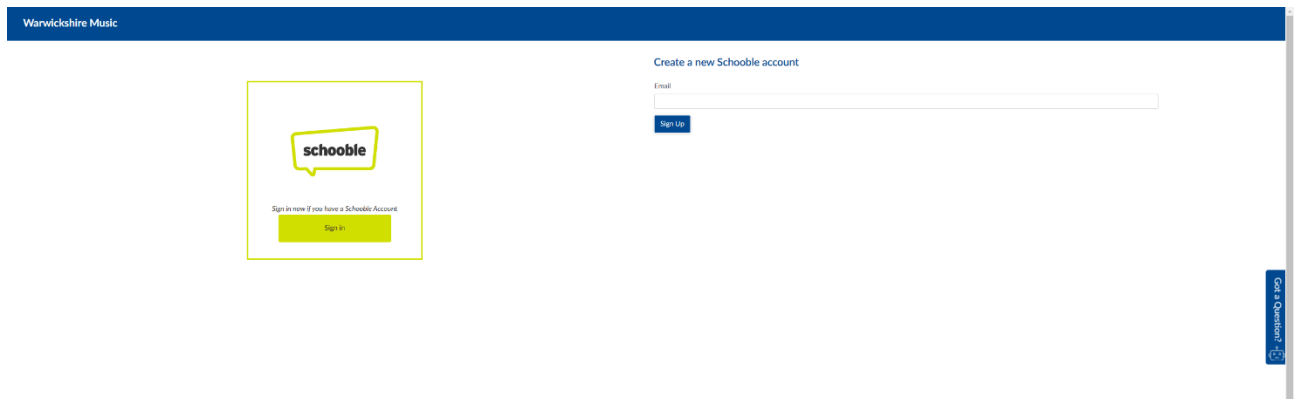


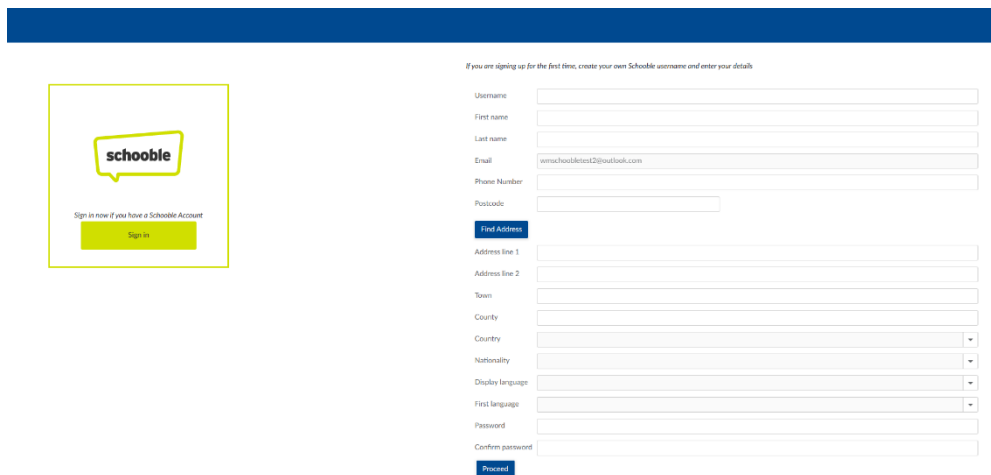
Warwickshire Music School Portal Guide

To create a Warwickshire Music Schools Portal Account, you will first need to create a Schooble Account, using the following link:

<https://warwickshiremusic.paritor.com/contactassociationinvite>



Once you have entered an email address and clicked the sign-up button, you will be brought to a screen (shown below) to fill in your account details.



After clicking proceed, you will be taken to the portal sign in page. Enter the email address and password you used above to log in.

The screenshot shows the Schooble sign-in interface. At the top is the Schooble logo, which consists of the word "schooble" in a lowercase, sans-serif font inside a yellow speech bubble. Below the logo is the heading "Sign in" in a bold, black font. Underneath is the instruction "Sign in with your email address". There are two input fields: "Email Address" and "Password", both with yellow underlines. To the right of the password field is a link that says "Forgot your password?". At the bottom center is a yellow button with the text "Sign in".

Here you will be asked to provide a phone number to receive your multi-factor authentication code.

The screenshot shows the Schooble multi-factor authentication page. At the top left is a back arrow and the word "Cancel". The Schooble logo is at the top center. Below it is the heading "Multi-factor authentication" in a bold, black font. Underneath is the instruction "Enter a number below that we can send a code via SMS or phone to authenticate you.". There is a "Country Code" dropdown menu with "United Kingdom (+44)" selected. Below that is a "Phone Number" input field with a placeholder "Phone number". At the bottom are two buttons: "Send Code" and "Call Me".

When you first access the Portal, you will be asked to select your school. To do this, enter the school name or town and select it from the drop down menu to continue.

The screenshot shows the "Warwickshire Music" school selection page. At the top is a dark blue header with the text "Warwickshire Music" in white. Below the header is the heading "Select Your School" in a blue font. Underneath is the instruction "Please enter a school name/partial school name before clicking the Find button". There are two input fields: "Town" and "School name", both with white backgrounds and thin borders. At the bottom is a dark blue button with the text "Find schools" in white.

