

MUSAC Classic Parent Portal – User Guide



Login to Parent Portal

Open your web browser (Internet Explorer, Safari, Chrome, Firefox or other browser) on your computer, iPad, iPhone, iPod or Android device. Browse to the web address given for your School's login page.



Log in using the email address recorded by your student's school, which must be either a Google or Facebook account so that you do not need to contact the school for forgotten passwords etc when you wish to access your student data.

Parent Portal Instructions

The details and consequent tabs you are able to view are governed by your school and contained in your student's caregiver record settings (in Student Manager). Those listed as emergency caregivers only do not have access to student data in this portal.

Where access to the data has been granted by the school, you may see contact information, student's timetable and attendance information. A finance tab will be available if you normally receive invoices, and Reports access provides academic achievement details.

In the main view of the Parent portal, if you have more than one student at the school, your student names will appear on the side menu.

The screenshot shows the MUSAC Parent Portal interface. On the left, there is a student profile for Adam James Scott (CROBB, Adam James Scott) with a photo and a 'Log Off' button. Below the profile are links for 'Your School Here', 'NZQA - Students', 'Studvix', and 'Wolfram Alpha'. The main content area has tabs for 'Personal', 'Timetable', and 'Attendance'. The 'Timetable' tab is selected, showing a table for Adam CROBB. The table has columns for 'Period Start', 'MONDAY', 'TUESDAY', 'WEDNESDAY', 'THURSDAY', and 'FRIDAY'. The rows show the schedule for periods 1 through 5.

Period Start	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1: 8:50	U ENG3 215 WLR			X GEO3 314 PAR	
2: 9:50	V BIO3 409 WRI		V BIO3 409 WRI	W TEC3 33 DON	U ENG3 215 WLR
3: 11:00	W TEC3 33 DON	W TEC3 33 DON	U ENG3 215 WLR		X GEO3 314 PAR
4: 12:00		V BIO3 409 WRI		U ENG3 215 WLR	
5: 1:00	X GEO3 314 PAR	X GEO3 314 PAR	W TEC3 33 DON		V BIO3 409 WRI

Click to open your student's details for a tabbed view showing each student's information. Current available tabs include: Personal, Timetable, Attendance, Finance, Reports and NCEA(for secondary students).

Personal tab

The Personal tab displays personal and contact information on the student and their caregivers. This also includes caregiver information which can be expanded out for view.

Attendance tab

The Attendance tab shows the student's attendance record. The view can be changed to show previous weeks.

NCEA tab

On the NCEA tab there are four available views. Current year and links to the right – Level 1, Level 2 and Level 3.

The current year view displays a table of all the standards attached to the student for the current year, as well as results and other details of those standards.

The graph to the right of this table is a combined view which displays (by percentage) credits which have been gained to date, internal credits yet to be

gained, plus the number of external credits attached to the student. It does not show internal standards which have a 'Not Achieved' result.

The levels 1, 2 and 3 views each display the standards.

The Reports tab

Select which of the PDF reports created for your student you would like to see using the drop-down list.

The Log off button returns you to the login screen in your browser.

Timetable tab

The Timetable tab (available for secondary students only) displays the student's timetable. This includes their room and teacher.

Finance tab

Financial transactions listed against the student are displayed here. Note the left column I = invoiced, and T = received, see key at the foot of your screen.

Personal Timetable Attendance **ncea** reports finance

NCEA: Chris MERTIN
National Student Number:

Current Year [Level 1](#) [Level 2](#) [Level 3](#)

Year	Standard	Name	Teacher	Credits	Int/Ext	Grade	Info
2012	9028802E	MATH2.5		3	Int		
2012	9028902E	MATH2.6		2	Int	A	
2012	9029002E	MATH2.7		2	Ext	E	
2012	9029102E	MATH2.8		2	Int	A	
2012	9029202E	MATH2.9		2	Ext		
2012	9080601E	MCAS2.1		6	Ext	A	
2012	9080701E	MCAS2.2		4	Ext	N	
2012	9080801E	MCAS2.3		4	Ext	N	
2012	9080901E	MCAS2.4		5	Int	A	
2012	5245 04E	U/S 5245		2	Int	A	
2012	5248 03E	U/S 5248		2	Int	A	
2012	5249 03E	U/S 5249		2	Int		
2012	5251 03E	U/S 5251		3	Int	A	
2012	5253 03E	U/S 5253		3	Int		
2012	5255 03E	U/S 5255		3	Int	A	

Number of Achieved Credits 25
Number of Merit Credits 0
Number of Excellence Credits 2
Total Number of Credits 27

Disclaimer: This information reflects the current status of the Mt Aspiring College systems. This information may not be aligned with the information stored with NZQA, or be up to date with regard to fees payable to NZQA. This information should not be used as a substitute for a NZQA Record of Learning.

Category	Count
Credits Gained	27
Possible Internal	8
Possible External	0
Total	35