FUSION

Virtual Learning Environment

Powered by My Learning

Registering as a parent

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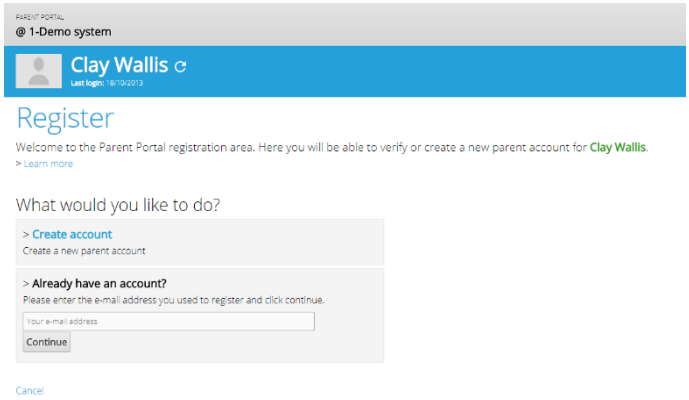
Registering using your browser (PC/tablet/mobile)

Step 1:

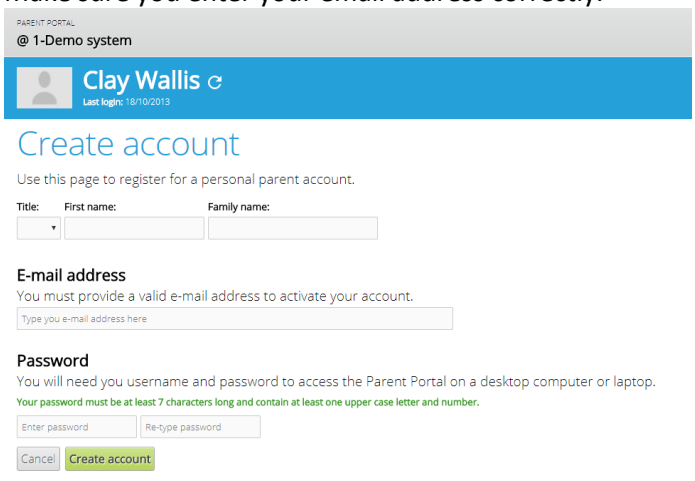
Go to your schools VLE website address which should have been provided to you.
If you are unsure please speak with a member of staff from your school.

Enter your Master login details as provided to you by your school.

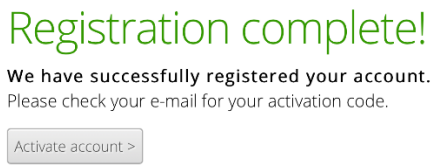
Step 2:
Click on Create account.



Step 3:
Fill out the form and click create account at the bottom of the page.
Make sure you enter your email address correctly.



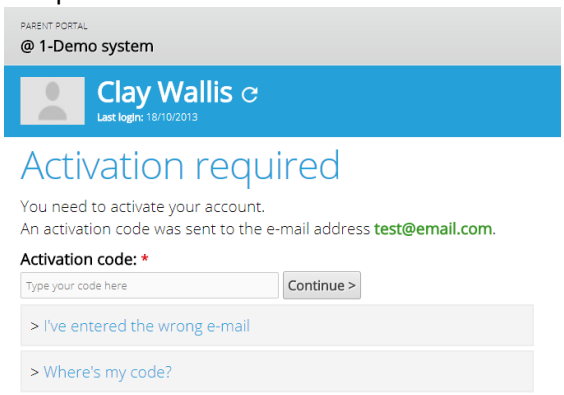
Step 4:
Click activate account



You will now need to check your email for an activation code. This will be sent from the email address **noreply@vlecentral.com**

Please see details later in this guide about what to do if you don't receive an activation code.

Once you have your email with your activation code please enter this in to "your account" to complete the activation.



