

September 2021

Dear Parents and Carers,

### **CEDAR access is changing!**

We would like to share with you an important update about how parents and carers can access CEDAR, our online portal for parents and carers, students and teachers.

For the benefit of new parents and carers, CEDAR is used to record important information about the progress and attendance of students, alongside a host of other features. It is where teachers will record praise and recognition, any concerns, and any actions taken either to provide additional support or to reiterate college expectations. CEDAR will often be your first port of call to find out about how things are going or to get in touch with a student's teachers or progress tutor.

Please take a look at our short introduction to CEDAR using the link below:

<https://vimeo.com/250277026/c94b7bdab5>

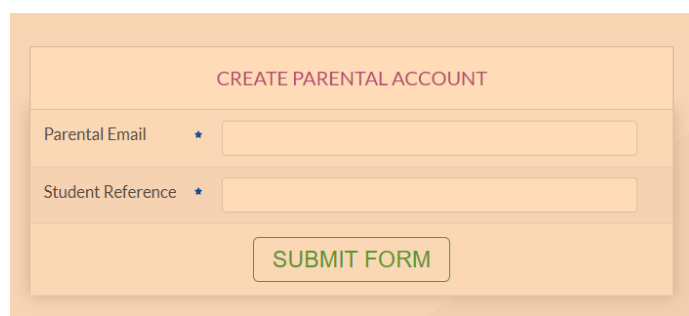
From Monday 27 September, the way parent and carers access CEDAR is changing. From this date, all access will take place using your own CEDAR account that you set up using your personal email address stored on our college records. Up until 27 September, Year 13 parents can continue accessing CEDAR using login details from last year.

### **Setting up your account**

From **27 September**, please follow the link below, and enter your email address. The email address used must be the same parental email address we have for you in our records – this will usually be the parental email address included in the student's original application.

The student's reference number starts with D000 and is printed on every student's college ID card.

<https://cedar.ncdoncaster.ac.uk/auth/account/create>



CREATE PARENTAL ACCOUNT

Parental Email \*

Student Reference \*

If the email address and student reference match our records, an email will be sent to you with a link to finalise creating your account by setting a password.

SET PARENTAL PASSWORD

Please enter your new password, this will be used to login to your parental account.  
Passwords must be at least **8 characters** long.

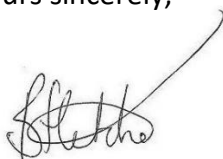
Password	★ <span style="color: #800040;">Field data has been omitted for security reasons.</span> Please enter a new password if you wish to change it. <input style="width: 90%;" type="password"/>
Confirm Password	★ <span style="color: #800040;">Field data has been omitted for security reasons.</span> Please enter a new password if you wish to change it. <input style="width: 90%;" type="password"/>

SUBMIT FORM

If you are having difficulties, in the first instance it would be a good idea for the student to log into Cedar to check that the name of their next of kin / contacts and their email addresses recorded in the system are correct. Students can update this information by completing a *change of details* form at reception. Alternatively, a parent or carer who is recorded as next of kin / contact can telephone reception on 01302 976777 to update their personal email address. Please note that for security purposes a parent or carer can only update their details if they are already recorded as next of kin / contact in our records.

CEDAR is a really effective way for you to feel more informed about the learning journey and we encourage parents to log into CEDAR quite regularly. We hope you find CEDAR a really useful tool and we would like to thank you for making good use of it.

Yours sincerely,



**Brendon Fletcher**  
Principal