



Hertfordshire
Music Service

Parent portal

Guidance

Hertfordshire Music Service
hertsmusicservice.org.uk

Supported using public funding by



**ARTS COUNCIL
ENGLAND**



Welcome

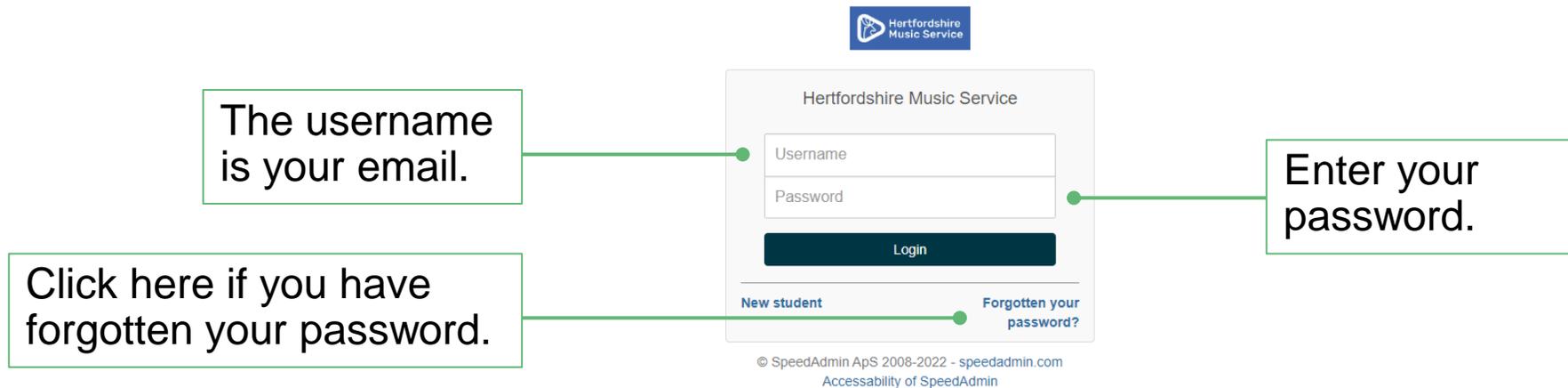
Welcome to your new parent portal for music lessons and ensembles.

This is where you can see the timetable for your music lessons and ensembles, edit your details, pay for lessons and ensembles and apply for new lessons and ensembles.

This guidance will give you an overview of the portal and what you can expect.

Logging in

You will have been sent your log in details via email with a direct link to the log in page or visit www.hertsmusicservice.org.uk and click on Parent portal log-in; this will open the log-in page:



The screenshot shows the login page for Hertfordshire Music Service. It features a logo at the top, a title, and two input fields: 'Username' and 'Password'. Below these is a 'Login' button. At the bottom, there are links for 'New student' and 'Forgotten your password?'. Three callout boxes with green lines pointing to the form provide instructions: 'The username is your email.' points to the Username field, 'Enter your password.' points to the Password field, and 'Click here if you have forgotten your password.' points to the 'Forgotten your password?' link. Copyright information for SpeedAdmin is visible at the bottom of the page.

The username is your email.

Enter your password.

Click here if you have forgotten your password.

Hertfordshire Music Service

Username

Password

Login

New student

Forgotten your password?

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Accessibility of SpeedAdmin

Confirm your details

Please check and confirm your details by clicking the ticks next to each box.

Confirm master data

 Please confirm your master data by clicking the check buttons.

Title Mr <input type="checkbox"/>	Postal code AL10 0PS <input type="checkbox"/>	House 1 <input type="checkbox"/>
First name Mark <input type="checkbox"/>	Mobile phone 012345678910 <input type="checkbox"/>	
Surname Smith <input type="checkbox"/>	Email Ask.HMS@hertfordshire.gov.uk <input type="checkbox"/>	
Address Mid Herts Centre for Music and Arts <input type="checkbox"/>	Repeat Email Ask.HMS@hertfordshire.gov.uk <input type="checkbox"/>	

Confirm student personal data

Date of Birth 1 January 2010 Female <input type="checkbox"/>	Postal code AL10 0PS <input type="checkbox"/>	House 1 <input type="checkbox"/>
First name Chloe <input type="checkbox"/>	Emergency Contact Number 07777 5678910 <input type="checkbox"/>	
Surname Smith <input type="checkbox"/>	School <input checked="" type="checkbox"/> Hertfordshire School <input type="checkbox"/>	
Address Mid Herts Centre for Music and Arts <input type="checkbox"/>	Year group - As of September 2021 7 <input type="checkbox"/> Grade letter <input type="checkbox"/>	

Confirm your details

If you miss a tick box this will show as red.