Select Your School

Please enter a school name/partial school name before clicking the Find button

Town

School name

Find schools

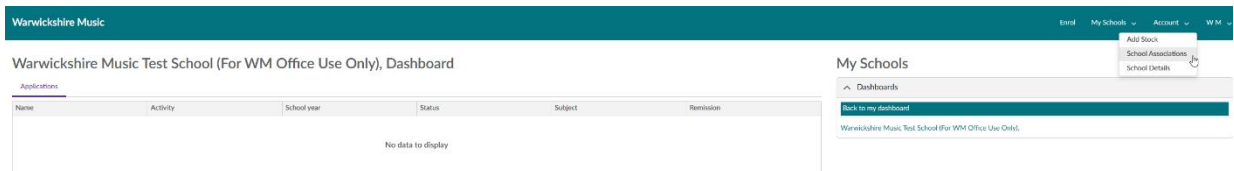
- All Saints C.Of E. (VA) Academy, Leek Wootton, Warwick
- All Saints C.Of E. Junior School, Warwick, Warwick
- Aylesford School, Warwick
- Barford St. Peter's C.Of E. Primary School, Warwick
- Claverdon Primary School, Warwick
- Coten End Primary School, Warwick
- Emscote Infant School, Warwick
- Evergreen School, Warwick
- Hampton Lucy C.Of E. Primary School, Warwick

If your school already has a person associated to it, you will receive the below message and will need to get them to add you as an associate to your account.

There is an existing association at your school. Please contact your Schooble Account Administrator to grant you access to the school portal.

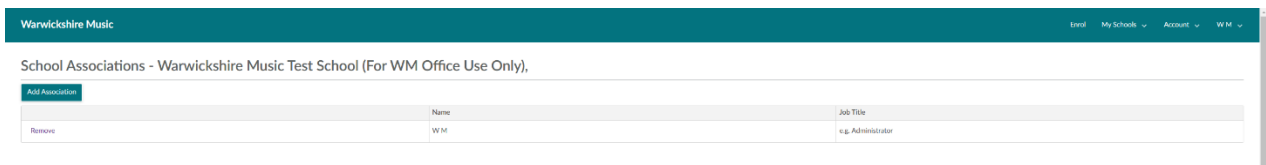
If this is the case, your colleague will need to set up their own account by following the instructions above, and then they can add you as a contact by following the instructions below.

If the person already associated to your school account no longer works at your school, please contact us at: schoolfinance@warwickshire.gov.uk



Adding a new contact

Clicking the Add Association button.



Here they can populate your details and add you as an associated contact.

Warwickshire Music Email My Schools Account WM

School Associations - Warwickshire Music Test School (For WM Office Use Only).

Add Association

Remove	Name	Job Title
	WM	e.g. Administrator

First name
 Last name
 Email
 Job Role
 Job Title
 Is primary contact?
 Can sign SLAs?

If you don't have an associated contact already, you will be able to fill in your details and continue into the portal.

Warwickshire Music

Select Your School

Please enter a school name/partial school name before clicking the Find button

Town

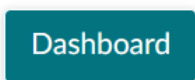
School name

Warwickshire Music Test A/C.

Warwickshire Music Test School (For WM Office Use Only).

First name
 Last name
 Your personal school email address
 Job Role
 Job Title

✔ You now have access to the school portal under 'My Schools' on your dashboard



To access your invoices details, click on the name of your school under the My Schools section.

Warwickshire Music Email My Account WM

Dashboard

Your Actions

You have no items to view

Action Required

^ Actions (0)

My Schools

^ Dashboards

Warwickshire Music Test School (For WM Office Use Only).

Then, hover over the My Schools tab at the top and select School Invoices.

Here you will see a list of your invoices. If you want a break down, click the review button.

Reference	Description	Academic Year	Value	Outstanding
118188	Text Invoice	2022/23	£495.00	£495.00

This is an example of what you will see in the review screen.

Date	Description	Value	Action
16-Jan-2023	Invoice for Spring 22/23 Text Invoice	£250.00	Hide Detail
	Text Invoice	£500.00	
	FSM Remission (50% - Checked Annually)	£250.00	
		£250.00	
16-Jan-2023	Invoice for Spring 22/23 Test Invoice	£100.00	Show Detail
16-Jan-2023	Invoice for Spring 22/23	£145.00	Show Detail
	Total Fee for 2022/23	£495.00	
	Balance Outstanding	£495.00	


Return To List

If you click on the print button, this is an example of what you will see.



[Print Statement](#) [Back](#)

Warwickshire Music



Statement Ref:
118188

Academic Year:
2022/23

Warwickshire Music
Unit 5, WCC Hawkes Point
1 Hawkes Drive
Heathcote Industrial Estate
CV34 6LX
01926 742630

Warwickshire Music Test School (For WM Office Use Only)

Description	Fee	Reduction
Invoice for Spring 22/23 Text Invoice	500.00	
FSM Remission (50% - Checked Annually)		250.00
Invoice for Spring 22/23 Test Invoice	100.00	
Invoice for Spring 22/23	145.00	
		Total
		495.00