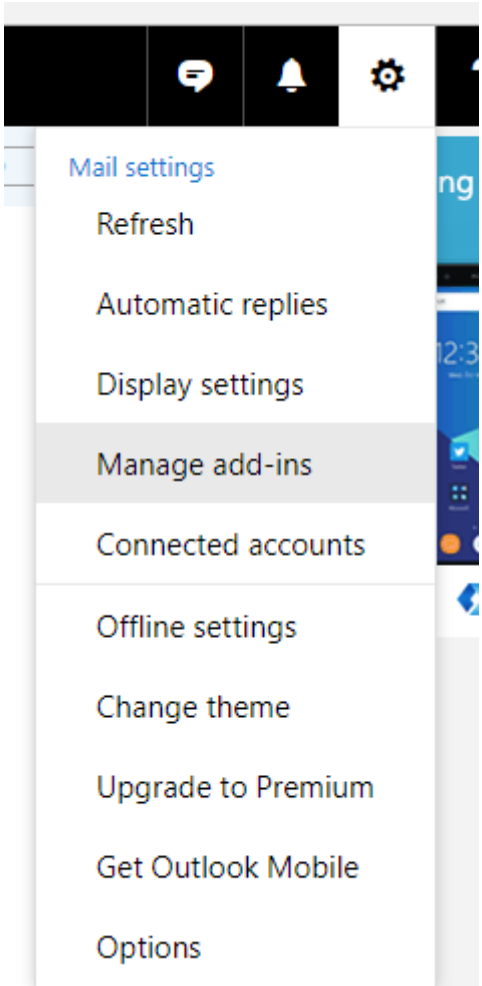
What to do if you haven't received your activation code.

If you are having trouble with getting the activation code, please check your junk or spam folders first.

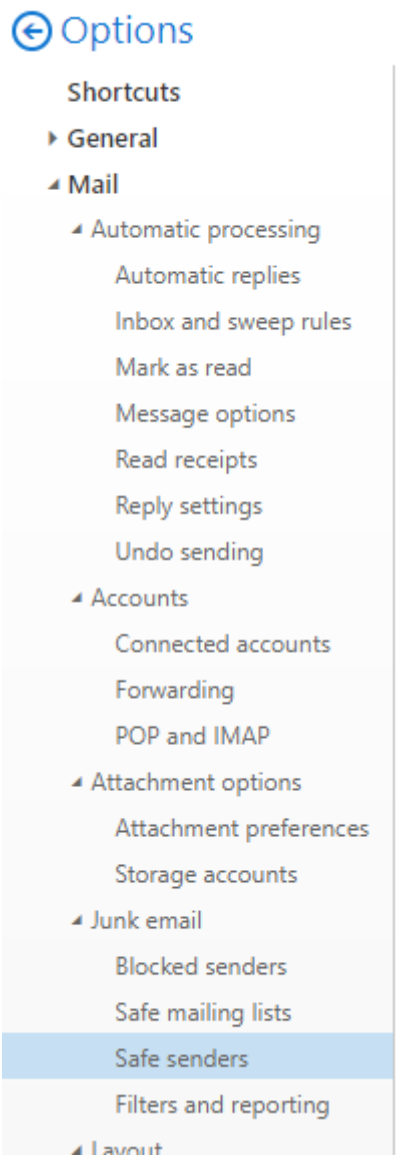
If you are still unable to see the email then you will need to add our email address **noreply@vlecentral.com** to your allowed senders list. This may be called something else depending on your email provider.

For Microsoft (Outlook, Live and Hotmail) email addresses you will need to follow the steps below. For other email providers it will be very similar process which can be found online.

You will need to login to your Microsoft email address on your computer.
Click on the cog in the top right, then click on Options



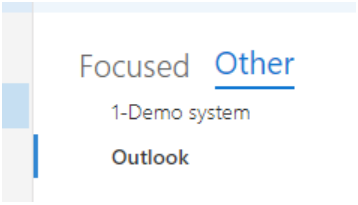
On the left you will have a list of options, click on safe mailing lists. Enter the email address into the list and press save. Repeat for the safe senders.



Allow 5-10 minutes for these changes to take effect.

Then go to the VLE using the Master login -> enter your email address in to the already registered area -> click on “where’s my code” -> request a new activation code.

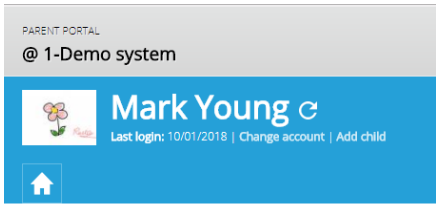
The email may now appear in the “Other” folder when viewing the emails.



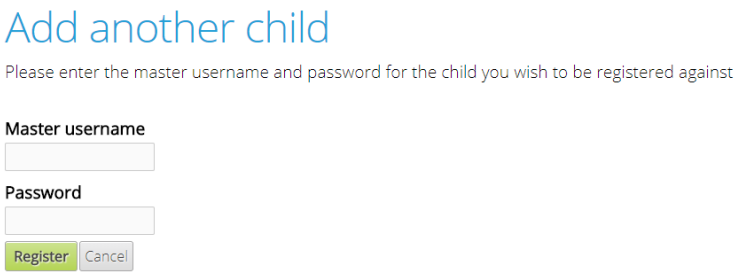
What to do if you have multiple children at the same school.

