

## Parents' Portal User Guide

### Introduction

The college has an online learning portal Curriculum Online@CJC (COL@C). It enables the college to provide ICT-based lessons for students to learn anything, anywhere.

The COL@C online learning portal allows parents to be informed of school events and we hope to further engage parents through this platform.

### 1. Accessing COL@C

The portal address is [https://lms.asknlearn.com/CATHOLIC\\_JC/login.aspx](https://lms.asknlearn.com/CATHOLIC_JC/login.aspx)

Alternatively, you may search for 'COL@C' using a search engine of your choice.

By default, you will be directed to the login page for staff and students.

The screenshot shows the login interface for Catholic Junior College. At the top right is the college's crest and name. The main section is titled 'User login' and contains two input fields: 'Enter your User ID' and 'Enter your password'. A prominent green 'Sign In' button is located below these fields. To the left of the button are links for 'Computer Check' and 'Forgot Password'. Below the login area is a 'Login as Parents' button. A 'Getting Help and Support' section follows, featuring an information icon and text: 'If you need help using the portal, please refer to: Student's Guide | Teacher's Guide'. Below this are contact details for the helpdesk: a phone icon with '+65 6777 9661 (Monday - Friday: 7.30am - 9.00pm)' and an email icon with 'lmsupport@wizlearn.com'. The footer includes the 'Wizlearn Technologies' logo and 'Download on the App Store' and 'GET IT ON Google Play' buttons.

## 2. Selecting Parents' Login Page

From the default login page for staff and students, click the link:

*“Login as Parents”*

You will be directed to the login page for parents.

<p>Default Login page for <b>Staff and Students</b></p>	<p>Login page for <b>Parents</b></p>

## 3. Parents Login Credentials

Your User Name is your child's user name:

**“Year in JC1” + “JC” + last 5 characters of NRIC**

1	8	J	C	4	5	6	7	X
---	---	---	---	---	---	---	---	---

Example: If your child is a JC1 student in 2018, and your child's NRIC is T1234567X, your User Name will be 18JC4567X from 2018.

The default password for the **first login** is *‘parents’* (all lowercase, without parenthesis).

You will be asked to register your contact details immediately after first successful login.

#### 4. Registering Contact Details

You will be directed to a registration page to enter your contact details.

This will allow the college to send information to you through the portal.

The fields with an '\*' are compulsory.

Welcome to the Parent's Portal  
It seems like that you have not registered yourself to our system. Please kindly fill up the registration form below. Thank you.

\* Indicates compulsory fields

**Parent's Name \*:**     
First Name Middle Name Last Name

**NRIC No./FIN \*:**

**Account Used By \*:**

**New Password \*:**

**Confirm Password \*:**

**Email(s) \*:**   
Please separate multiple email addresses by semicolon.

**Date of Birth:**

**Home No.:**     
Country Code Area Code Number

**Mobile No.:**     
Country Code Area Code Number

**Address:**   
Street Address

City State/Province

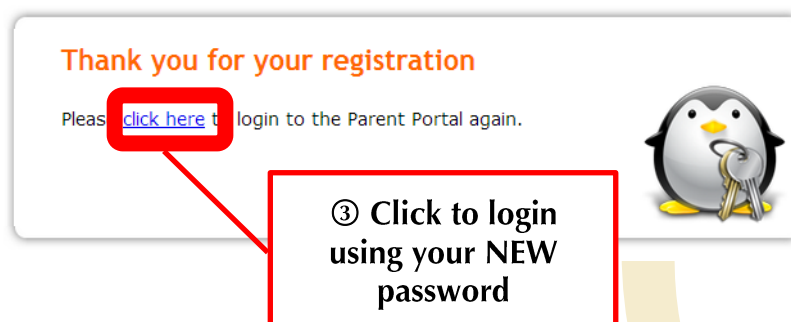
Postal Code Country

**① Required** (points to the compulsory fields section)

**Optional** (points to the optional fields section)

**② Click!** (points to the Submit button)

You will be automatically logged out. Re-login using your **new** password.



## 5. Viewing Announcements

You will be able to view announcements for Parents, as well as for your child.

① Click to access Announcement list for Parents

② Click to access Announcement list for your child

③ List of Announcements Click to view details

The screenshot shows the 'Announcements & Notifications' page. At the top, there are two tabs: 'Parent's Notifications' and 'Child Announcement'. Below these are radio buttons for 'Unread Notifications' and 'All Notifications'. A yellow banner reads 'Notifications for Parents: Here is a list of notifications from your child's school.' Below this is a search bar and pagination controls. A notification card for 'Cyberwellness Workshop' is highlighted with a red box. The card contains the text 'Dear Parents, the school will...' and a note 'There are no tags for this message.' At the bottom, it says 'Showing 1 to 1 of 1 entries'.




## 6. Technical Support

Please contact COL@C portal helpdesk at 6777 9661, (Mon to Fri 7:30am to 9:00pm).

Alternatively, you may wish to provide your queries or feedback regarding the portal via email to [lmssupport@wizlearn.com](mailto:lmssupport@wizlearn.com)

**Getting Help and Support**

**If you need help using the portal, please refer to:**

-  **Parent's Guide**
-  **Helpdesk**  
+65 6777 9661 (Monday - Friday: 7.30am - 9.00pm)
-  **Email**  
[lmssupport@wizlearn.com](mailto:lmssupport@wizlearn.com)