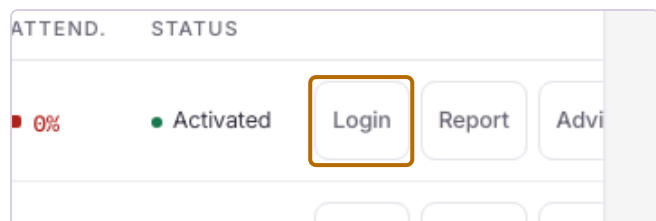


# Your school portal, at a glance

Sign in at [purpleruler.com](https://purpleruler.com) using **Log In** at the top right.

## 1. Help a pupil log in

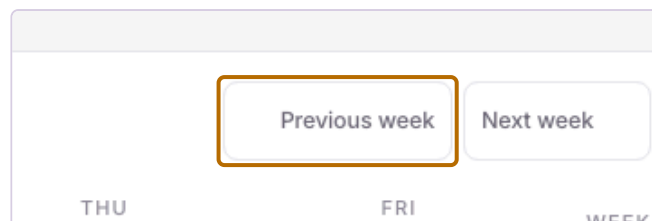
[Pupils](#) → [find the pupil](#) → [Login](#)



Find the pupil by first name. Check the correct row before choosing Login for their secure login / reset link.

## 2. Check attendance

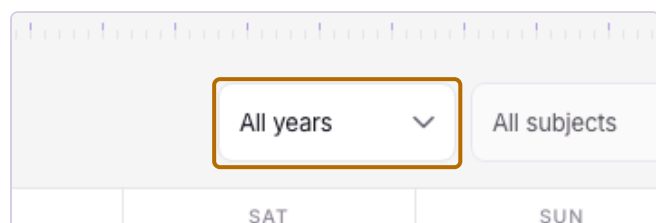
[Attendance & welfare](#) → [choose the week](#)



Use the arrows to select the week. Read the register. Choose Download CSV to save a spreadsheet.

## 3. Find lesson times

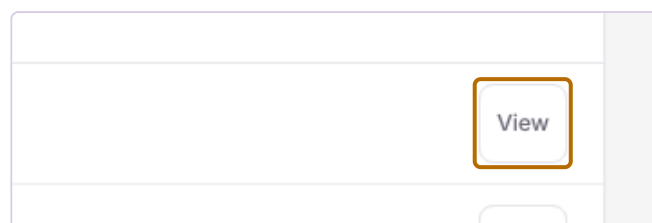
[Lesson calendar](#) → [choose the year group](#)



Check the month and year group. Read the lesson day and time. Use Previous or Next to change month.

## 4. Read a lesson report

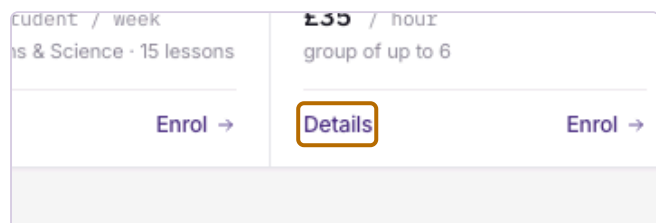
[Lesson reports](#) → [find the lesson](#) → [View](#)



Filter by pupil and date if needed. Choose View beside the right lesson to open the full report.

## 5. Enrol on a programme

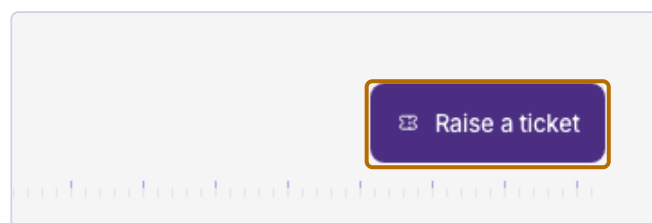
[Enrol pupils](#) → [choose the programme](#)



Read Details before enrolling. Follow the form through to Review; check the request carefully before submitting.

## 6. Ask the support team

[Tickets](#) → [Raise a ticket](#)



Include the pupil, course, lesson date and what you need done. Check existing tickets to follow their progress.

**See every step:** [help.purpleruler.com](https://help.purpleruler.com)

Watch a short guide or enlarge its step images. Need help? Use Tickets in the portal, or email [ticket@purpleruler.com](mailto:ticket@purpleruler.com).