Knowledge Base Article

Synergetic Parent Portal

The Synergetic Parent Portal is a web based application available as a link from within the School's Community Portal (http://portal.ccgss.nsw.edu.au) website which provides access to the range of information relating to your child’s education. This data is stored in the school’s administration database package, a program called Synergetic.

Logon to Parent Portal

- Access the following URL:
  

- The Parent Portal username is your Synergetic ID number or for some users their Firstname.Lastname - This is the same as the login used to access the Community site.

Note: As the community website and Synergetic Parent Portal utilise separate database systems the password details are not synchronised. This means that a password change on the community site will not be replicated to the Synergetic Parent Portal. You do have the option to change your Synergetic Parent Portal password to match the School’s Community Portal password if you wish.
Access Parent Teacher Interviews

From time to time parent teacher interviews are held. On occasion it is possible to book interviews via the Synergetic Parent portal.

- Select the **Parent Teacher Interviews** tab and click the child’s name for whom you wish to book appointments.
- To book an appointment at a specific time for a specific teacher, click the **avail** link relating to that time. Your child’s name will appear in a time slot that has already been assigned.
- If a space is blank it means that the teacher is unavailable and that another parent has booked the time slot.
- To print a complete timetable, click the button.

![Timetable Screenshot]