

Instructions for Parents for Parent Portal Access

The following instructions will assist you with either logging on for the first time, or if you have forgotten your password. You will need to log into your school's Parent Portal in first instance and follow steps 1 through to 6.

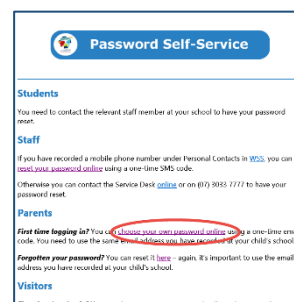
1. After clicking on your school's Parent Portal link you will be met with a login screen.



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



3. Under the **Parents** heading there are two titles – **First time logging in?** (this is for parents who have never logged into the parent portal) and **Forgotten your password?** (this is for parents who need to reset their password). Choose whichever applies to you



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



5. A security code will be sent to your email address. Check your email and enter the corresponding security code in the screen that follows and click **Next**.



The screenshot shows a web interface titled "Password Self-Service". On the left, there is a collage of photos of children. The main content area has a heading "Verify Your Identity: Email Verification" and a sub-heading "Enter your security code below. A security code was sent to the email address you use with Providence Catholic Education." Below this is a text input field labeled "Security Code:" and two buttons, "Next" and "Cancel", at the bottom right.

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". On the left, there is a collage of photos of children. The main content area has a heading "Login Assistant: You were successfully authenticated." and a sub-heading "Account Info: Keep Your Current Password" and "Password Reset: Choose Your New Password and Lock Your Account". Below this is a text input field labeled "Enter a new password:" and another text input field labeled "Re-enter the password:". At the bottom right, there are two buttons, "Next" and "Cancel".

7. Now that you have set your password you can now login to the Parent Portal.