



# Notre Dame

CATHOLIC SIXTH FORM COLLEGE

www.notredamecoll.ac.uk  
enquiries@notredamecoll.ac.uk

0113 2946644

Principal: Justine Barlow

Dear Parent/Carer,

RE: Cedar Parent Portal

As part of our continuing commitment to student achievement, I am pleased to provide you with the details of how you can access the online Parent Portal through our intranet system Cedar. Cedar is where each student can see their progress by subject, attendance, and their progress against their Individual Learning Plan. The Parent Portal will enable you access to your child's attendance and assessment data, making their progress in their chosen study programme easier to track. We apologise for the delay but there was a technical issue at Cedar which meant that they were not able to create the access until now.

Following development of the secure access, Parents and Carers are now required to create Cedar accounts using the email address that has been provided to the College and logged against your child's record. Before creating an account, please ask your child to check the Contact Information under the "My Details" section of their Cedar ILP. You will only be able to create an account using the email addresses assigned as "noke1" and "noke2".

If you need to make changes to the email address stored on the College's records, in the first instance we recommend your child to select the "Update Contact Details" via their Cedar account. They should confirm all valid parental email addresses and submit. This may take up to 48 hours for the College to link the new email address on Cedar. Alternatively, an email can be sent to the College providing new contact details. Please phone the College's reception who will advise what information needs to be included in the email to update records. Please be aware that it is not possible for the College to update the email address over the phone.

Parent Portal is 100% securely provided with access through the College website. To log on to the system you will need to use your email address that has been provided to the college and logged against your child's record. The sign-up process is accessed at the link below by using the email address combined with your child's student reference.

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

Their student reference can be found next to the QR code on their College ID card and is labelled as "Stu Ref".



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Providing your email address entered matches the Student Reference on our records, you should receive an email within 10 minutes providing you with a 24-hour link to create your account.

Further information can be found on the College website by clicking on the Parents tab and selecting "Parents and Carers Information". Once you have an account successfully set up, you can access the Cedar portal by selecting "Parent Portal" under the Parents tab.

We thank you for your patience and if you have any further questions with regard to the Parents' Portal, please contact our reception team. For any other information, please contact your child's Achievement Tutor directly.

Kind regards,

*S. Dumont*

Sarah Dumont  
Deputy Principal, Quality of Education