Confirm master data

Please confirm your master data by clicking the check buttons.

Title Mr <input type="checkbox"/>	Postal code AL10 0PS <input type="checkbox"/>	House 1 <input type="checkbox"/>
First name Mark <input type="checkbox"/>	Mobile phone 01234 5678910 <input type="checkbox"/>	
Surname Smith <input type="checkbox"/>	Email Ask.HMS@hertfordshire.gov.uk <input type="checkbox"/>	
Address Mid Herts Centre for Music and Arts <input type="checkbox"/>	Repeat Email Ask.HMS@hertfordshire.gov.uk <input type="checkbox"/>	

Confirm student personal data

Date of Birth 1 January 2010 Female <input type="checkbox"/>	Postal code AL10 0PS <input type="checkbox"/>	House 1 <input type="checkbox"/>
First name Chloe <input type="checkbox"/>	Emergency Contact Number 07777 5678910 <input type="checkbox"/>	
Surname Smith <input type="checkbox"/>	School <input checked="" type="checkbox"/> Hertfordshire School <input type="checkbox"/>	
Address Mid Herts Centre for Music and Arts <input type="checkbox"/>	Year group - As of September 2021 7 Grade letter <input type="checkbox"/>	

Cancel

Submit



Hertfordshire
Music Service

Confirm your details

The tick boxes will turn green once you click them.

Click the 'Submit' button in the bottom right corner to confirm the details.

Confirm master data

 Please confirm your master data by clicking the check buttons.

Title Mr <input type="checkbox"/>	Postal code AL10 0PS <input type="checkbox"/>	House 1 <input type="checkbox"/>
First name John Mark <input type="checkbox"/>	Mobile phone 01234 5678910 <input type="checkbox"/>	
Surname Smith <input type="checkbox"/>	Email Ask.HMS@hertfordshire.gov.uk <input type="checkbox"/>	
Address Mid Herts Centre for Music and Arts <input type="checkbox"/>	Repeat Email Ask.HMS@hertfordshire.gov.uk <input type="checkbox"/>	

Confirm student personal data

Date of Birth 1 January 2010 Female <input type="checkbox"/>	Postal code AL10 0PS <input type="checkbox"/>	House 1 <input type="checkbox"/>
First name Chloe <input type="checkbox"/>	Emergency Contact Number 07777 5678910 <input type="checkbox"/>	
Surname Smith <input type="checkbox"/>	School <input checked="" type="checkbox"/> Hertfordshire School <input type="checkbox"/>	
Address Mid Herts Centre for Music and Arts <input type="checkbox"/>	Year group - As of September 2021 7 <input type="checkbox"/> Grade letter <input type="checkbox"/>	

Cancel

Submit



**Hertfordshire
Music Service**

Home screen

The screenshot shows the parent portal interface for a student named Chloe. The navigation bar at the top includes links for Startpage, Registration, Student profile, and Student timetable. The main content area is divided into several sections:

- News:** A welcome message from SpeedAdmin dated 05/05/2022, with a 'Display' button.
- Student Courses:** A table showing course details.
- Student waiting list:** A table with columns for Added, Course, and Priority.
- Charge state:** A green box indicating 'No pending charges' with buttons for 'Pay with card' and 'Account statement'.
- My teachers:** A box listing 'HMS Teacher'.
- 10 last messages:** A list of recent messages with timestamps.

Navigation bar.

Lesson and ensemble details.

Account information with payment links.

News from HMS.

Waiting list information.

