

## Parent / Carer Quick Guide

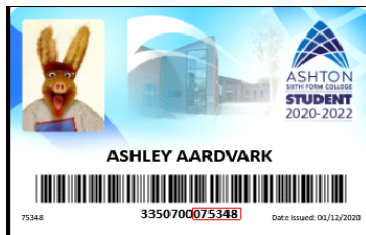
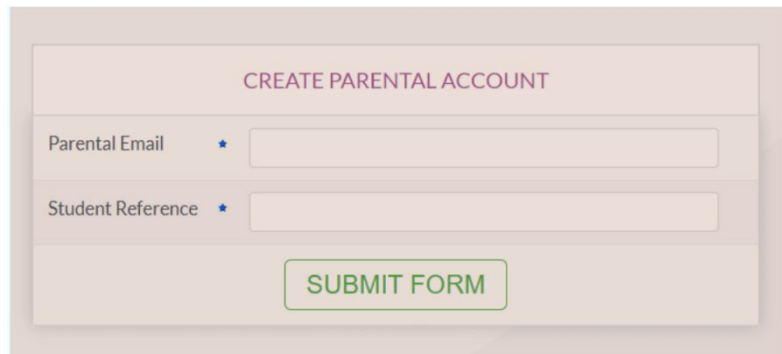
### Creating Cedar Parental Accounts

Please see below screen shots and information on how to create your own Cedar account to enable you to log in to view your son/daughters information.

Click the following link:

<https://cedar.asfc.ac.uk/auth/account/create>

Enter the email address that we have on the system for you and the student reference is your son/daughters student ID no. This can be found on their ID Badge, it is the last 6 digits of the long number.

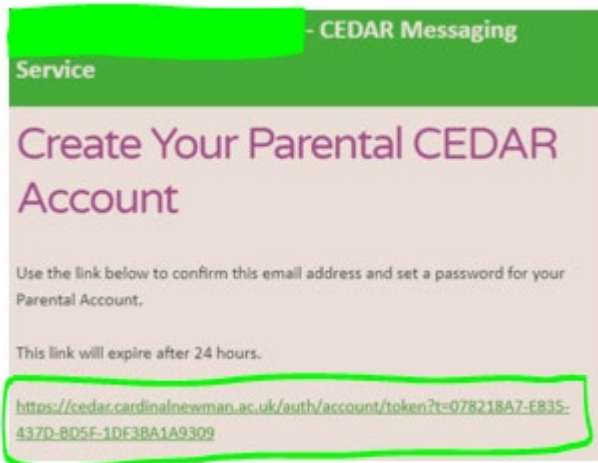



CREATE PARENTAL ACCOUNT

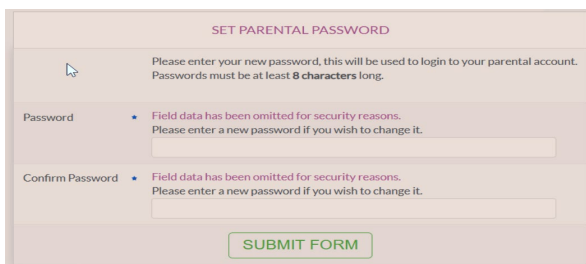
Parental Email \*

Student Reference \*

If the email address and reference match, an email will be sent to you with a link to finish creating your account by setting a password.



Next click/tap on the link to set your password



SET PARENTAL PASSWORD

Please enter your new password, this will be used to login to your parental account. Passwords must be at least 8 characters long.

Password \*

Confirm Password \*

To set your Parental Password, please enter:

Password: (passwords must be at least 8 characters long)

Confirm Password: (re-enter chosen password)

Click/tap the **'submit'** button

Once your parent account has been created, please go to the Cedar login page link below. Or copy this into your browser and enter your CEDAR username and password.

Cedar login page link: <https://cedar.asfc.ac.uk/>

Please use the following format to login once on the link:

Username: **Your email address that we have registered at college**

Password: **The one you have created**

If your email address is associated with more than one student as you have multiple wards in college, you only need to create one account. You will then be asked to select one of the students when you are logging in to Cedar.

Here you can view your son/daughter's information.

Once logged in you will have access to a range of information about your son/daughter's progress etc.

