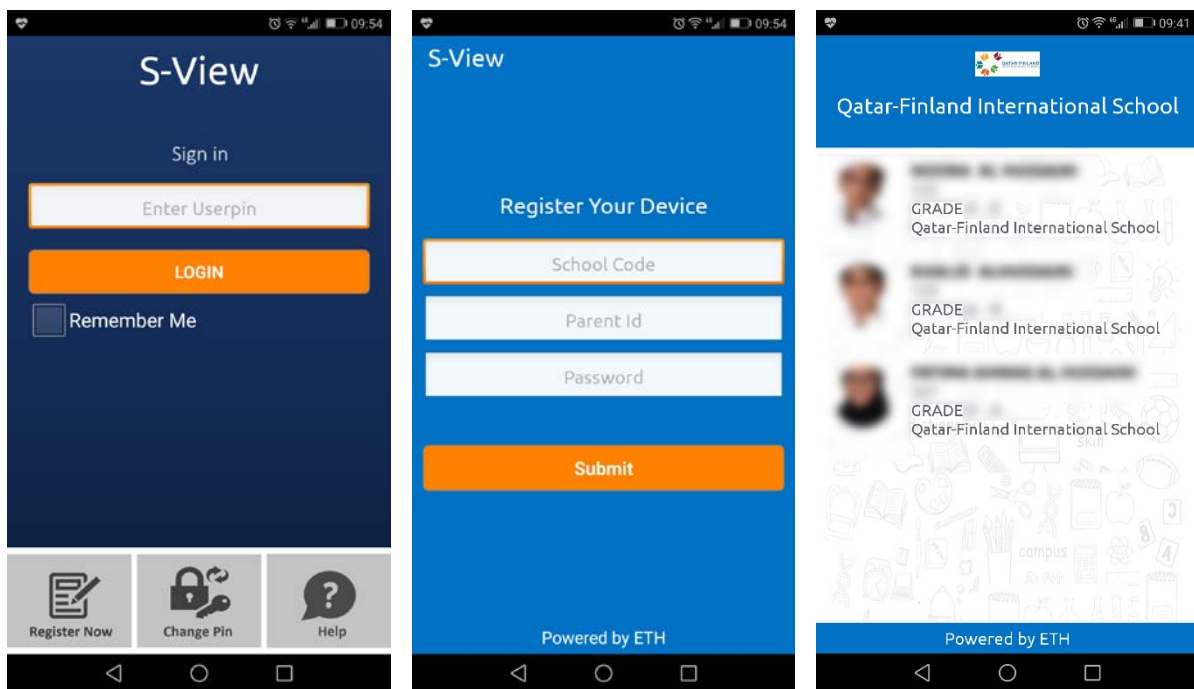


## Digital Campus Parent Portal – user guide

The Q.F.I. School uses a Parent Portal as the main source of communication between the school and the parents. The Parent Portal can be accessed through a mobile app and via a website. This document will explain how to set up, open and use the Parent Portal.

### Part 1: Parent Portal mobile app

We will first look at the mobile version. The app is called **Digital Campus S-View** and is available for [Android](#) and [iOS](#). When you open the app for the first time, it will ask for permission to access the phone. This is required as your unique phone identifier (IMEI code) is going to be linked to your parent account. The app is not using any personal information from your phone.



First, click on [Register Now] and enter the school code (qfis) and the username and password that you received from the school. Press [Submit] and you will be asked to set a personal pin code or password. This will be used to open the app on your phone from there on. Even if you change the password on the Parent Portal website, the pin code or password to open the app will stay the same.

After you log in, you should see the dashboard that has all your children that are in the Qatar-Finland International school. If this is not the case, it is probably because they are not under the same Parent Id. Please contact IT support at [ictsupport@qfischool.com](mailto:ictsupport@qfischool.com) or the Admission Office to have this fixed.

To continue, click on the picture of the student you want to see more information about. It will open the screen you can see on the next page.



On the student page, you can see:

1. **Student Profile** – See the personal details of the student, more about this later.
2. **Assignments** – Here you can see any assignments for your child. Note that not all teachers are using this.
3. **Calendar** – This is the school calendar. You can find the school vacations here, as well as events such as the principal's morning coffee.
4. **Circulars** – This is where you can find weekly letters. If you have multiple kids in the school, you will need to go to each child's page to see the different weekly letters.
5. **Communication** – Here you can send messages to the teachers of your child. More about this later.
6. **Emails** – Here you can see all emails that have been send by the school.  
Note: you will only see emails that have been send from the student management system, but not emails that a teacher or staff member sends from their personal email account to you.
7. **Fees** – If there are any fees that are still due, you will be able to see them here.
8. **Gallery** – This is currently not being used by the school.
9. **Homework** – Here you can see any homework for your child. Note that not all teachers are using this.
10. **LMS** – This is a Learning Management System that we are currently not using.
11. **News** – This is similar to Circulars (weekly letters), but this is information from the school administration.
12. **Progress Card** – Here you can find the report cards.
13. **SMS Alerts** – Here you can see all SMS messages that have been send to you from the system.
14. **Website** – Opens the Q.F.I. School website in a new browser window.