Once you have registered with your first child please login to the Parent Portal using your email address and password you entered when registering.

Once you have logged in then click on the Add child link under your child's name.



Enter your Master Login for your other child and then press the green register button.



Repeat this process if you have more children to register against.

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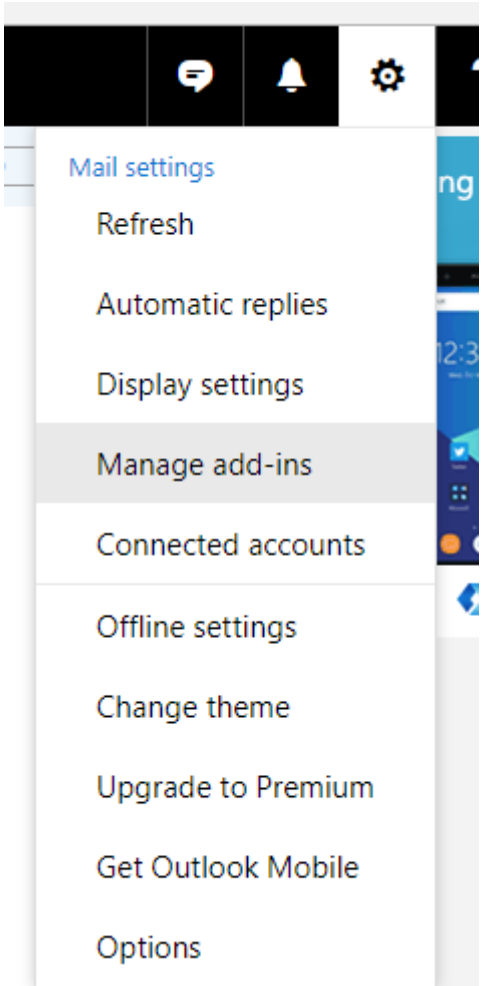

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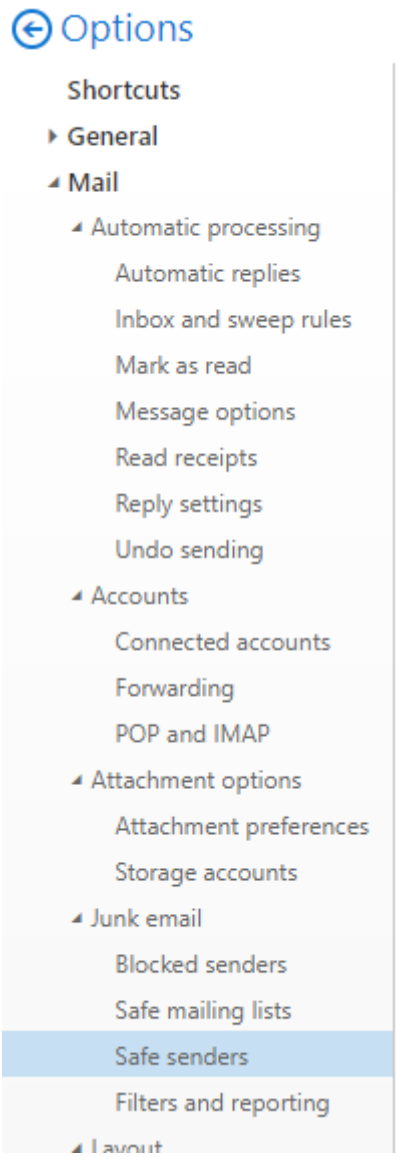

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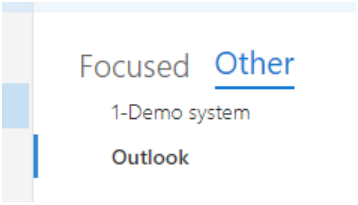


Notifications

Notifications are sent out twice a day or weekly.

Daily notifications are sent out at 7:30 AM and 4PM. Weekly notifications are sent out at 4PM on the last working day of the week.

If you would only like the notifications to be sent to either to the app or email you can change this by logging in to your parent portal and clicking on the cog notifications next to the notifications panel which appears in the top right. On the next page you will have the option to choose the delivery method from a drop down.

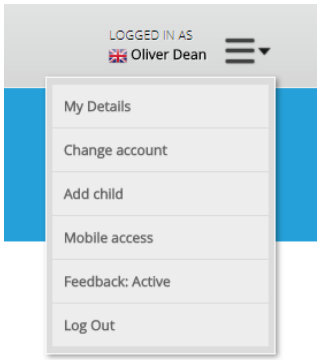
Note: This page will save your setting automatically.

