

Pupil Tracking Registration Instructions:

In order to register for the Pupil Tracking system for your child, you should follow the steps 1-6 outlined below.

Step 1. Click on your child's personal link provided to you in your email. You will be taken to the screen shown below:

Step 1 - Pupil ID & Licence Key Validation

In order to access details for a pupil on Pupil Tracking you need to create an account. To create an account you will need the Pupil ID and licence key provided by your school.

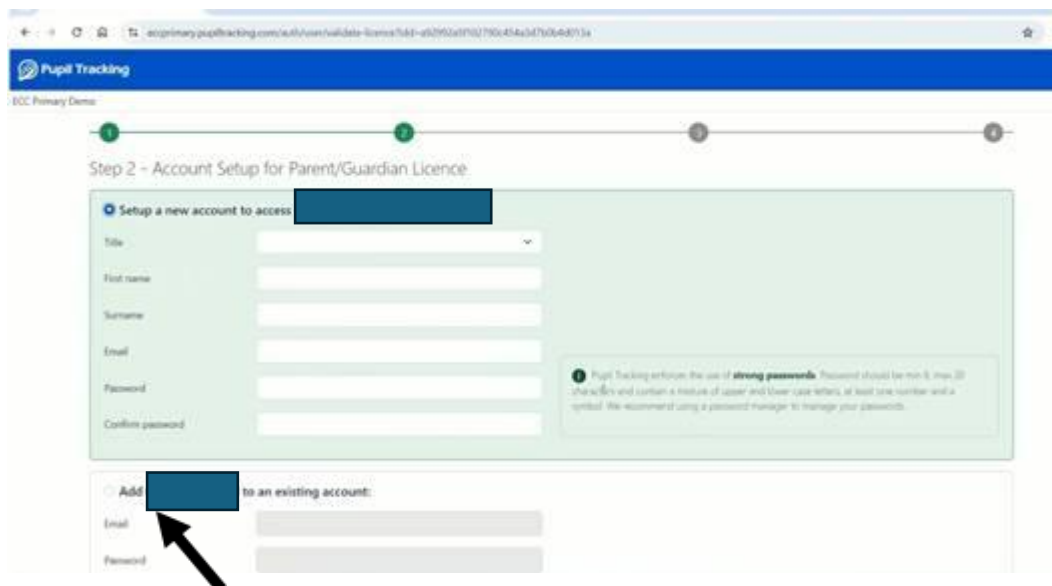


Step 2. The Pupil ID & License Key will already be filled in with your unique codes. Do not do anything to these boxes.

Step 3. Complete the CAPTCHA code by copying the numbers and letters that appear into the box

Step 4. Press Continue to go to the next screen

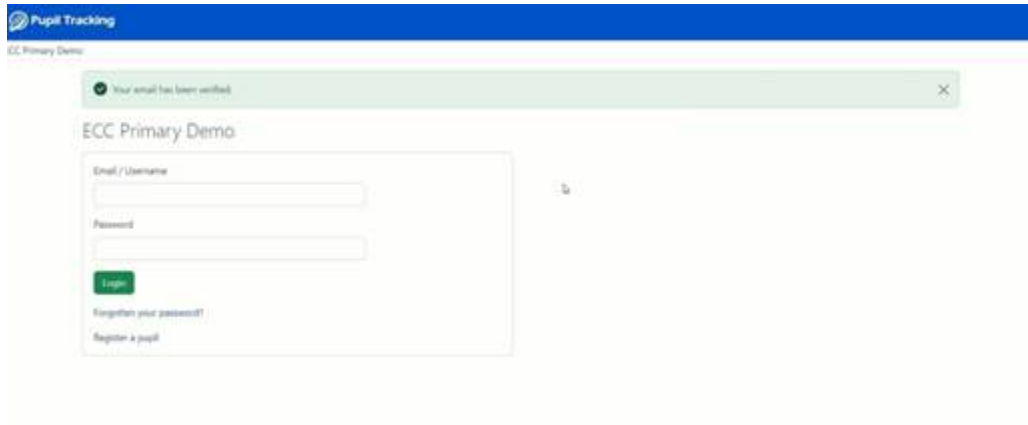
Step 5: Complete the Registration Process by filling in the boxes below.



NB If you already have a child registered on Pupil Tracking at Tynecastle you can just complete the box requesting to add to an existing account. You do not need to enter all your details again.

Step 6. You will be then sent an email link to the address you gave during the registration process, which will take you to the log in screen.

Enter your email/username and password to access the account.



An email will be sent from Pupil Tracking when a tracking report is issued for your child which will take you to the log in screen above.

You will then be able to access your child's Report/s.