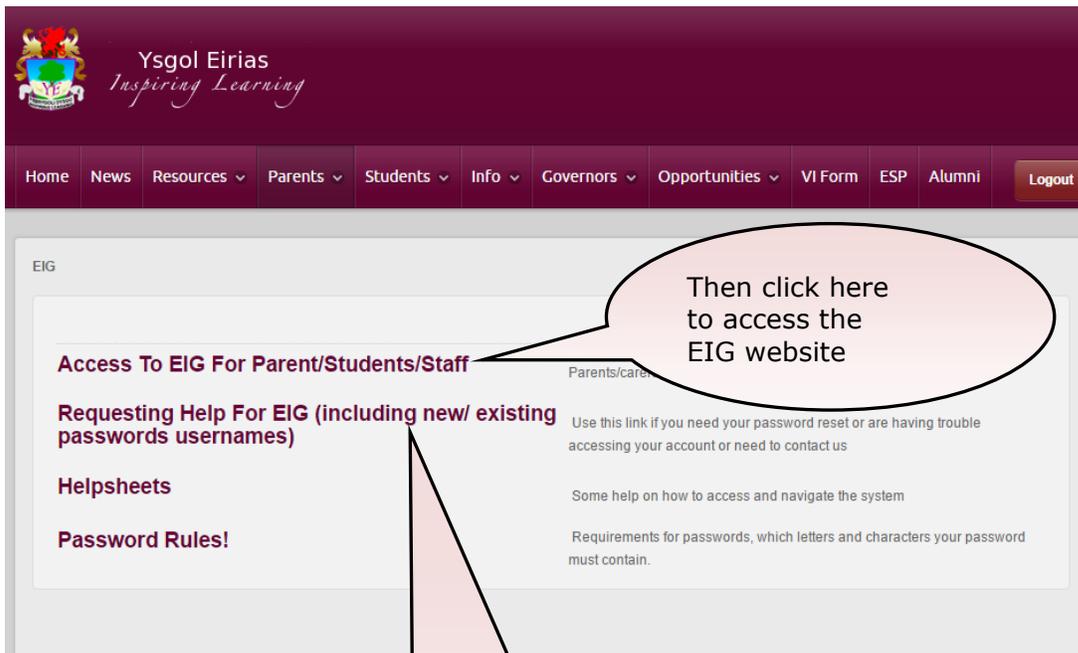# Eirias Information Gateway (EIG) Help Sheet - May 2017

Using a web browser (such as Windows® Internet Explorer, Google Chrome or Firefox), find the school website www.eirias.co.uk/cymru/

To start - click here on the Ysgol Eirias Home Page – www.eirias.co.uk

Then click here to access the EIG website

To report any problems, or to request a new password/username, or send us a message, please click

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Your username should be entered in the top box, and your password in the bottom box. Then click 'Sign in'

Password rules can be found here – or see below

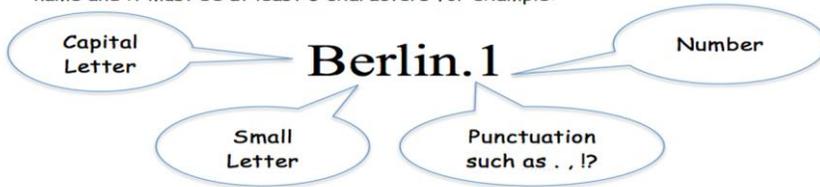You may be asked to change your password, enter the old one here OR the temp password we have emailed you

When entered, click here

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Password Rules

Password rules

There are strict rules for passwords. Remember you are not allowed to use your own name and it must be at least 6 characters for example:

Capital Letter

Number

Berlin.1

Small Letter

Punctuation such as . , !?

Passwords need to change every 6 months, but please make a note of yours to ensure trouble free entry next time you visit. Thanks.
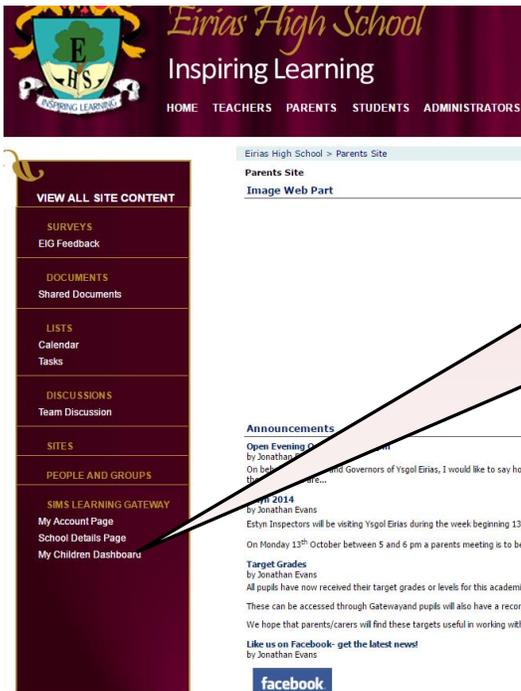
For Students:

Students:

Click My Summary Page here to see your personal information –attendance, timetable, behaviour and reports. Please note that Parents link is called 'My Children's Dashboard'

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For Parents

Parents:

Click My Children's Dashboard to see –attendance, timetable, behaviour and reports.

For Reports: When you click to view reports, the screen below will appear. Please click on the date line and all available reports will drop down for selection.

Click here to view available reports.