



Geagte ouer van HS Swartland / *Dear parent of Swartland HS*

Hiermee wil ons u bekendstel aan ons skool se administratiewe aanlynstelsel, **IntouchPortal**. *We wish to introduce you to our online administrative system, **IntouchPortal**.*

Hierdie aanlynstelsel sal u in staat stel om onder andere boodskappe, afkondigings, huiswerk en take vanaf die skool te besigtig, asook u kind se afwesighede elke dag. Alle strafpunte sal ook beskikbaar wees. e- Rapporte van al die kwartale en vorige jare by die skool, sal afgelaai kan word. *By registering on the Portal, you will gain access to numerous informative documents and activities. This may include announcements, homework, absenteeism, behaviour and the printing of reports to mention a few.*

Alle inligting soos selfoonnommers, adresse, ens. kan ook gekontroleer word. (Die verandering van inligting moet egter asb na die skool gestuur word om op datum te bring.) *All information needed by the school can also be checked and corrections can be e-mailed to the school to ensure your and the learner's information is up to date.*

Om hierdie stelsel te kan gebruik moet alle ouers aanlyn registreer. Die e-pos-adres wat u vir die skool verskaf het, is u gebruikersnaam (username, login). *Parents must register before they are able to access the school's InTouch portal website. The e-mail address that you supplied to the school, will be your login Username.*

Hoe registreer u om toegang tot die InTouchPortal te kry?

How do you register for access to the InTouch Portal?

Die skool sal hierdie uitnodiging om te registreer, aan u stuur per e-pos. (die e-pos wat u aan die skool verskaf het). Kies hierdie skakel of tik dit by u webblaaiër in: <https://swartlandhs.intouch.zone> Die volgende vensters sal vertoon.

Your school will email you an invitation to register that will include a registration link: <https://swartlandhs.intouch.zone> Clicking the link will take you to the portal registration page:



To **register** using this page:

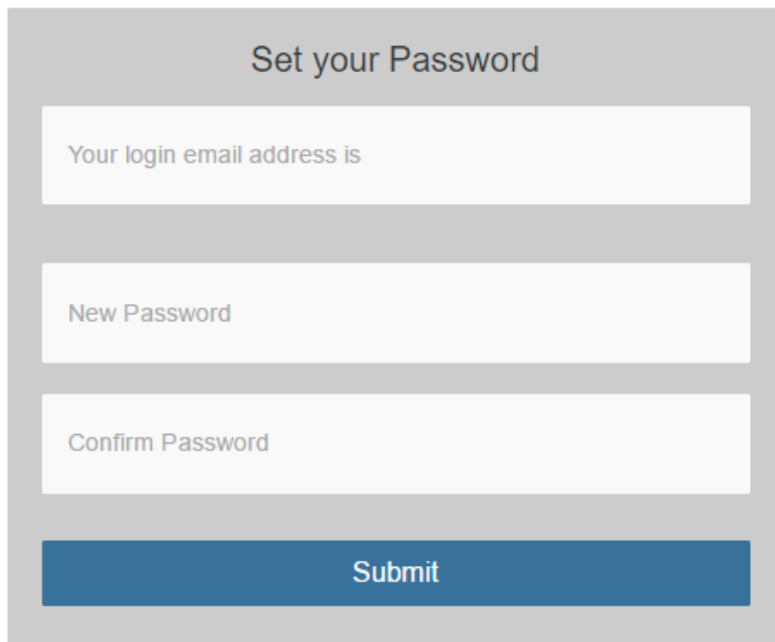
- Enter your email address – you must use the address that the school emailed your invitation to. (The e-mail that you supplied to the school)
- Select As Parent / As Student from the drop down
- Select Create Account

Once you have completed this you will be sent a confirmation email which will include a link you can use to complete your registration. When you click on the link in the email you will be taken to the InTouch portal login page where you will need to enter your email address and a new password for accessing the website: See the **requirements for the password** below the screen shot.

Om te **registreer** op dié blad:

- Tik u e-pos adres in – dit moet die e-pos adres wees wat u aan die skool verskaf het en waardeur u tans die skool se nuusbrief weeklikse ontvang.
- Kies dan *As Parent* opsie van die beskikbare keuses
- Selekteer *Create Account*

Sodra u hierdie proses voltooi het, sal u 'n erkennings e-pos ontvang met 'n skakel om die registrasie te voltooi. Nadat u op die skakel geklik het, sal die *login page* van die *InTouch* portal beskikbaar wees. Hier sal u dan u e-pos adres moet intik en 'n nuwe wagwoord moet skep om die webtuiste oop te maak. Kyk asb na die **formaat van die nuwe wagwoord** hieronder.



Please note that passwords must meet the following criteria:

Wagwoord vereistes:

- **The password has to be at least 8 characters (ten minste 8 karakters)**
- **You need at least one upper-case character (ten minste 1 hoofletter)**
- **You need at least one non alphabetic character (ten minste 1 van bv. @#\$%&!?)**

Once you have completed this step you will be logged on to the InTouch portal and be able to access information for your family.

Sodra hierdie stap voltooi is, sal die inligting op die InTouch portal besigtig kan word.

To log in after you have registered, click on this link or type it into your browser:

Indien u weer hierna die webblad wil besigtig, kan u op die volgende skakel klik:

<https://swartlandhs.intouch.zone>

Type in your username and password and choose Login. Tik u gebruikersnaam en wagwoord in en kies Login.



Hoërskool Swartland High School



Go to Student login Forgot password? Register Need help?

Choose your child's **profile** and check that all the information is correct and up to date. E-mail any changes to: ddeklerk@swartlandhs.co.za

Kies u kind se profiel en kontroleer alle inligting. Indien daar foute is, stuur die korrekte inligting aan: ddeklerk@swartlandhs.co.za

Choose your own (parent) **profile** and check that all the information is correct and up to date. E-mail any changes to: ddeklerk@swartlandhs.co.za

Kies u eie profiel (Parent) en kontroleer of al u inligting op datum is. Stuur alle veranderinge aan ddeklerk@swartlandhs.co.za

The screenshot shows the Intouch website interface. On the left is a dark sidebar with a blue header containing the 'Intouch' logo. The sidebar menu includes: Dashboard, Profile (highlighted with a white box and an arrow pointing to the top-left text box), Calendar, Journal, Correspondence, Marks (with an arrow pointing to the 'Learner's marks after moderation' text box), Homework, Behaviour (with an arrow pointing to the 'Marks attained for misbehaviour' text box), Reports (with an arrow pointing to the 'All the latest and past reports' text box), Attendance (with an arrow pointing to the 'Record of school absenteeism' text box), and Contact Us. The main content area has a blue header with the user's name 'Mieke' and 'de Beer'. Below the header, there is a date 'TUESDAY, 23 MARCH' and an 'ANNOUNCEMENTS' section. A 'View Calendar' button is visible. The 'Marks' section shows dates 'Friday, 2/04' and 'Monday, 5/04'. The 'Attendance' section shows a 'Record of school absenteeism'.

Indien u sukkel of u wagwoord vergeet het, gebruik hierdie skakel vir hulp. Use this link if you have forgotten your password: <https://help.intouch.zone>

Alle **ander** navrae wat u het, kan aan bdebeer@swartlandhs.co.za gestuur word. For any **other** enquiries, use this email above.

Kind regards
Vriendelike groete

AJ Schoonraad
Skoolhoof/ Principal

BC de Beer
Stelseladministrateur/Systems Manager