

SKOLENGO Account Activation Process

What is SKOLENGO?

SKOLENGO is the new digital platform implemented by Lycée Français International Bel Air to facilitate management and communication with families.

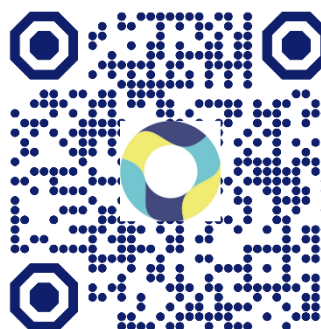
The SKOLENGO Parent Portal will allow families to view and manage information related to invoices issued by the school.

For this reason, it is important that each family activates their account and is able to access their SKOLENGO Parent Portal correctly.

Below, we explain step by step how to activate your account for the first time.

1. Access this URL or scan this QR code.

<https://lyceebelair.es/skolengo>



2. Once you are on the SKOLENGO login page:

1. In the top-right corner, you can select the language you would like to use.



< Back

EN ▼

Enter your email address.

You will receive a link by email to initialise or reset your password.

My email address

Confirm

2. Enter the **same email address that you use to receive communications from the school..**
3. **Confirm the request.**

3. Activate your account and create your password

After completing the previous step, you will receive a new email to activate your account.

Open this email and click on: **“Create or reset your password”**



Welcome to Skolengo school platform

Hi,

You attempted to connect to your account and requested to create or reset your password.



Create or reset your
password

A page will open where you can **create your SKOLENGO login password.**

Important: Choose a password that you can remember and do not share it with anyone else.

4. Access your account

Once you have created your password, you can access your **SKOLENGO Parent Portal** using:

- **Your email address**
- **The password you have just created**

Sign in

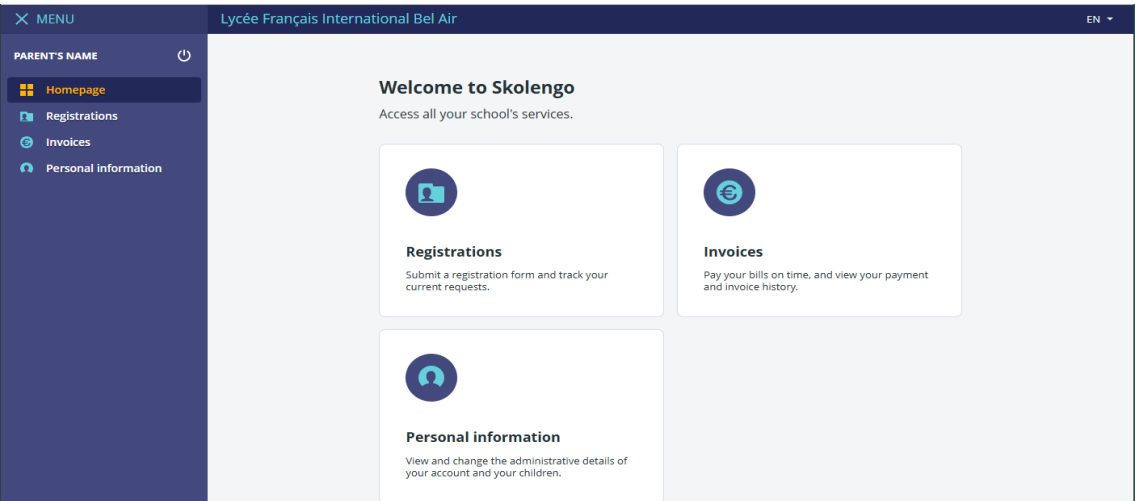
My email address

My password

Send

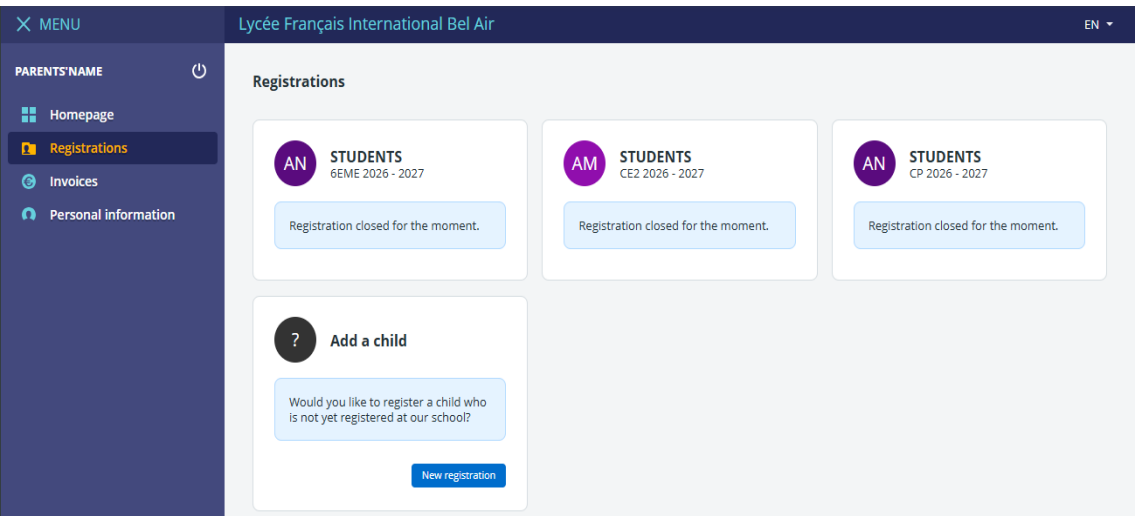
[I have forgotten or I didn't get my password yet.](#)

Finally, once you have logged into your account, the **home page** will display different sections where you can access information related to your children and the school’s administrative management.



