

MYPORTLEDGE HOW-TO GUIDE

# FORMS

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1. Visit [www.portledge.org](http://www.portledge.org) AND CLICK THE LOGIN TAB LOCATED ON THE UPPER LEFT SIDE OF THE MAIN MENU BAR

The screenshot shows the top of the Portledge School website. A red arrow points to the 'LOGIN' link in the main menu bar, which also includes 'APPLY', 'Community', 'Support', 'Search', 'News', '@Portledge', and 'Calendar'. Below the menu bar is the school's logo and navigation links for 'About Us', 'Admissions', 'Academics', 'Athletics', 'The Arts', and 'Programs'. The hero section features a large image of four students collaborating at a table. Overlaid on the bottom left of the hero image is a list of links: 'CAMPUS MASTER FACILITIES PLAN', '20/20: A CLEAR VISION', 'NEWS', 'EVENTS', and 'WELCOME' in large white letters. On the right side of the hero image, there are two small blue icons: a person icon and a document icon.

APPLY • **LOGIN** • Community • Support • Search • News • @Portledge • Calendar

PORTLEDGE  
SCHOOL  
Pre-nursery through Grade 12

About Us Admissions Academics Athletics The Arts Programs

CAMPUS MASTER FACILITIES PLAN  
20/20: A CLEAR VISION  
NEWS  
EVENTS  
WELCOME



## 2. ENTER YOUR USERNAME AND PASSWORD AND CLICK LOGIN.

**NOTE: IF YOU HAVE NOT LOGGED INTO THE PORTAL PREVIOUSLY, THEN CLICK ON THE "FORGOT LOGIN OR FIRST TIME LOGGING IN" LINK AND FOLLOW THE INSTRUCTIONS TO RETRIEVE YOUR USERNAME AND PASSWORD. FOR YOUR SECURITY, PORTLEDGE DOES NOT HAVE ACCESS TO THESE RECORDS.**

The screenshot shows the Portledge School login interface. At the top is a dark blue header with the school's logo and name, 'PORTLEDGE SCHOOL', and the tagline 'Pre-nursery through Grade 12'. Below the header is a white login form. The form contains two yellow input fields: one for 'Username' and one for 'Password'. Red arrows point to these fields from the left. Below the input fields are two buttons: a dark blue 'Login' button and a light blue 'Cancel' button. At the bottom right of the form is a link that says 'Forgot login or First time logging in?'. A red arrow points up to this link from the bottom of the page.



3. CLICK ON THE MESSAGE INDICATING THE NUMBER OF OUTSTANDING FORMS YOU HAVE TO REVIEW.

Parent

PORTLEDGE SCHOOL  
Inspiring Through Learning

0 Official Notes

Victoria Levy

Children 2 Children

Groups 3 Groups

Resources

News

Calendar

Directories 7 Directories

**! You have: 7 Form(s) to Review** ✕

Posts

**Group Finder** [View All](#)

2018 - 2019 groups (current 1 ↓)

PARENTS' RESOURCES

**Parents' Resources**

LOWER SCHOOL RESOURCES

**Lower School Resources**

ATHLETIC DEPARTMENT

**Athletic Department**



4. Click on the "REVIEW" button to the right of each row. The number of REVIEW buttons will be based upon the number of OUTSTANDING FORMS. PLEASE REVIEW EACH FORM BY THE INDICATED DUE DATE. **NOTE: YOU WILL BE REQUIRED TO FILL OUT A SEPARATE FORM FOR EACH CHILD ENROLLED.**

The screenshot displays the MyPortledge Parent Portal interface. At the top, a navigation bar includes a hamburger menu, the user's name 'Victoria Levy', and a search icon. Below this, a secondary bar shows categories: Children (2 Children), Groups (3 Groups), Resources, News, Calendar, and Directories (7 Directories). A yellow banner indicates 'You have: 7 Form(s) to Review'. The main content area is titled 'Files & Forms' with a toggle for 'Show completed forms'. It lists two sections: 'Victoria's files and forms' and 'Jase's files and forms'. Each section contains a table of forms with columns for category, form name, due date, and a 'Review' button. Red circles highlight the 'Review' buttons for each of the seven outstanding forms.

Category	Form Name	Due Date	Action
Profile Updates	Profile Review (18-19)	9/3/2019	Review
Acknowledgement/Permission	Permission to Photograph Student (18-19)	9/4/2019	Review
Acknowledgement/Permission	Permission to Publish Student Name (18-19)	9/4/2019	Review
Acknowledgement/Permission	School Store (18-19)	9/4/2019	Review
Emergency Contacts	Emergency Contact Update (18-19)	9/4/2018	Review
Medical	Health History (18-19)	9/4/2018	Review
Profile Updates	Grandparent/s (18-19)	9/4/2018	Review



4A. AS YOU ARE REVIEWING EACH FORM,  
PLEASE READ ALL INFORMATION THOROUGHLY.

### NOTES:

- SOME FORMS MAY HAVE MORE THAN ONE "TAB." YOU MAY MOVE FROM EACH TAB BY CLICKING ON THE "NEXT" BUTTON AT THE BOTTOM OF THE PAGE, OR BY CLICKING ON THE TABS AT THE TOP.
- THE "PROFILE REVIEW" FORM IS THE ONLY FORM YOU WILL NOT BE ABLE TO CHANGE ONLINE. THIS FORM IS FOR REVIEW ONLY AND ANY CHANGES SHOULD BE SENT TO **INFO@PORTLEDGE.ORG**

Parent | MyPortledge | Search | Official Notes | Victoria Levy

Children 2 Children | Groups 3 Groups | Resources | News | Calendar | Directories 7 Directories

You have: 7 Form(s) to Review

### Profile Review (18-19)

Profile | **Spouse** | **Address** | **Children** | Confirmation

In an effort to ensure the continued accuracy of profile data, the information listed below is for review only. Please thoroughly review all tabs in this form. Any requests for changes should be sent to [info@portledge.org](mailto:info@portledge.org).

Prefix  
Ms.

First Name  
Victoria

Middle Name

Last Name  
Levy

Suffix

Wireless Phone  
(516) 749-4887

Email  
[VLevy@portledge.org](mailto:VLevy@portledge.org)

Business name  
Portledge School

Job Title  
Director of Communications

Business address line 1  
355 Duck Pond Road

Business city  
Locust Valley

Business state  
NY

Business zip  
11627

Business country  
United States

Business Phone  
(516) 750-3222

School 1  
SUNY, Albany

Degree/Diploma 1  
B.A.

Grad Year 1

**Next**



## 4B. ONCE THE FORM IS COMPLETE YOU WILL RECEIVE A THANK YOU SCREEN.

The screenshot displays the MyPortledge Parent Portal interface. At the top, a dark blue header bar contains the 'Parent' label, the Fortledge School logo, a search icon, '0 Official Notes', and a user profile for 'Victoria Levy'. Below this is a navigation bar with icons and labels for 'Children 2 Children', 'Groups 3 Groups', 'Resources', 'News', 'Calendar', and 'Directories 7 Directories'. A yellow banner below the navigation bar states 'You have: 6 Form(s) to Review'. The main content area is titled 'Profile Review (18-19)' and features a row of buttons: 'Profile', 'Spouse', 'Address', 'Children', and 'Confirmation'. The 'Confirmation' button is highlighted in blue. Below this row, a message reads 'Thank you for submitting the form', followed by a blue 'Thank You' button.



PLEASE DIRECT ANY QUESTIONS TO [SUPPORT@PORTLEDGE.ORG](mailto:SUPPORT@PORTLEDGE.ORG)

