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**.
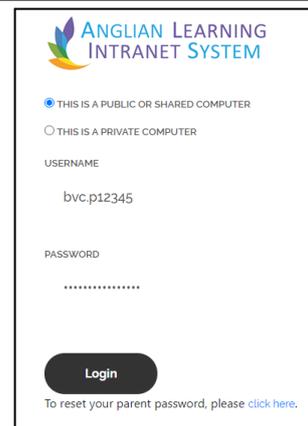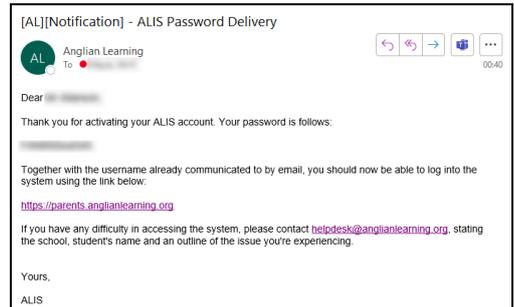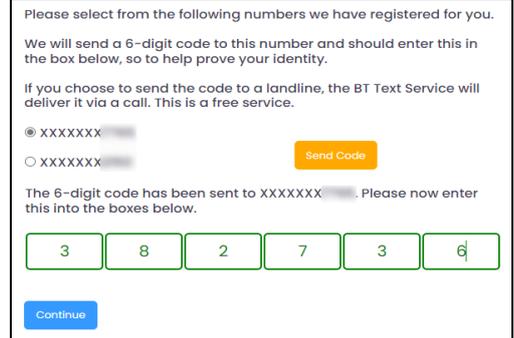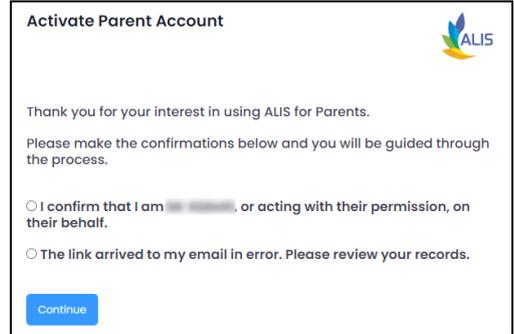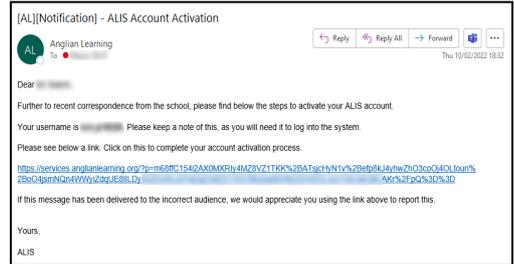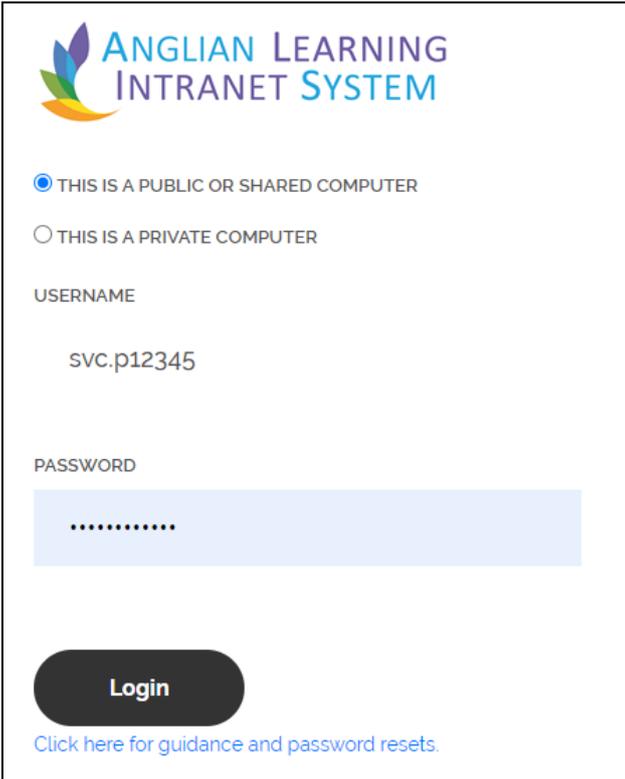
To Log into ALIS

