

## **Podar International School (IB & CIE)**

### **Between Us~Portal ( Podar IB)**

Please update personal information on the portal today itself to ensure that you can receive all messages through portal. You must have already received your password for portal on your mobile phone. If you have forgotten the password please follow the procedure given below:

1. Please login in to the school website - [www.podarinternationalschool.com](http://www.podarinternationalschool.com).
2. Click on forgot password on the home page below BETWEENUS PORTAL.
3. You can retrieve the password.
4. Click on parent information - update and save. Keep updating whenever there is a change in details.
5. Send a message to the class teacher through portal, that you have updated the information.

### **How to login as a parent**

Between Us Portal is for Parent - Teacher interaction.

### **Procedure**

1. Go to website - <http://www.podarinternationalschool.com/>
2. BETWEENUS PORTAL –  
**Login:** Email ID received through the system  
**Password:** System generated password, emailed to the parent from the system.
3. Home screen of the parent –
  - Resources

- **Pay fees Online~**  
This tab allows the parent to pay fees on~line. Click on pay fees, select the option. Amount will be visible as per the term.
- **Dashboard~** Student name, Class, Roll no., Shift, Feeds, Attendance~  
The above details will be seen on the home screen of the portal.
- **Attendance~**  
This tab allows the parent to view the attendance of their ward. Attendance is shown immediately on the parent's mobile device once the teachers mark the attendance for the ward.
- **Behavior~**  
Any comments by the teacher will be visible on clicking on this tab.
- **Messages~**  
  - Received message~  
This shows the messages sent by the teacher to the parent.
  - Sent message~  
This shows the messages sent by the parent to the teacher.
  - Send new message~  
This tab will allow the parent to send a new message to teacher.
- Parent information~** Parent information, Medical information, Emergency contact person~  
This feature will help Parents to update all details i.e. E-Mail ID, Contacts, Medical Information etc.
- **Settings~** You can change password & login ID & security question
- **Sign~out**