

## Parental Account Creation

Create Your Parent Account Here: <https://cedar.ke6n.ac.uk/auth/account/create>

In order to generate a successful parent login, **you must have previously provided the parental email address to the College.**

Use the link above to access the page to create a parental account as per the screenshot below, you will be asked to enter the parent email and student reference number.

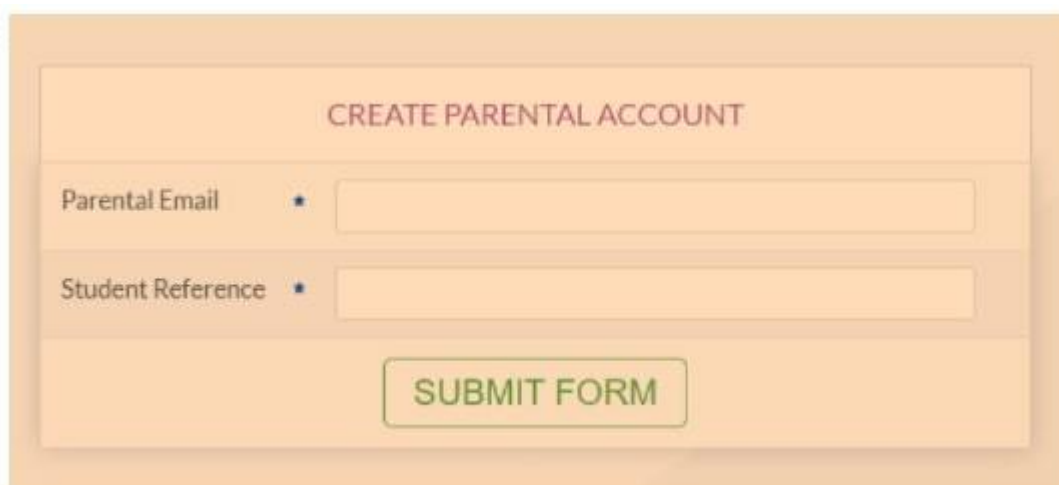
**If any of the data you provide does not match** what we have at the College you will be unable to proceed with the process until you contact the College and have the data amended.

### Where to find the student Reference number

- Students can access this on their Cedar “My Details” page, Summary Tab.
- For new students, any emails we copied you in to about enrolment will also have the Student Reference Number on them

### What to do if the details you have do not allow you to log in

- You will need to contact us at [collegeservices@ke6n.ac.uk](mailto:collegeservices@ke6n.ac.uk) to request that your details are updated. You will need to provide the following information
  - Student name, date of birth, Student Reference number (This is on the “my details” page of the student’s version of Cedar)
  - Your name and relationship to the student

A screenshot of a web form titled "CREATE PARENTAL ACCOUNT". The form has a light orange background. It contains two input fields: "Parental Email" and "Student Reference", both marked with a red asterisk. Below the input fields is a green button labeled "SUBMIT FORM".

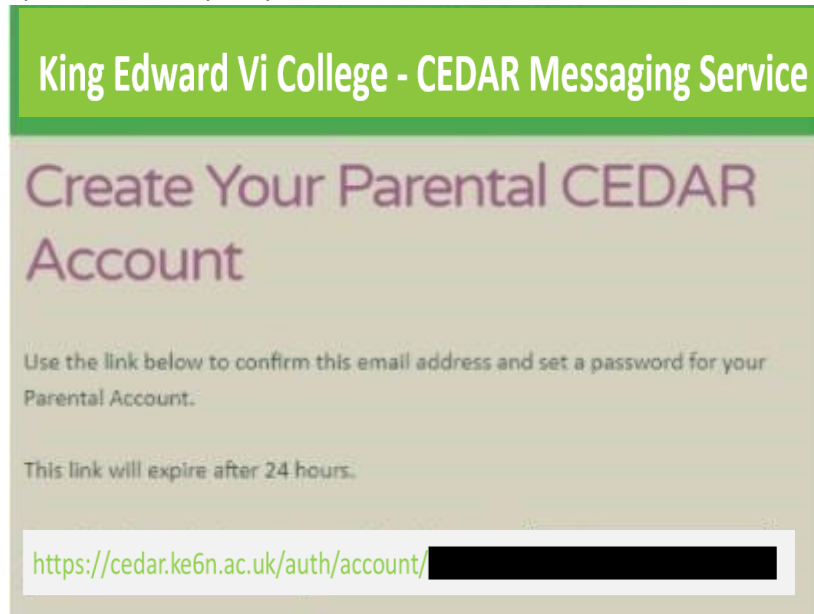
CREATE PARENTAL ACCOUNT

Parental Email \*

Student Reference \*

SUBMIT FORM

Once you have submitted the Parental Email address and Student Reference number, if this matches the information we hold, you will receive an email from [no-reply@ke6n.ac.uk](mailto:no-reply@ke6n.ac.uk) with a clickable link in order to create a password with your parental account.