Step 1

In your chosen browser, visit the website

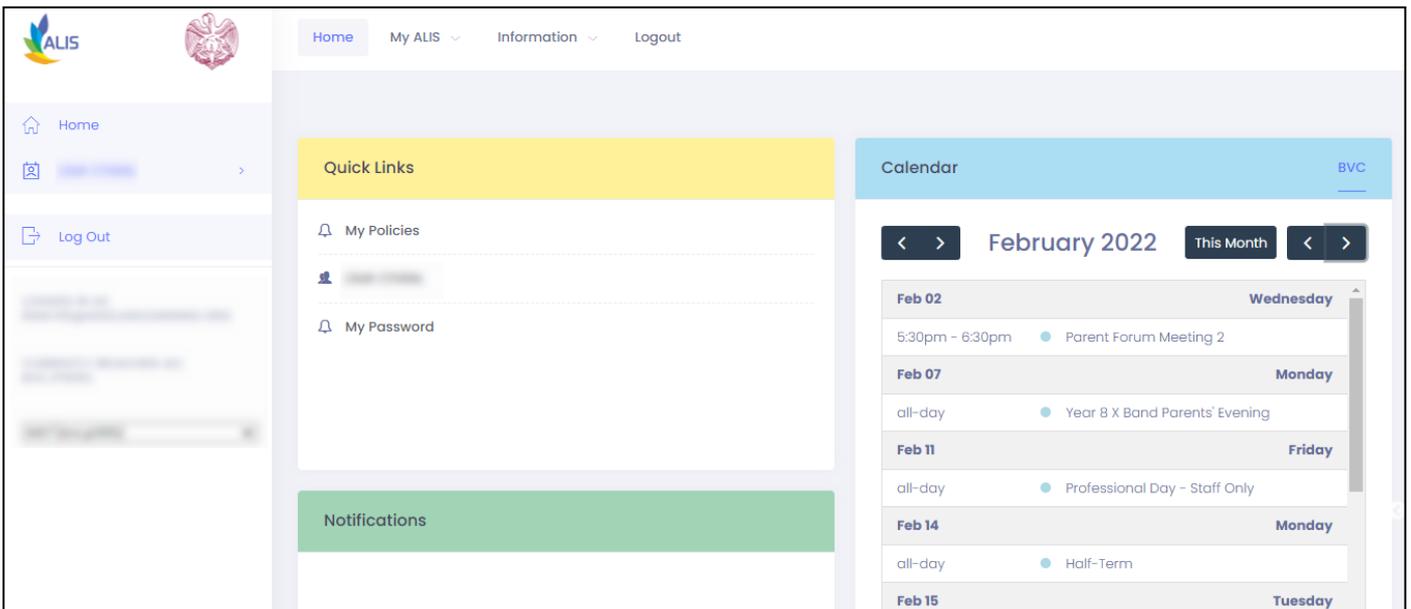**https://parents.anglianlearning.org**

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.
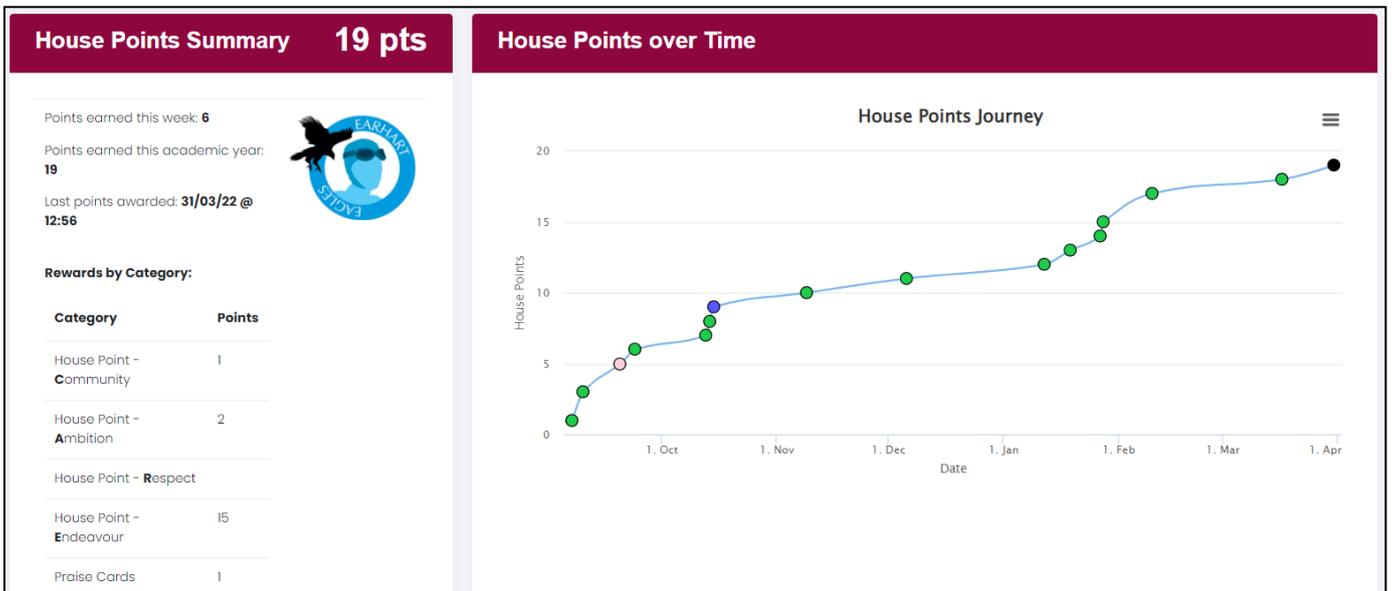
The **attendance** page contains details of your child's attendance for each