

Activating your ALIS account



The activation process only needs to be done once. The purpose of it is to demonstrate ownership of an email address and telephone number that is held by the school before providing access to the system.

1. Register an email address and telephone number with the school

In the vast majority of cases this will already be completed as part of the admissions process. This detail can be changed at any time by contacting the school.

2. You will receive an email inviting you to activate your account

This will have a subject line containing *ALIS Account Activation*. This message contains your username and a link. **Make a note of the username and press on the link.** This will open a web browser and take you to the activation page.

3. Activate your account online

Follow the brief instructions on the screen:

Confirm your identity and press **Continue**.

Observe the Terms and Conditions, **tick the box** and press **Continue**.

Next, you will be prompted to receive a 6-digit code to one of the telephone numbers that are stored for you on the system. **Select your preferred number** and press **Send Code**.

This will be delivered via SMS. If a landline number is selected, the phone will ring and a voice will read the number to you after a prompt. If you select a mobile number, the text message will be delivered in the usual way.

Once received, **enter the 6-digit** number into the boxes provided and press **Continue**.

4. Your password is sent by email

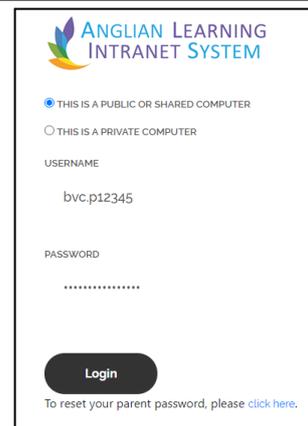
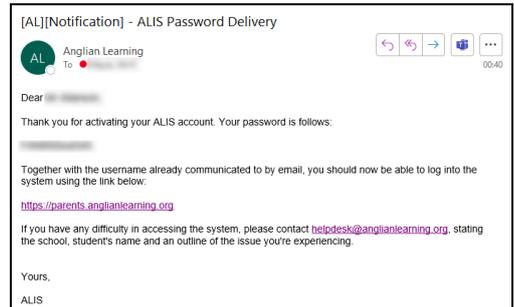
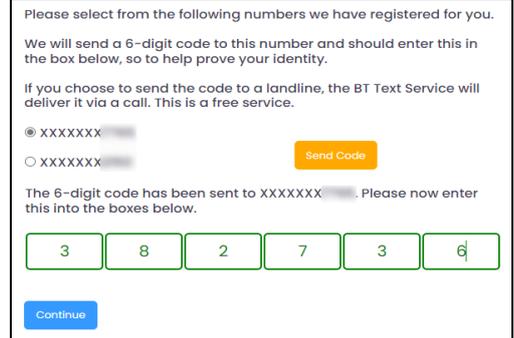
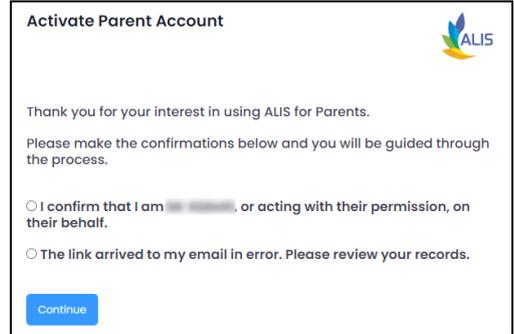
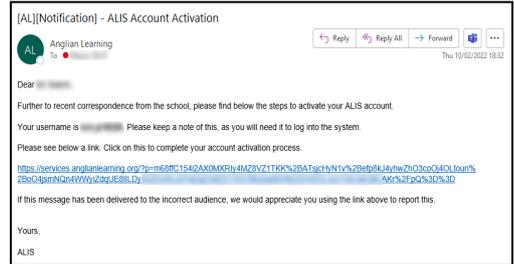
Your initial password will be sent to you by email. **Make a note of it**, or copy it to the clipboard, then click on the link to visit the following website: <https://parents.anglianlearning.org>

