

# SYDNEY GRAMMAR SCHOOL

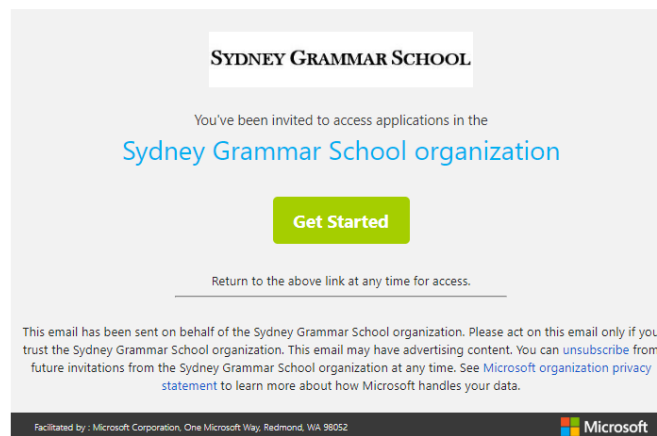


## Logging on to the Parent Portal

1. Keeping data safe is a priority for the School. We are using Microsoft Azure two-factor authentication. You will receive an invitation from **Microsoft Invitations** and it will appear as per the screenshot below.

You're invited to the Sydney Grammar School organization [Inbox x](#)

Microsoft Invitations <invites@microsoft.com> [Unsubscribe](#)  
to me ▾



2. Click on **Get Started** in the email.
3. If you have a Microsoft Azure AD account or a Microsoft Account, you will be requested to enter your password to login. If you have forgotten your password, please click on the **Forgot password** link to reset. You will then be redirected to **review permissions** Screen. (skip to step 4)

If you do not have an Azure AD account or Microsoft Account, you will be prompted to create one.

 <b>Create account</b> Looks like you don't have an account with us. We'll create one for you using <b>sydneygrammarparent@gmail.com</b> . <a href="#">Next</a>	 ← sydneygrammarparent@gmail.com <b>Create a password</b> Enter the password you would like to use with your account. <input type="password" value="Create password"/> <a href="#">Next</a>
--	--

You are then requested to verify the email address

Microsoft

← sydneygrammarparent@gmail.com

### Verify email

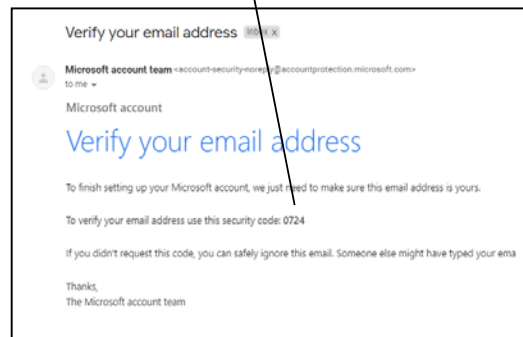
Enter the code we sent to **sydneygrammarparent@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

☒ I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next



Microsoft

← sydneygrammarparent@gmail.com

### Verify email

Enter the code we sent to **sydneygrammarparent@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

0724

☒ I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).


Next

Microsoft

← sydneygrammarparent@gmail.com

### Create account

Before proceeding, we need to make sure a real person is creating this account.



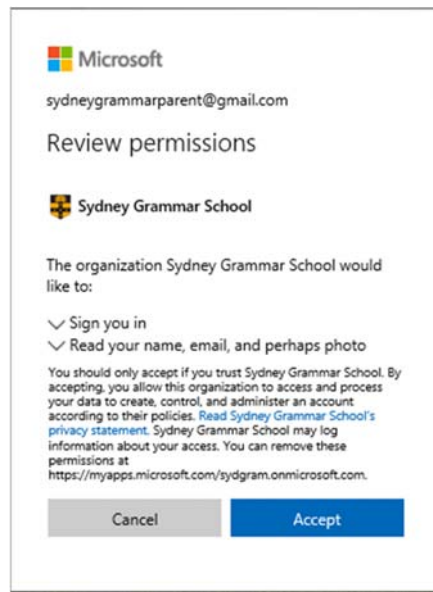
Enter the characters you see

KHGVL5ND

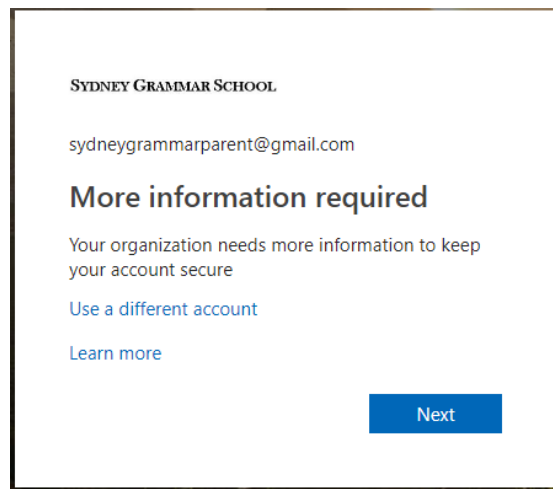
Next

You will then be redirected to the **Review permissions** screen.

4. In the **Review permissions** screen you can review our privacy statement and accept the terms.



In order to protect your account, the School has turned on Multi-Factor Authentication and you will then be requested to provide your mobile phone number.



This screenshot shows a Microsoft 'Additional security verification' screen. It has the Microsoft logo at the top left. The title is 'Additional security verification'. Below it is a subtitle: 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. The section is titled 'Step 1: How should we contact you?'. It contains a form with three parts: 'Authentication phone' with a dropdown menu, 'Select your country or region' with a dropdown menu and a text input field, and 'Method' with two radio buttons: 'Send me a code by text message' (selected) and 'Call me'. A blue 'Next' button is at the bottom right. At the very bottom, a small text box says: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.' The footer contains '© 2019 Microsoft', 'Legal', and 'Privacy' links.

Microsoft

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We've sent a text message to your phone at +61 4 222 275 15**

When you receive the verification code, enter it here

Cancel Verify

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Microsoft

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We've sent a text message to your phone at +61 4 222 275 15**

Verification successful!

Done

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Once your account is verified via your mobile phone, click on the **Done** button and you will then be able to access the Sydney Grammar School Parent Portal.

If you have trouble creating or accessing your account please contact Technical Services at [helpdesk@sydgram.nsw.edu.au](mailto:helpdesk@sydgram.nsw.edu.au) or by ringing 9332 5859 and one of our friendly staff will contact you to assist.