

Iris.ac User Guide

Open up your Internet browser.



Or



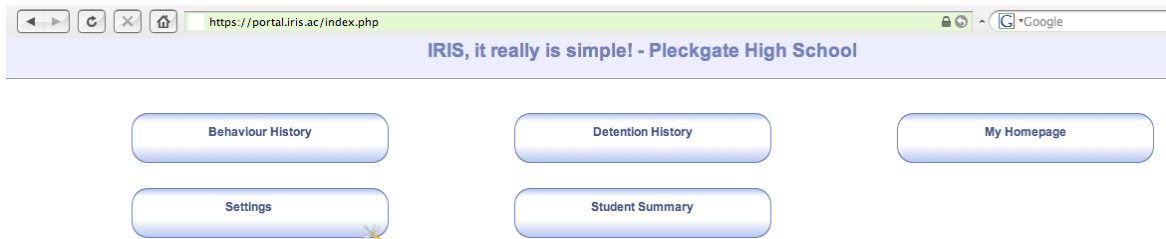
Firefox

- In the address bar type in <http://www.iris.ac>

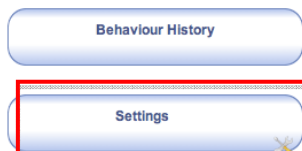


- Click on 'Iris Portal Login' on the left hand side of the web page.
- In the login prompt enter your username and password. As it appears on your letter. CAUTION the password is case sensitive.

- Once logged in this menu screen will appear.



- If this is your first login then you must go to the settings page and change your password to something you can remember. Click on the button on the menu screen that says 'Settings'.



- The page will then change to the one below.

Change Your Password

Your IRIS password needs to be changed.

Please provide us with a new password by filling out the boxes below.

Current Password:

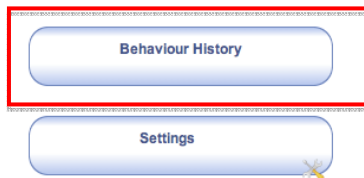
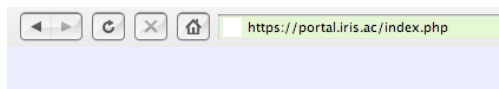
New Password:

Re-type new password:

- To change your password you must enter the current password in the first box and then you new password in the second box and confirm the new password in the third box. Click 'Submit' once done.
- After your password is changed click the 'Menu' in the top left corner of the window to return to the home menu.



- To view the rewards and consequences your child has received click on 'Behaviour History' on the menu screen.



- On this screen you can view at a glance how many rewards and consequences your child has received and what they received them for.



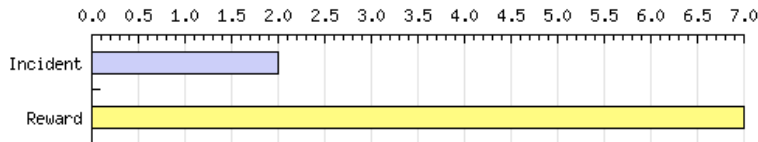
Dates: 03/09/2007 → 20/07/2008 : Current Year Slips: (Rewards Concerns Both)

Summary [Full Details](#)

Clear Filters Apply Filters

» [Download this list in PDF format](#) «

» Graphical View for Totals



» Totals for Incidents

1 x Truanting

1 x Late to lesson

» Totals for Rewards

1 x Excellent Homework

3 x Good Effort

1 x Excellent Attitude. Helpful, courteous etc.

- To get a more detailed view of a particular reward or consequence click the 'Full Details' link at the top of the screen.

Dates: 03/09/2007 → 20/07/2008 : Current Year Slips: (Rewards Concerns Both)

Summary [Full Details](#)

Clear Filters Apply Filters

» [Download this list in PDF format](#) «

- This view will show you exactly who gave the reward/consequence slip, at what date/time and why the reward/consequence was given.
- There are other filters at the top of the page to filter down the results given. For example between two specific dates and either just rewards, just consequences or both.
- At any time to return to the home menu screen click the 'Menu' at the top left of the window.



» Menu » Settings

- To log out of the Iris system click the red button at the top right of the window.