5. You can now log in

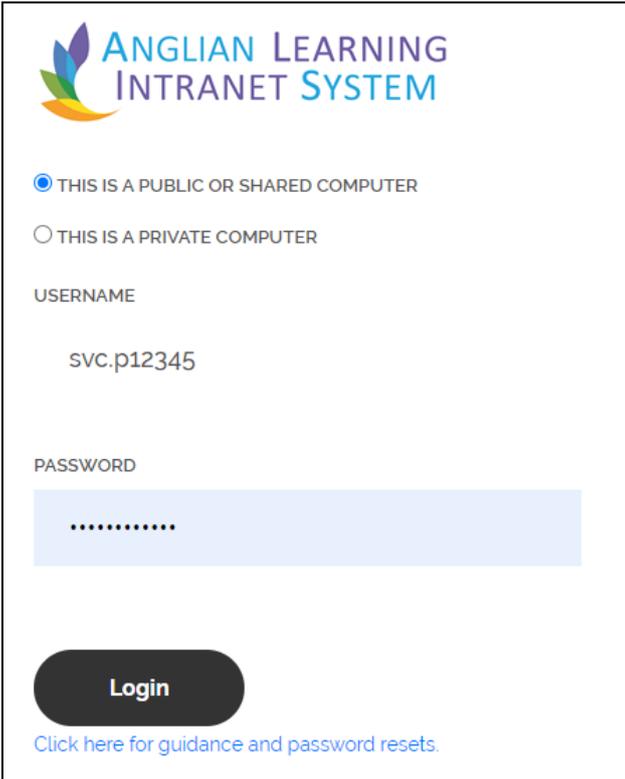
Enter your username, found in the first email, and then your password, which is found in the second email.

Once logged in, you can set your password to something more memorable, personal and permanent by visiting the following through the top menu: **My ALIS** —> **My Password**.

Note: The email delivery steps of this process should take no longer than 5 minutes to arrive. Should you find yourself waiting for over an hour, please contact us by emailing the Technical Services Team at alissupport@sawstonvc.org.



To Log into ALIS



The screenshot shows the ALIS login interface. At the top left is the logo for 'ANGLIAN LEARNING INTRANET SYSTEM'. Below the logo are two radio button options: 'THIS IS A PUBLIC OR SHARED COMPUTER' (selected) and 'THIS IS A PRIVATE COMPUTER'. Underneath is a 'USERNAME' field containing 'svc.p12345' and a 'PASSWORD' field with masked characters. A dark 'Login' button is at the bottom, with a link below it that says 'Click here for guidance and password resets.'

Step 1

In your chosen browser, visit the website

<https://parents.anglianlearning.org>

Step 2

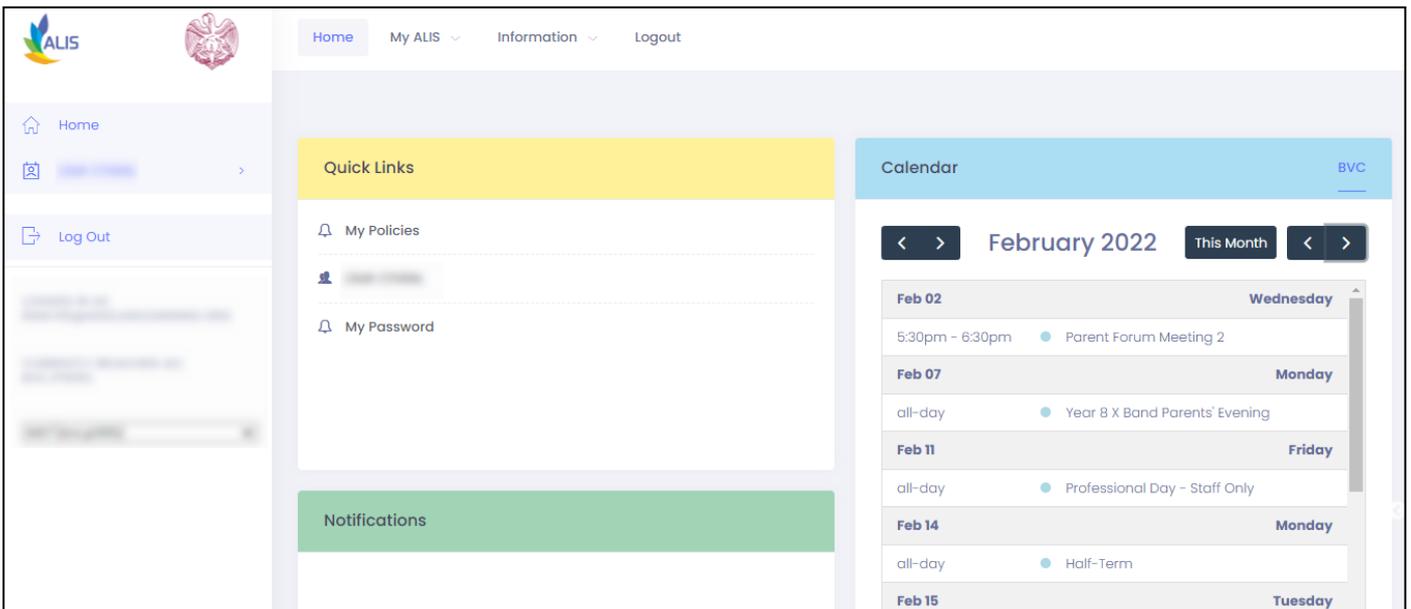
Log in using your ALIS account, which will start with a school prefix e.g. "svc.", followed with a "p" then a number, e.g. **svc.p12345**. This username should have arrived with you in an email during the registration process, described on page 1 of this document.