**PLEASE NOTE: THE LINK EXPIRES 24 HOURS (OR ONCE USED) AFTER GENERATION AT WHICH TIME YOU WILL NEED TO REPEAT THE PROCESS**

Once you have clicked the link you will be taken to a webpage where you will then be required to enter a password.

**PLEASE NOTE: THE PASSWORD LENGTH IS 14 CHARACTERS**

*Please see below 2 methods you can use to create a password that has a minimum of 14 characters.*

**Method 1 – Passphrase**

Add words to create a phrase

For example, if you like to read Time Magazine publication, add some words around it so that it makes sense to you in a meaningful way: **ilovetoreadtimemagazine**  
(23-character passphrase would take 277 Trillion years for a computer to crack!!)

Create **SOMETHINGREALLYLONGLIKETHISSTRING**, not something short like **Th1\$**.

Contrary to popular belief, a long string of random words without symbols is more difficult to break than something short, with L0t\$ Of \$ymB01\$

***Forget about passwords – use a passphrase!***  
**Longer, more complex and easier to remember, they will help you be more safe and secure.**

### **Method 2 – Three Random words**

Take any three random words and use these for your password:

“copper “, “waterfall and “pizza”.

e.g. **copperwaterfallpizza**

Do **NOT** repeat the same word over and over or use the examples above – use at least three different unique words to make your long passphrase unique and diverse.

You will now be able to login to cedar by going to this site <https://cedar.cardinalnewman.ac.uk>



# CEDAR Parent/Guardian Access

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## USER DOCUMENTATION

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## 1 Launch the CEDAR system

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Navigate to CEDAR via this link: <https://cedar.ke6n.ac.uk>. If you cannot click or tap this link from this document, open your web browser, and enter the address into the address bar.

## 2 Login

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At the login screen

1. Enter your Email Address and password. If you have forgotten your password, please click forgotten password? on the login screen with the student's name, student reference number and date of birth.
2. Click the **Login** button.



The screenshot shows the CEDAR login interface. At the top left is the CEDAR logo, which consists of a green stylized tree icon followed by the word "CEDAR" in green. Below the logo are two input fields: "Username:" and "Password:". Below these fields is a green button labeled "LOGIN".



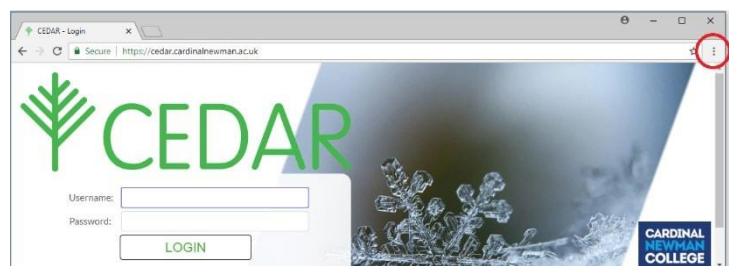
## 3 Adding CEDAR to your Mobile device Home Screen

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

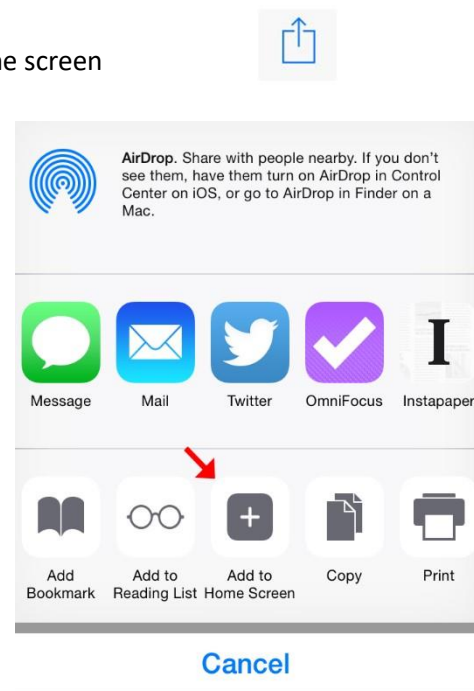
### Android & Chrome

1. Browse to **https://cedar.ke6n.ac.uk**
2. Select the ellipsis in the top right-hand corner
3. Choose **'Add to Home Screen'**



## IOS & Safari

1. Browse to **https:\\cedar.ke6n.ac.uk**
2. Select the **'Action Button'** at the bottom of the screen
3. Choose **'Add to Home Screen'**



## 4 Access Information

Once logged in you will have access to a range of information about your child.

**Welcome Parent / Guardian Of** [Redacted]

**Important Information**

Welcome to your KE6 Cedar Portal.