term, including the number and type of absence, for example, school closure or illness.
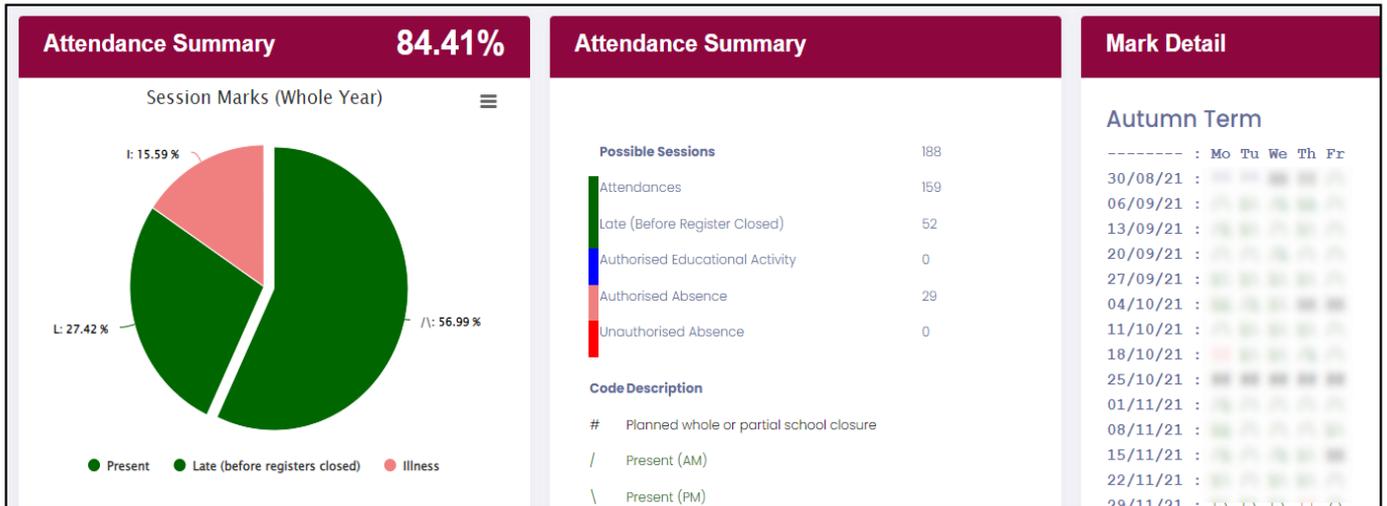
The **House Points** screen contains information about the rewards that have been given to your child across the year.

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