Step 3

Press Login.

Step 4

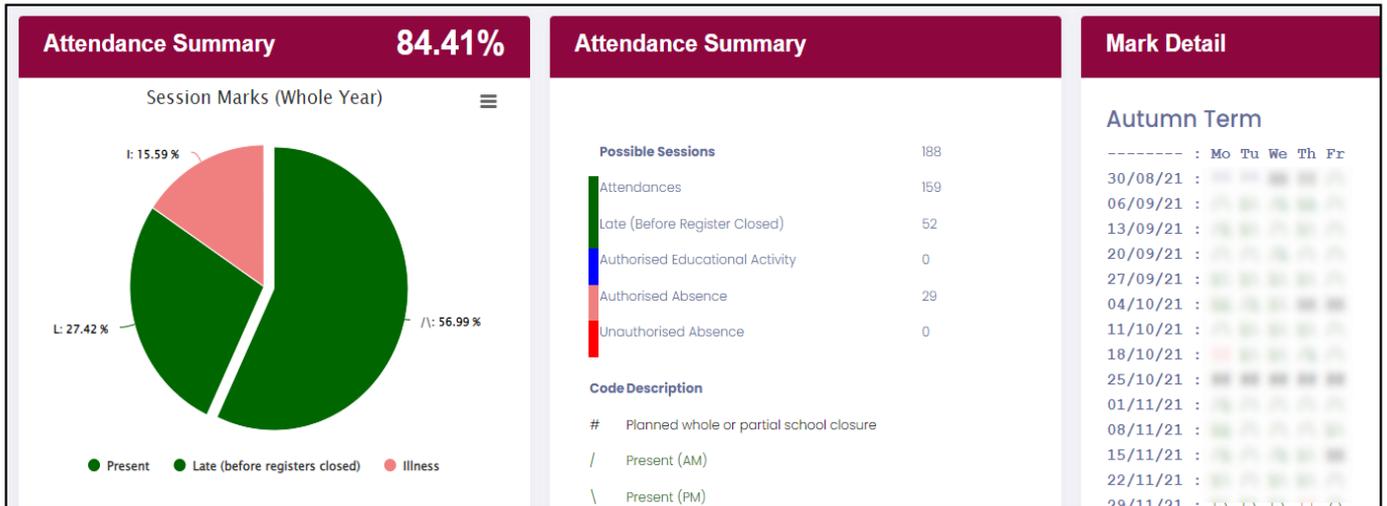
Once inside, use the left and top menus (desktop) or two context menus (mobile) to navigate through the system. The first Quick Links box provides a shortcut to each pupil to whom the system knows you have a link.