Mobile app:

If your school has setup notifications you will only receive the notifications on the last device you logged in on. If you have logged in on device A then login on device B. Only device B will get the notifications.

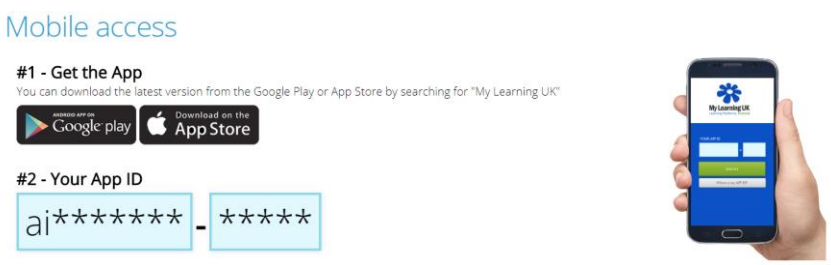
If parents would like notifications for Parent A and Parent B then please register using two different email addresses and then follow the steps below about how to get the push notifications on your mobile.

If you haven't registered on the mobile app or want to get the notifications on another device please login to your parent portal. Then click on the menu button on the top right -> Mobile Access.



You will be provided with your App ID. This should look like below.

ai1234xxx – 12345



Enter your code in to the My Learning App. You will then get your notifications sent your mobile when something new happens on the VLE.

If your code doesn't work try going to the mobile access page again and the code will be refreshed for you.

Registering using the My Learning mobile app

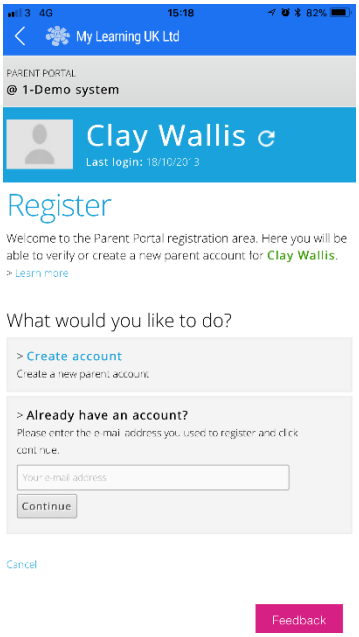
Step 1:

Search for “My Learning UK” within the app store for your device (Apple and Google) and download. Allow notifications when requested.

Step 2:

Enter your Master Login details as provided by your school and then click the sign in button.

Step 3:
Click on create account



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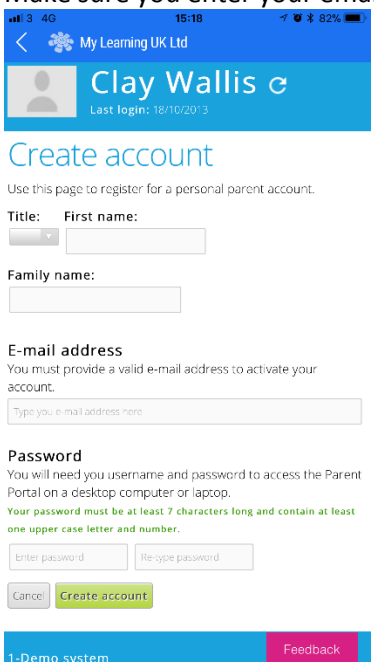
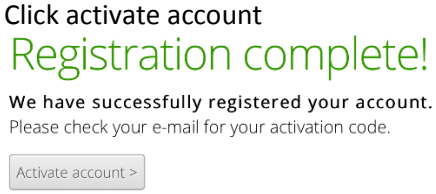


Step 5:

Click activate account



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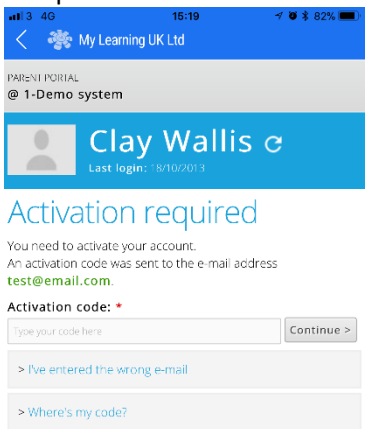

Now that you have registered using the mobile app you will be able to get push notifications straight to your device.

Please see below for more details about notifications.