

Parent Portal

Access is restricted to parents of students at our school and a logon is required. An account has been created for you and the details are outlined below.

The Parent Portal will enable easy access to information about happenings in the school, forms that need to be returned, names and contact details for staff, policy information and much more.

There's also a special section to allow you to check the details we have recorded in our enrolment system about your children, and if necessary, advise us of any changes.

You can also check on information about your child's attendance, teachers, timetable, NAPLAN performance and report cards.

We will be making increasing use of the Parent Portal to provide a range of information to parents in the future.

The initial login requires you to verify your identity and setup a password. This document will run you through the process.

PARENT PORTAL

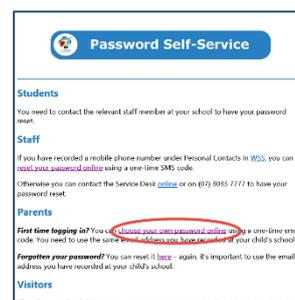
1. Start the process by clicking on the link above. You will be met with a login screen.



2. Select **Brisbane Catholic Education** and select **Forgotten Password/First-Time Login**



3. Select the link under the **Parents** heading titled **choose your own password online**



4. Enter the personal email address that you have provided to the school and click **Next**.



The screenshot shows a web interface titled "Password Self-Service" with a sub-header "Password Reset & First-Time Login". Below the header, there is a text input field labeled "Please enter your email address or username". Underneath the input field, there is a "Next" button. To the left of the form, there is a decorative graphic featuring photos of children and a plus sign.

5. Check your email for a security code and enter the corresponding security code in the screen that follows and click **Next**.



The screenshot shows a web interface titled "Password Self-Service" with a sub-header "Verify Your Identity: Email Verification". Below the header, there is a text input field labeled "Security Code". Underneath the input field, there are "Next" and "Cancel" buttons. To the left of the form, there is a decorative graphic featuring photos of children and a plus sign.

6. Ensure that **Password Reset** option is selected and enter your desired password in both boxes before clicking **Next**.



The screenshot shows a web interface titled "Password Self-Service" with a sub-header "Login Assistant: You were successfully authenticated." Below the header, there are two radio button options: "Remember This Site (I am logged in)" and "Password Reset: Choose Your New Password and Lock Your Account". The "Password Reset" option is selected. Below the options, there are two text input fields for "New password" and "Re-enter the password". Underneath the input fields, there are "Next" and "Cancel" buttons. To the left of the form, there is a decorative graphic featuring photos of children and a plus sign.

7. Now that you have set your password you can now login to the Parent Portal by following this link [PARENT PORTAL](#).