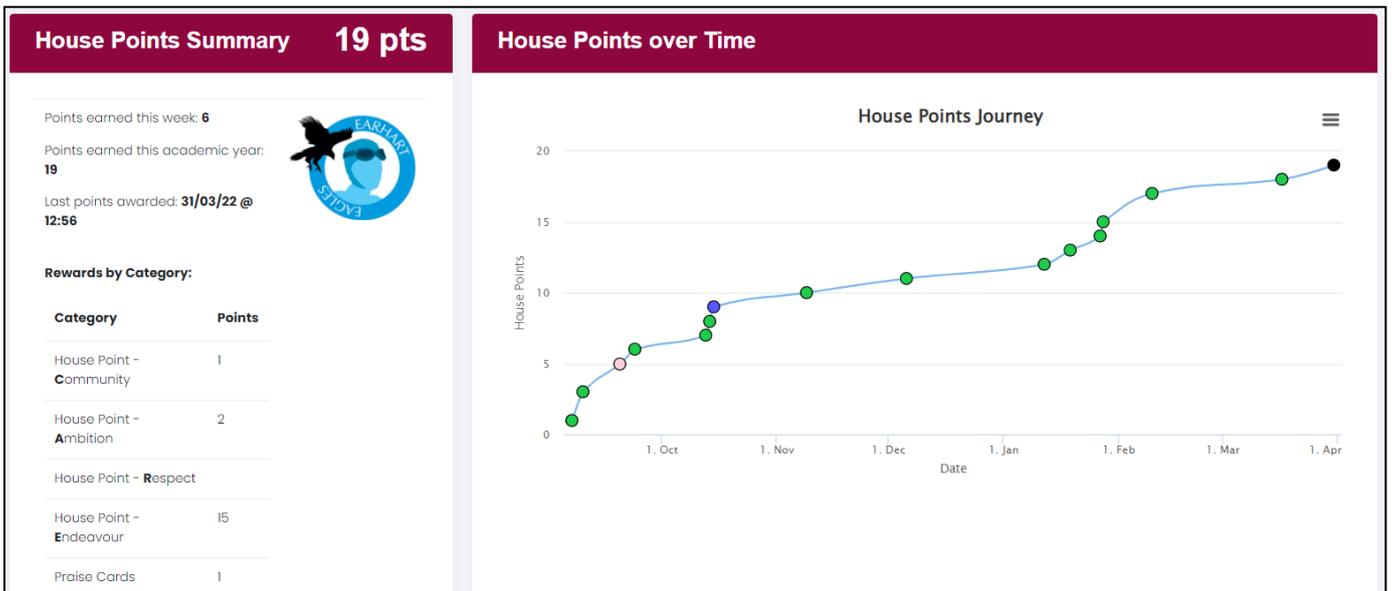
The screenshot shows the ALIS dashboard. At the top left is the ALIS logo and a crest. The top navigation bar includes 'Home', 'My ALIS', 'Information', and 'Logout'. The left sidebar has 'Home', 'Log Out', and other options. The main content area is divided into three sections: 'Quick Links' (yellow header) with 'My Policies' and 'My Password'; 'Notifications' (green header); and 'Calendar' (blue header) showing 'February 2022' with 'This Month' and navigation arrows. The calendar lists events for Feb 02 (Wednesday), Feb 07 (Monday), Feb 11 (Friday), Feb 14 (Monday), and Feb 15 (Tuesday).

Date	Day	Event
Feb 02	Wednesday	5:30pm - 6:30pm Parent Forum Meeting 2
Feb 07	Monday	all-day Year 8 X Band Parents' Evening
Feb 11	Friday	all-day Professional Day - Staff Only
Feb 14	Monday	all-day Half-Term
Feb 15	Tuesday	

The **attendance** page contains details of your child's attendance for each term, including the number and type of absence, for example, school closure or illness.



The **House Points** screen contains information about the rewards that have been given to your child across the year.



The **Behaviour Incidents** section shows events logged by staff in a table format.

Behaviour Incidents

Showing 1 to 3 of 3 entries

Class	Behaviour	Consequence	Staff Member	Logged
	Food / Chewing gum	Spoken to in class (and log event in system)	Ms J Friesner	2022-03-31 14:42
	Organisation / Not equipped for lesson (incl. no PE kit)	Spoken to in class (and log event in system)	Ms J Friesner	2022-03-31 14:42
	Uniform / Uniform: General	Spoken to in class (and log event in system)	Miss N Evans	2022-02-09 11:10