

# PARENT GATEWAY - HELP SHEET

LOGIN: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

Web Address: [www.springwoodhighschool.co.uk](http://www.springwoodhighschool.co.uk)

Click on the 'Parent' tab select Parent Gateway from drop down.

(On the right-hand menu), click the **PARENT GATEWAY LOGIN** .



1. Enter your username here i.e. MrJBloggs

2. Enter your password here

### PLEASE NOTE:

**They are case sensitive and must be typed exactly as they are given to you – including capitals where indicated and no spaces.**

3. You will have to change your password when you first logon and subsequently every 6 months thereafter.

(‘Old Password’ is the one in your letter)

### YOUR NEW PASSWORD :

- Must be a minimum of 8 characters
- Must include at least **1 Capital** letter and **1 Number**
- CANNOT include your name
- CANNOT be one that you have used before

4. Click Continue

5. Click on the Parent Tab

Springwood High School Site Collection > Springwood High School

Welcome Lisa FLAHERTY |

 Springwood High School

Springwood High School Parents

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SPRINGWOOD HIGH SCHOOL SITE  
[Homepage](#)

## WELCOME TO SPRINGWOOD HIGH SCHOOL'S PARENT GATEWAY

Click on the **Parents** tab above to view pupil information.

Please e-mail any queries or questions to the Data Team at [data@springwoodhighschool.co.uk](mailto:data@springwoodhighschool.co.uk)

  
Springwood  
High School

[Information](#)

### PLEASE NOTE:

In order to use the automated password reset it is *essential* that we hold an up to date email address and that you set a Security Question in the 'My Account Details' section where you will also be able to change your password to one you can remember.