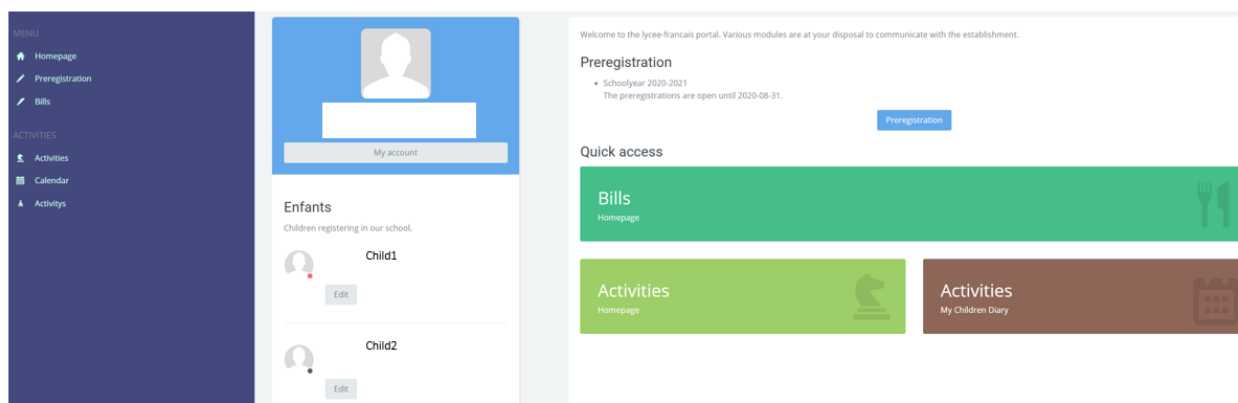
If you have any questions, the LFIV team remains at your disposal.

Secretariat Hadxaykhao (secondary): secretariat@lfiv.org

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

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

Chief Financial Officer: daf@lfiv.org



a) Home page

On the home page, you will find the main information: your children, open re-registration or pre-registration (only if done by you on this portal) and news (related to invoicing) from the school (which does not exempt you to check our weekly news: **Au Fait** available on our website): <https://www.lyceehoffet.org/evenement/lettre-dinformations-au-fait/>).

b) Pre-registration

You will find the list of current registrations or pre-registrations (only if done by you on this portal).

c) Invoices and reminders

You will find

- The list of pro forma invoices (as long as the final invoice has not been issued),
- The list of your invoices, as well as the outstanding amount per invoice. You can download the invoices (only those issued from today onwards).
- The list of reminders: you will now receive an email informing you that a payment reminder is available on your portal, by clicking on the printer icon, you can see the details. As a reminder, please inform the accounting department (gestion@lfiv.org) if you are unable to pay your due dates.

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Liste des Pro Forma

Pro forma	Payeurs	Date	Enfant	Montant
Pro Forma		27-02-2020		123.00 \$ 

Bill list

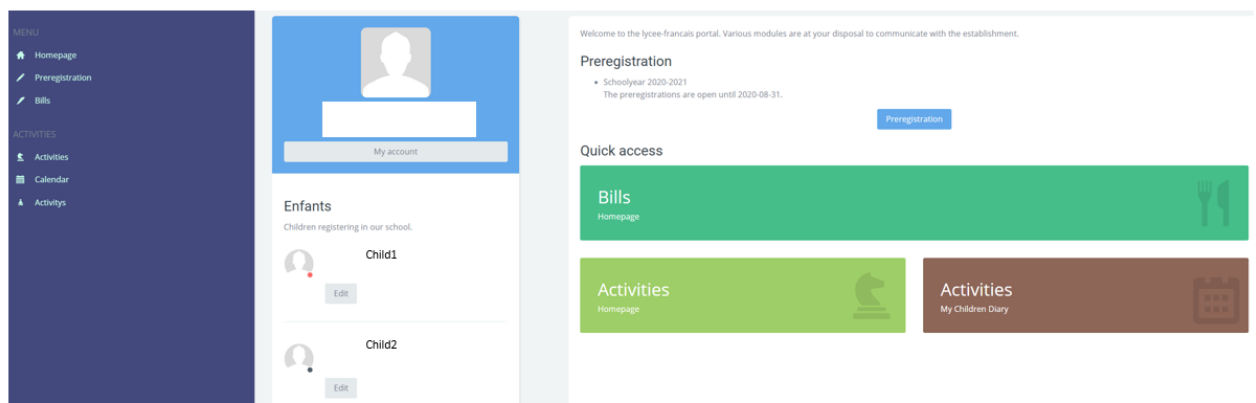
Bill	Payer	Date	Child	Amount	Remaining balance
LFIV20192000115		2019-10-15		5 909.00 \$	2 224.00 \$
LFIV20181900131		2018-09-11		5 832.00 \$	Paid
LFIV20171800185		2017-09-01		5 964.20 \$	Paid

Dunnings

Dunning	Payer	Date	Amount
47		2020-04-16	1 946.00 \$ 

d) Extra-curricular activities

Registrations for extracurricular activities for the year 2020/2021 are made from your portal.



The screenshot displays the user interface of the parents portal. On the left is a dark blue sidebar menu with options: 'MENU' (Home page, Preregistration, Bills), 'ACTIVITIES' (Activities, Calendar, Activitys). The main content area features a user profile section with a 'My account' link. Below this is an 'Enfants' section titled 'Children registering in our school', listing 'Child1' and 'Child2', each with an 'Edit' button. The right side of the page contains a 'Preregistration' section for 'Schoolyear 2020-2021' with a 'Preregistration' button. A 'Quick access' section includes 'Bills' (Homepage), 'Activities' (Homepage), and 'Activities My Children Diary'.