

Portal in a hurry!

At KidsMatter we are aware that schools are very busy places. Sometimes fitting in whole school professional learning adds more to an already busy timetable. Here is a quick access guide to log into the KidsMatter Portal and access it quickly.

You will need your Portal login and password information

Go to <http://primary.portal.kidsmatter.edu.au/>

and:

1. Login
2. Navigate to the **Component** you want to cover
3. Locate the **Learn** section
4. Select the **Session** within that **Component**



As you move through the Portal you will have the opportunity to enter notes into an eNote section.

1. Type your notes
2. Select the **Save** button as you go
3. Continue through the **Learn** section until session is completed

To access your eNotes after you have completed the session:

1. Select the **Return to Menu** button
2. Select the **Organise** tab
3. Ensure the Component you have just worked on is selected
4. Locate the **Learn** files area
5. Select **Component_X_notes.pdf** and open to view (X represents the component number)
6. Open the notes PDF document
7. Print if required.

