Cedar guide for parents and carers;
How to set up your online account

Cedar is a student and parent/carer online portal, hosted by HNC. It allows a parent/carer to view a student's timetable, attendance, track progress and performance, and communicate easily with teachers and Progress Tutors. All parents and carers who are registered as a next of kin on Cedar are eligible to create an account to access Cedar. To activate, parents and carers will need to know the unique student reference number.

If a parent or carer is not registered as a next of kin on Cedar, the student can do this, as for security purposes, we cannot do this for them. To check the details we hold, students via Cedar;
  o   Select 'My details' from the left-hand menu and then click the 'Contact Information' tab
  o   If the details are missing or incorrect, select 'Update Details' from the left-hand menu and then 'Update Contact Details'
  o   The online form should only be completed if we don't already hold your details as next of kin.

Creating and activating an account

1.   Click this link to create a Cedar account https://cedar.huddnewcoll.ac.uk/auth/account/create

2.   Enter the email address we hold as the next of kin email address and the student reference number

3.   Once the above is submitted, Cedar will automatically check if this matches our records. If there is a match, Cedar will send an email to the registered email address within 5 minutes which will look like this;

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4. For security reasons, parents and carers will only have 24 hours from receiving this email to activate the account. If for some reason, the 24 hour limit is exceeded, follow from step 1 again

5. When activating the account, a password must be chosen. Passwords must be 8 characters long and needs to include uppercase letters, lowercase letters and a number

6. To view the student record, go to the Cedar parent portal https://cedar.huddnewcoll.ac.uk/

7. Type the registered email address as the username and the chosen password to access