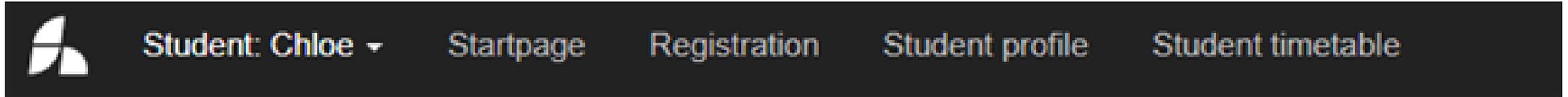
Emails from us.

Navigation bar

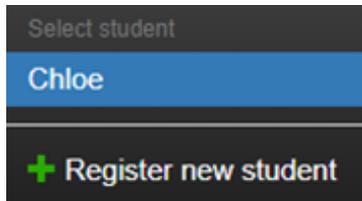
Home and Start Page button.

Click this at anytime to return you to the home screen

This is where you will find all your child's details.



Switch between children or register for a new lesson.



Register for a new lesson.

View the lesson timetable.

Student profile

Student: Chloe ▾ Startpage Registration Student profile Student timetable Hertfordshire Music Service Mark ▾

Student - Chloe Green 14721

Find student Chloe Green - Username: chlgre Display / hide

Student Id / UPN	14721 / -	Phone	07738064868
Date of birth	11/02/2008 14 Year - Female	Mobile phone	✉
First name	Chloe	Email	
Surname	Green	Created	11/04/2022
Address	1 Osprey Court	Menu	Student
Address line 2	Letchworth Garden City	Comment	
Postal code	Letchworth Garden City SG6 4JF	Emergency contact number	07738064868
PSM:	No	Medical Conditions:	
Looked After Child:	No	Allergies:	
SEN/D Comment:		Dietary Reqs:	

Year group **Edit**

Home school Fearnhill School, Letchworth Garden City (010)

Year group 9

Edit Functions ▾

Lesson Ensemble Waiting list Grade / Assessment level Hired instrument Re-registration Questions

Startdate / Enddate / Payer	Teacher	Display history	Course	Next booking	Number of minutes
23/04/2022 Mark Green	Richard Le May 18/04/2022		Individual 20 mins (£14 per lesson) Piano - MC North Herts Music School (602)	Comment Saturday 10:10 10:30 11/06/2022	20

Child's details.

Edit button for changes.

Information tabs.

Information tabs

Ensemble information.

Not used yet.



Lesson information.

If you are on a waiting list, information will be displayed here.

Information about dietary and medical needs, photo consent and marketing preferences.

Confirm your details – Questions tab

Please check and enter any dietary or medical needs and confirm your photo and marketing preferences.

If applicable please inform us of any medical information including allergies.

If applicable please inform us of any dietary requirements, including allergies Short text (max. 255 characters)

Hertfordshire Music Service would like to send you information about musical opportunities that are available in your local area, music centre and county groups. Please tick here if you wish to receive this information.

From time to time Hertfordshire Music Service takes photos and videos of performances for marketing and promotional purposes. These may be used on the HMS website, HMS social media, promotional flyers and marketing materials. The photos are stored on a secure server in Hertfordshire County Council and are retained for two years. Please tick here if you wish to give consent for your child to be photographed and the image(s) used as described above.

Lesson tab

Timetabled lesson.

Timetable for Student: Chloe

Timetable for week: Week 23 (06/06 - 12/06) 2022 Today

	Monday 06/06/2022	Tuesday 07/06/2022	Wednesday 08/06/2022	Thursday 09/06/2022	Friday 10/06/2022	Saturday 11/06/2022
10:00						
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18:45						

Select different weeks.

Print timetable.

List view.

Lesson tab

Please note: if you usually have a lesson timetabled at the weekend, and this is not timetabled (i.e. half term) your timetable will default to a Monday to Friday view.

Timetable for Student: Chloe

Timetable for week: Week 21 (23/05 - 29/05) 2022 Today

	Monday 23/05/2022	Tuesday 24/05/2022	Wednesday 25/05/2022	Thursday 26/05/2022	Friday 27/05/2022
13					
14					
15					
16					
17					
18					

Thank you

If you have any further questions please check out our FAQs section online at www.hertsmusicservice.org.uk/music-lessons-in-hertfordshire/speedadmin-welcome-and-faqs.aspx