The screenshot displays the Cedar Parent/Guardian dashboard. At the top, it says 'Welcome Parent / Guardian Of'. Below this, there are four main sections:

- Important Information:** A yellow banner with a message: 'Welcome to a new year at Ashton Sixth Form College.' It includes links for 'UK Safer Internet Centre' and 'Ceep online Protection', and a note about missing Spanish Formal Assessment grades.
- Attendance:** Shows a large '100%' attendance percentage with the text 'This is your overall attendance percentage.' and a link to 'View Attendance Summary'.
- Today's Activities:** A table with columns for TIME, ACTIVITY, and LOCATION. It lists three activities for 2022-03-18: English Literature A1-A-A (AS-level) with a score of 2.6, History A1-B2-A (AS-level) with a score of 3.9, and English Language A1-D-A (AS-level) with a score of 2.8. A link to 'View Full Timetable' is provided below the table.
- Pastoral Log:** Shows a table with columns for TYPE, MODULE, OPENED, and STATUS. It lists two entries: 'Commendation' for EL/YR1AS/21 on 18-Oct-2021, and 'IL Actions' on 23-Sep-2021. A green button 'EMAIL YOUR TUTORS' is visible above the table.

Different pages throughout CEDAR are available from the green menu on the left side of the screen. Click/tap the top-left CEDAR logo to expand this menu.

If you have created your account but forgotten your password, please email [ASF\\_CedarParent@asfc.spt.ac.uk](mailto:ASF_CedarParent@asfc.spt.ac.uk) with your son/daughter's name, Student ID no (This can be found on their ID Badge. It is the last 6 digits of the long number) and date of birth using the format 01-01-2001. Here we can send you a link to reset your password.

The screenshot shows an email from 'Ashton Sixth Form College - CEDAR Messaging Service'. The subject is 'Reset Your Parental CEDAR Account'. The body of the email contains the following text:

Use the link below to set a new password for your Parental Account. This link will expire after 24 hours.

<https://cedar.asfc.ac.uk/auth/account/token?t=985691C4-44A5-420D-9227-9B6286BD7C76>

To reset your Parental Password, please enter:

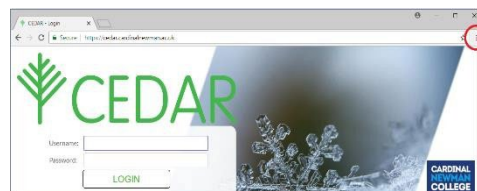
Username: ***Your email address that we have registered at college***  
Student number: **123456** (the last six digits of your son/daughters student number)  
Date of Birth: **01-01-2000**  
Click/tap the **'submit'** button

## Adding CEDAR to your Mobile Device Home Screen

Swiftly access CEDAR from your phone or tablet's home screen as you would any other mobile app.

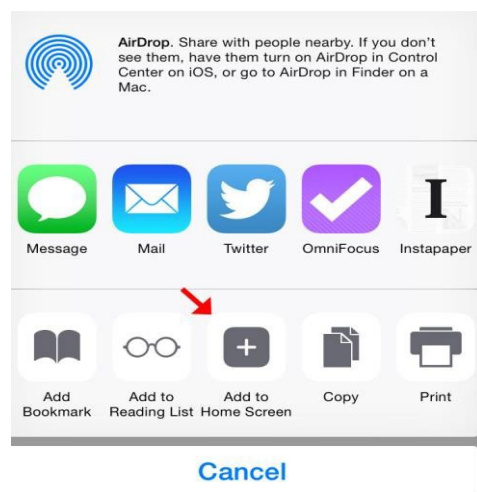
### Android & Chrome

1. Browse to <https://cedar.asfc.ac.uk/>
2. Select the ellipsis in the top right hand corner
3. Choose **'Add to Homescreen'**



### iOS & Safari

1. Browse <https://cedar.asfc.ac.uk/>
2. Select the 'Action Button' at the bottom of the screen
3. Choose **'Add to Homescreen'**



If you have any problems with your account or setting it up please email [ASF\\_CedarParent@asfc.spt.ac.uk](mailto:ASF_CedarParent@asfc.spt.ac.uk)