



Parent / Carer Quick Guide

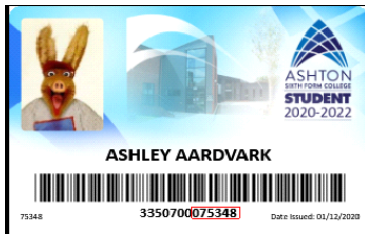
Creating Cedar Parental Accounts

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.

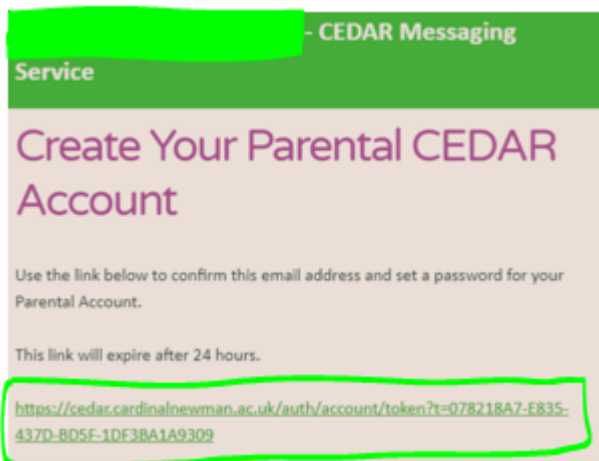
Click the following link:

<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.

A screenshot of the "CREATE PARENTAL ACCOUNT" form. It has two input fields: "Parental Email" and "Student Reference", each with a star icon indicating it is required. Below the fields is a green "SUBMIT FORM" button.

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

A screenshot of the "SET PARENTAL PASSWORD" form. It has two input fields: "Password" and "Confirm Password". Each field has a message: "Field data has been omitted for security reasons. Please enter a new password if you wish to change it." Below the fields is a green "SUBMIT FORM" button.

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:

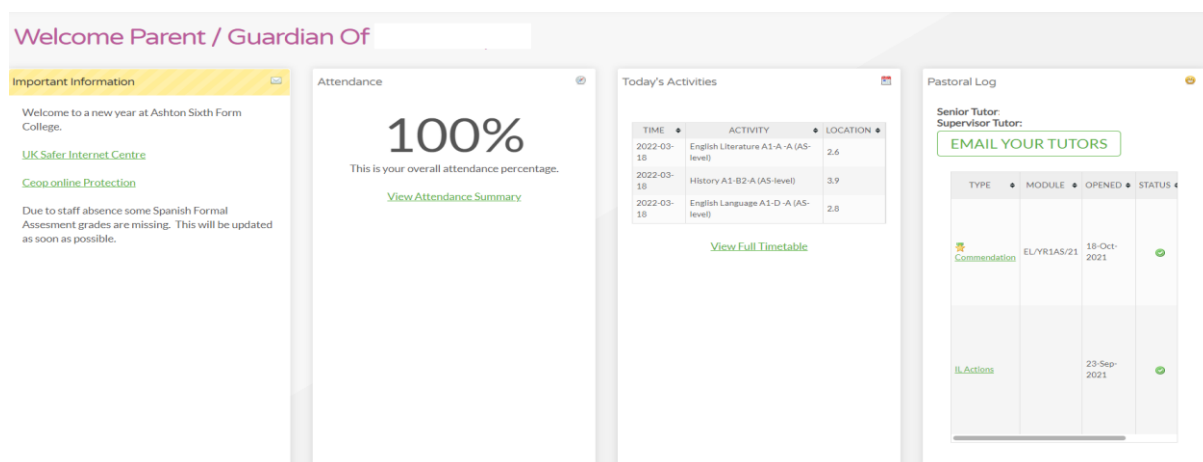
Username: ***Your email address that we have registered at college***

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.



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 cedarparent@afsc.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.

Reset Your Parental CEDAR Account

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.

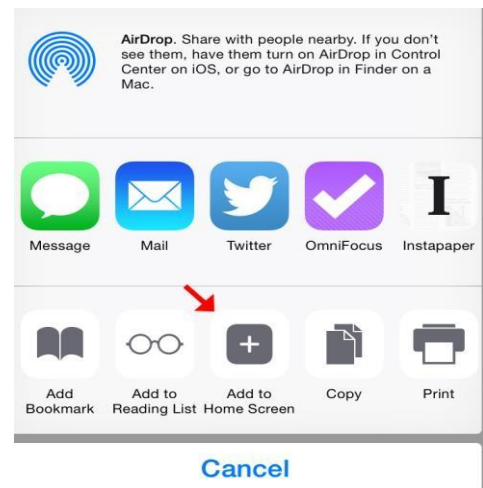
Android & Chrome

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 cedarparent@asfc.ac.uk