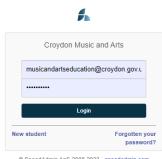# Speedadmin for Parents/Guardians and Students

Speedadmin can be accessed via Web-browser, or via their App (on Android and iOS) - Official Video Guide
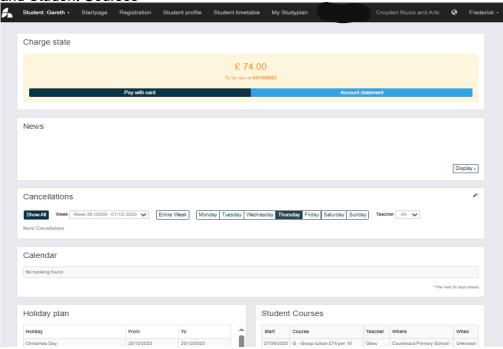
As a Parent/Guardian you should have received your login details already. Use this link to get to the Croydon Login page - https://ukcroydon.speedadmin.dk/

Once logged in you arrive at the **Startpage.**
This shows any outstanding charges on your account, any News that CMA want to share with you, lesson cancellations (e.g. where teacher is ill), Calendar (showing upcoming lessons/activities), Holiday plan and Student Courses
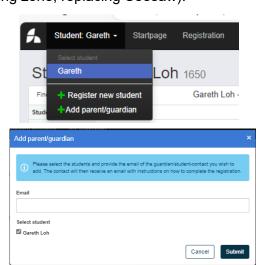

The black banner at the top of the page allows you to switch between students (if you have more than one child attending activities/lessons with CMA), Registration (apply for different activities, instrument hire, Help with Fees), Student Profile (the details we have about your child as well as any activities/ hires/ lessons they do with us as well as their attendance so far this term), Student timetable (when the activity takes place in the week), My Studyplan (our virtual learning zone, replacing Seesaw).

Student Profile (Parent/Guardian View)

Here you can see all the information CMA holds about each student you are parent/guardian for. To switch between children, click the drop down arrow here:

From this menu you are also able to Register a new student (the web page will take you to the CMA Registration page), and add another parent/guardian to be linked with your students (in a pop up window requesting which student(s) you want to link the new adult to, as well as requesting their email address so set up details can be sent to them).

When you go into Student profile, a page will open showing all student details CMA have for them, including consent for images and any SEN/D information. To edit any of the information held here, please scroll down to "Edit"

Each field is then editable, or tickable (for the consents) and able to be updated. If you would like your student to have access to the study planner using their own login, please add an email address so login details can be set up.
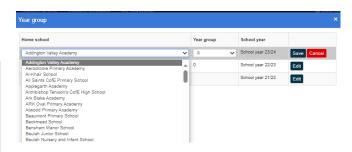

Once this is done your student should start to receive email notifications when there have been updates made on their Studyplan.

The right side has the school year and school your student is showing as attending. Please take a moment to double check and correct this using the drop down lists in Edit.
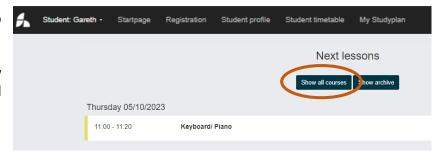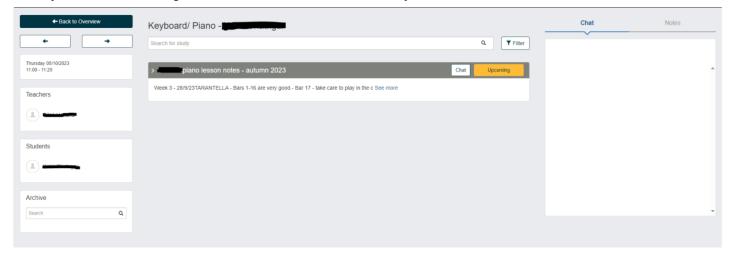

My Studyplan

Choose the lesson you would like to see the lesson notes for.

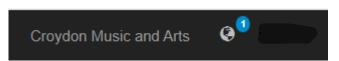If there is nothing showing, click "Show all courses" and select the required course.

Studyplan

This is the view of the StudyPlan. The "Study" created by the teacher will be displayed in the middle section. The chat box on the right-side section is set as a one-way chat for teachers by default, here they can leave messages and make notes about the Studys.
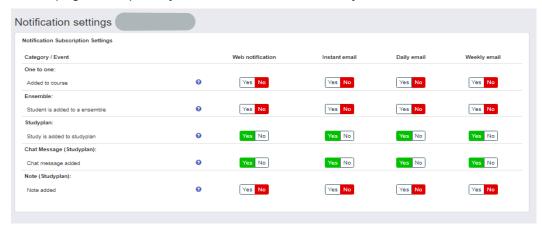
Notifications

The notifications tab, symbolised by the globe icon on the right-side of the menu bar, will display a number for each new notification. A notification will be created when the teacher makes an addition to the Studyplan.

To change your notification settings, click the globe icon > Settings

On the page that opens, you are able to select when you are notified for some events:

My Personal data

We recommend you check that the details we hold for you are accurate every 3 months. To update this information, click Edit and then Save once completed.