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RIVERSIDE SECONDARY SCHOOL · SCHOOL OS

Step-by-Step User Manual

Parent / Guardian

Only the linked learner, attendance, academic and fee information.

smssecdemo.tech4three.com · Generated 06 July 2026

Parent / Guardian workspace

This guide reflects the live permissions and screens available to the Parent / Guardian test account.

Portal access

<https://smssecdemo.tech4three.com/login>

Test account

parent@riverside.test

Before you begin

1. Use a current browser on a trusted device.
2. Sign in only with your assigned account.
3. Check learner, date and status information before saving.
4. Use Archive rather than attempting to erase institutional history.

Demonstration data only: Never enter real confidential learner or financial information in this public demo.

Sign in and understand your dashboard

Purpose: Enter the correct role workspace and identify the decisions requiring attention.

The screenshot displays the Riverside Management System dashboard for a Parent/Guardian user. The interface includes a dark green sidebar with navigation options: Dashboard, School Operations, Students, Teaching & Learning (Academics, Attendance), Administration (Finance), Governance (Communication), and system status (View public website, System operational). The main dashboard area features a search bar, user profile (GN Grace Ncube, Parent), and a 'Good morning, Grace.' greeting. Below the greeting are four summary cards: Learner (Form 1 Gold), Attendance (89.0%), Academic average (62.0%), and Fee balance (US\$175). A 'PERFORMANCE PULSE' section shows a line graph for 'School overview' comparing Attendance and Fee collection over six weeks. Other sections include 'ADMISSIONS Current pipeline' (No applications), 'ACADEMIC SNAPSHOT Learner performance' (Munashi Mpotu, 62.00%), and 'COMMUNITY NOTICES Announcements'. A 'QUICK START' section provides links to open workspaces for Students, Academics, Attendance, Finance, and Communication.

Parent / Guardian dashboard captured from the live system

Steps

1. Open <https://smssecdemo.tech4three.com/login>.
2. Enter `parent@riverside.test` and the demonstration password.
3. Select **Sign in securely**.
4. Review the four summary cards, quick actions, notices and records visible to your role.

Expected result: The dashboard opens with only the navigation and data authorised for Parent / Guardian.

Work in the students module

Purpose: Find records, open command details and use the actions available to this role.

The screenshot shows the 'Students' module workspace in the Riverside Management System. The interface includes a sidebar with navigation options and a main content area with a dashboard and a learner register table.

Dashboard Summary:

- ENROLLED: 1
- AVERAGE ATTENDANCE: 89.0%
- BOARDS: 1
- OUTSTANDING BALANCE: US\$175

Learner Register Table:

LEARNER	ADMISSION NO.	CLASS	GUARDIAN	ATTENDANCE	BALANCE	STATUS	ACTION
Munashe Mpofu Female 13 yrs	RS26001	Form 1 Gold Mupani House	Peter Mpofu +263 77 3000781	89.00%	US\$175.00	Active	View

Showing 1 to 1 of 1 entry.

Role-scoped students workspace

Steps

1. Open **students** from the sidebar.
2. Use search and status indicators to find the required record.
3. Select a row or its visible action to open the record command modal.
4. Review all information before creating, updating, exporting or archiving.

Expected result: The record remains in the module and every allowed change is written to audit history.

Permission boundary: A hidden menu is not the security boundary. Direct routes and database queries enforce the same role scope.

Security and getting help

1. Sign out when leaving a shared device.
2. Do not share passwords, medical details, reports or finance documents through an unapproved channel.
3. Record the page name and exact error when requesting support.
4. Ask a School Administrator to review role access; do not work around permissions.

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