Use the menu on the left to navigate to your:

- Timetable
- Presence (attendance information)
- Curriculum and Achievement
  - Markbook and assessments\*
  - Pastoral log comments
- Exam timetables and results
- ...and more

\* Please note that CAPS are 'college assessment points' which are recorded centrally, and give feedback on how you are doing at the mid-point of each of your first 5 terms across your 2 years. There are two additional CAPS for your End of year Exams in Year 12 and your Mock exam in Year 13

**Absence reporting:** If you are absent, you or your parent/carer must let us know as early as possible on the day of the absence by:  
 Email: [collegeservices@ke6n.ac.uk](mailto:collegeservices@ke6n.ac.uk)  
 or  
 Tel: 024 7632 8231  
 Please include your Student ID number as well as your name in the message

**Attendance**

94%

This is your overall attendance percentage.

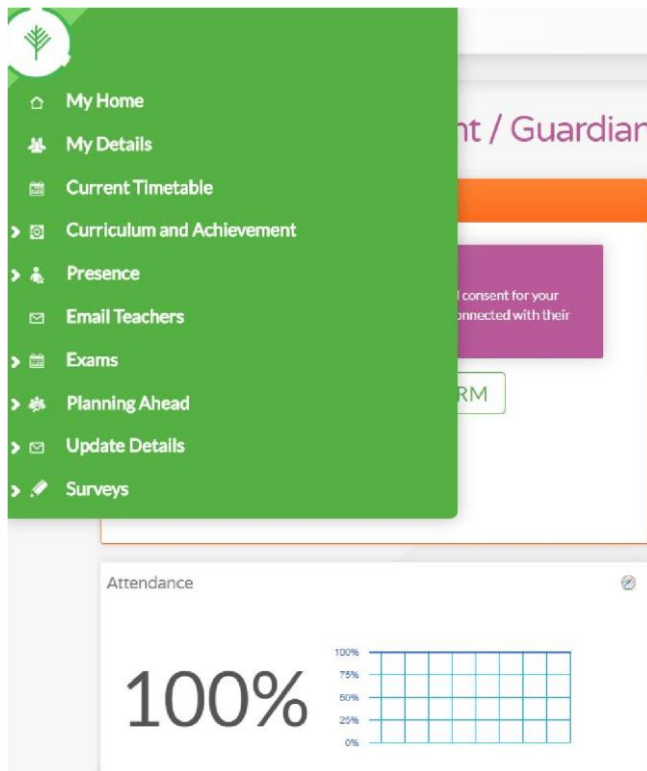
[View Attendance Summary](#)

**Today's Activities**

TIME	ACTIVITY	LOCATION
2022-10-10	Sociology A Lvl A1 (22-23)	T1.16
2022-10-10	Ps1-Ah-Pc1/1 B1	R0.2
2022-10-10	Subject Booster 1	

[View Full Timetable](#)

Available sections are listed on the left side of the screen, such as **Current Timetable**, attendance **Week Grid** under **Presence**, etc. On desktop PCs, you may hover on the green bar to expand and see page titles; on mobile devices, click/tap on the CEDAR icon at the top of the navigation bar.



- **My Details** offers a summary view of the student and their information
- **Current Timetable** offers a timetable of the student's classes.
- **Curriculum and Achievement:**
  - **Pastoral Log** provides a log of pastoral issues and commendations.
  - **Prior Achievements** lists the student's exam history prior to studying at YOUR COLLEGE.
  - **College Assessment Points** displays all reports made at specific progress/assessment points during the student's time at the college.
- **Presence:**
  - **My Attendance** displays a summary of attendance for the year with a more detailed breakdown of that week's marks under Week Grid.
  - **Absences** contains a log of all absences throughout the college year.
    - **+ Absence Entry** allows the logging of absences online.
- **Email Teachers** offers an easy way to communicate directly with the student's teachers.
- **Exams:**
  - **Exam Timetable** displays any upcoming exams details including date and location.
  - **CAP Exam Timetable** displays any upcoming common assessment point exams.
- **Planning Ahead** provides a view of the student Individual Learning Plan and notes on any careers specific training at the College.
- **Update Details:**
  - **Update Contact Details** allows you to submit changes to contact details held by the College.
  - **Update Medical Details** allows you to add any newly discovered information regarding the student's health or learning needs.
- **Surveys:** Any surveys submitted by the College for you to fill in will be found here.

More information will become available at key dates throughout the academic year

## 5 Ensuring Accurate Contact/Medical Details

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Please also take the opportunity to review the contact information that the College has on file and ensure that it is up to date. The college uses these details to update you on the progress of your son / daughter, and by personal tutors at the college to contact you.

If any information requires updating, please use the two links in the CEDAR menu **Update Details: 'Update Contact Details'** and **'Update Medical Details'**. You may also ask the student to report to main reception at the college.

## 6 For the Best CEDAR Experience...

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Please access CEDAR with the latest version of your web browser. All users of **YOUR COLLEGE** systems are responsible for ensuring that their devices are protected with the latest updates, an updated virus scanner and firewall.