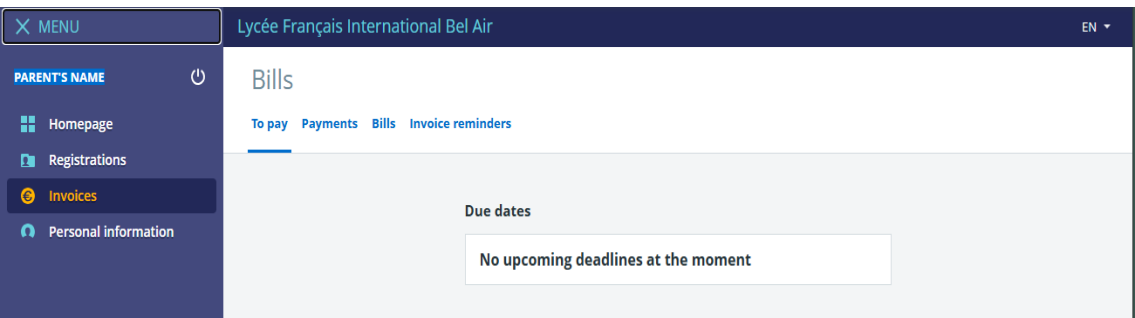
• **Enrolments:**

In this section, you can view your **enrolments**.



• **Invoices:**

In this section, you can view and download invoices issued by the school for the different services or contracted items.

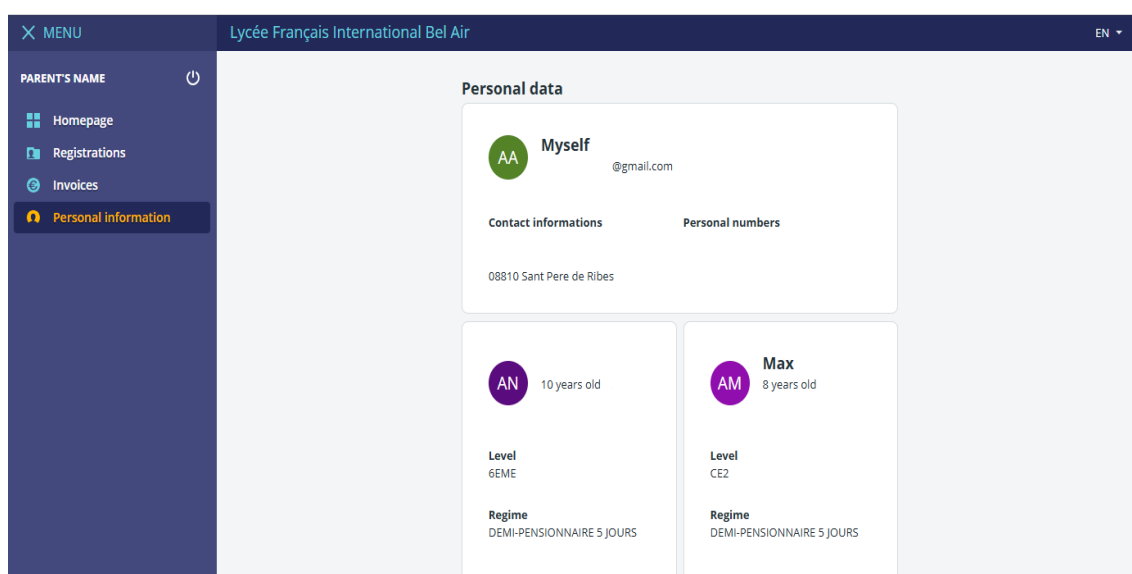


- **Personal details:**

In this section, you can view both your personal details and the details of your children.

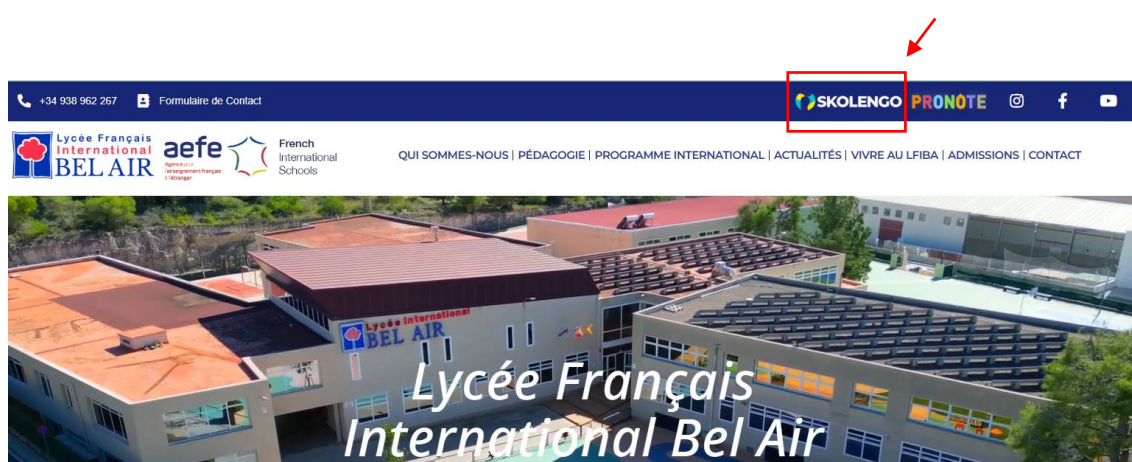
For the time being, this section will remain closed.

The school will soon enable periods during which families can update their personal details.



5. Access the Skolengo Portal

After activating your account, you can access the Skolengo Portal through our website. Click on the Skolengo icon, located in the top-right corner.



If you experience any difficulties during the activation process, please contact

skolengo@lyceebelair.es.