Churchill Community Foundation School
& Sixth Form Centre

Access to Smile and IRIS for Parents and Carers

These instructions are for parents and carers who wish to access the school records for their children using the Smile and Iris websites. Before you can get access, you must have registered an e-mail address with the school by sending in a signed letter to the school office. If you are not sure whether we have your e-mail address already, you can try the steps below which will tell you one way or the other.

Go to the main school website, which is at this web address:

http://www.churchill.n-somerset.sch.uk

On the left hand side of the page is a link labelled 'Parent & Carers access to SMILE'. Clicking on this link will take you to the Smile login page. Since you don't yet have a password, click on the link labelled 'click here to set your password', which takes you to a page where you are asked for your 'Registered e-mail address' which you type into the box and then click the proceed button. At this point the website will either tell you that we don't have the e-mail address on our system, or will send you an e-mail containing a special web link. If we don't have your e-mail address, then please send in a letter to the school office.

When you open the e-mail that was sent by the Smile website you will find a link back to the website in it. When you click on this link you will be presented with a page where you can choose a password and gives rules as to what passwords are allowed.

When you've chosen a password, then in future logging into the Smile website is simply a matter of going to the main school website and following the link labelled 'Parent & Carers access to SMILE' and typing in your registered e-mail address and the password you've chosen. **Please note that the school will never ask for your password for any reason.**

On the first page of the Smile website is a link to the Iris website and next to the link is your Iris username and password. These are different to any other username and password and are only for use on the Iris system. Changing your Iris password will not change your Smile password and vice versa.

If you have trouble with this procedure, then please send an e-mail to csnm@churchill.n-somerset.sch.uk with as much detail of the problem as possible. For example which stage of the procedure you are stuck on and any error messages that you get.

Chris Shorland

IT Manager