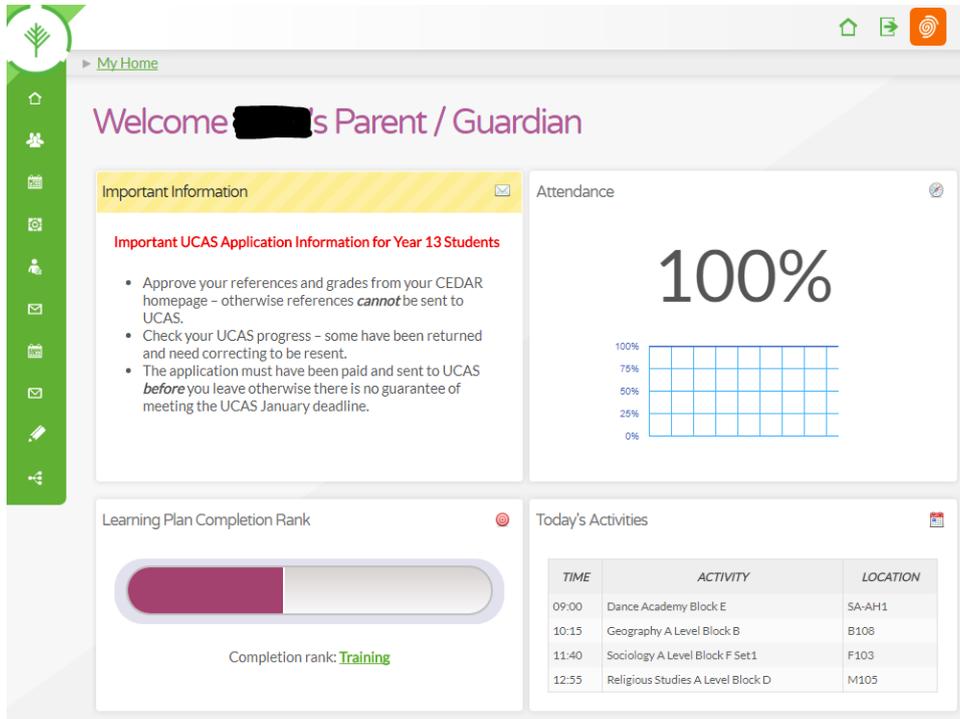


Parent / Guardian Quick Guide

Enter your CEDAR username and password at <https://cedar.cardinalnewman.ac.uk>. If you have forgotten your password, please email **'reception@cardinalnewman.ac.uk'** with your son/daughter's name, T-number and date of birth. Once logged in you will have access to a range of information about your son/daughter.



The screenshot shows the CEDAR Parent/Guardian dashboard. It features a green sidebar menu on the left with icons for home, user profile, calendar, messages, and other functions. The main content area is titled 'Welcome [redacted]s Parent / Guardian' and contains several widgets:

- Important Information:** A yellow banner with a mail icon, containing 'Important UCAS Application Information for Year 13 Students' and a list of bullet points:
 - Approve your references and grades from your CEDAR homepage – otherwise references *cannot* be sent to UCAS.
 - Check your UCAS progress – some have been returned and need correcting to be resent.
 - The application must have been paid and sent to UCAS **before** you leave otherwise there is no guarantee of meeting the UCAS January deadline.
- Attendance:** A white box showing '100%' with a grid chart below it.
- Learning Plan Completion Rank:** A white box with a progress bar and the text 'Completion rank: Training'.
- Today's Activities:** A white box with a table listing activities and their locations.

TIME	ACTIVITY	LOCATION
09:00	Dance Academy Block E	SA-AH1
10:15	Geography A Level Block B	B108
11:40	Sociology A Level Block F Set1	F103
12:55	Religious Studies A Level Block D	M105

Different pages throughout CEDAR are available from the green menu on the left side of the screen. Click/tap the top-left CEDAR logo to expand this menu.

- **'Absence List'**, you can view all reported absences. Use **'Absence Entry'** directly underneath to notify College of any absences using CEDAR. Please follow the on-screen directions.
- **'Current Timetable'** shows your son/daughter's class timetable.
- **'Email Teachers'** offers an easy way to communicate directly with your son/daughter's teachers.
- **'My Attendance -> Week Grid'** provides a full attendance overview.
- **'Curriculum and Achievement' -> 'College Assessment Points (CAPS)'** reports.

More information will become available at key dates throughout the academic year; for example, CAP reports will be available to view online when ready.

Updating Contact/Medical Details

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 will use this information to update you on the progress of your son/daughter and by Achievement Tutors who may need to contact you.

If any information requires updating, please use the two links in the CEDAR menu **'Update Contact Details'** and **'Update Medical Details'**, or ask your son/daughter to report to main reception.

Adding CEDAR to your Mobile Device Home Screen

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.cardinalnewman.ac.uk**
2. Select the ellipsis in the top right hand corner
3. Choose '**Add to Homescreen**'



iOS & Safari

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

