

Aquinas College PARENT PORTAL

The Parent Portal is the main communication channel between the College and parents. It enables easy access to information about events at the College, contact details for staff, student reports, forms that require completion, policy information and much more.

The initial login requires you to verify your identity and set up a password.
Access the Parent Portal from the Aquinas Portal tab on the College website.

The screenshot shows the Aquinas College Parent Portal interface. The top navigation bar includes 'Aquinas College', 'My Details', and 'My Students'. A search bar is located below the logo. The main content area is divided into several sections:

- Left Sidebar (Blue):** Contains links for 'Report Absence', 'Newsletters', 'Parent Slips', 'Forms and Documents', 'My Details', 'Payments', 'Contact School', and 'School Directory'.
- Top Navigation (Red):** Includes 'My Students' (with a dropdown arrow), 'Announcements', and 'Forms and Documents'.
- Central Content:** Features a 'My Students' profile card, a 'Timetable' section with 'Academic' and 'NAPLAN Longitudinal' tabs, and a 'Calendar' section showing dates from Mon Jun 04 to Sun Jun 10.
- Bottom Row (Red):** Contains icons for 'School Shops', 'Online School Services', 'SchoolTV', 'Parish', 'Parents & Friends', 'Subject Handbooks', 'Library', and 'Pictures'.
- Bottom Bar (Red):** Includes an 'Online Enrolment Form' button and a 'My Schools' dropdown.

Callout boxes provide the following information:

- Send an absentee notification to the Student Office:** Points to the 'Report Absence' link in the left sidebar.
- College Fees information and online payments:** Points to the 'Payments' link in the left sidebar.
- School TV is a great support tool for parents:** Points to the 'SchoolTV' icon in the bottom row.
- Access the school calendar to view events for the entire year:** Points to the 'Calendar' section in the central content area.
- View copies of important College documents, forms, policies and letters:** Points to the 'Forms and Documents' section in the top navigation bar.
- Click the 'Academic' tab to check information about your child's attendance, teachers, NAPLAN performance and report cards:** Points to the 'Academic' tab in the 'Timetable' section.
- Check the personal details we have recorded in our system about you and your children, and advise us of any changes:** Points to the 'My Details' link in the left sidebar.

PLEASE CONTACT THE COLLEGE FOR ASSISTANCE IF YOU ARE UNABLE TO ACCESS THE PARENT PORTAL



GETTING STARTED

A GUIDE TO SETTING UP YOUR ACCOUNT FOR PARENTS WHO HAVE PREVIOUSLY LOGGED INTO THE PARENT PORTAL

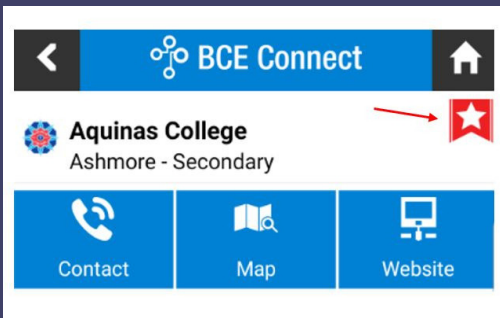
1. DOWNLOAD BCE CONNECT



BCE Connect

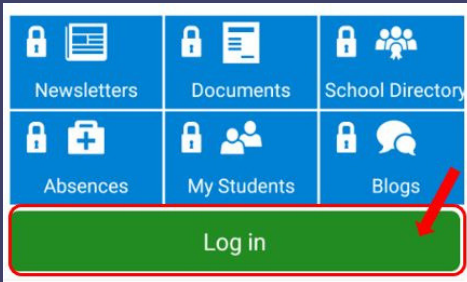


2. FAVOURITE AQUINAS



FAVOURITING YOUR SCHOOL IN BCE CONNECT ENABLES YOU TO RECEIVE PUSH NOTIFICATIONS FROM THE SCHOOL AND MAKES IT EASIER TO NAVIGATE BACK TO THE SCHOOL BY ADDING A SHORTCUT ON THE HOMESCREEN OF THE APP

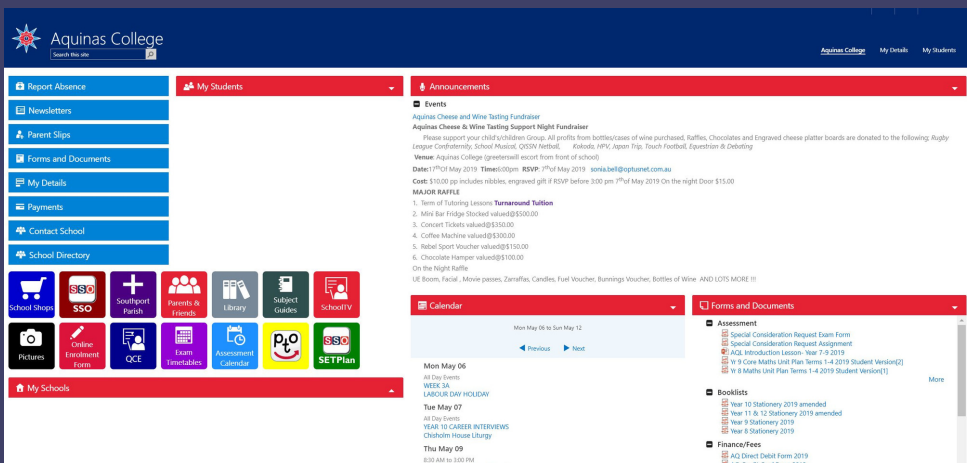
3. LOG IN



LOG IN TO THE BCE CONNECT APP USING YOUR EMAIL ADDRESS AS YOUR USERNAME AND ENTER THE SAME PASSWORD USED FOR THE PARENT PORTAL

LOGGING IN WILL UNLOCK ALL THE FEATURES OF BCE CONNECT. YOU CAN ALSO ACCESS THE PARENT PORTAL FROM THE PARENT PORTAL LINK ON THE BCE CONNECT APP

4. PARENT PORTAL

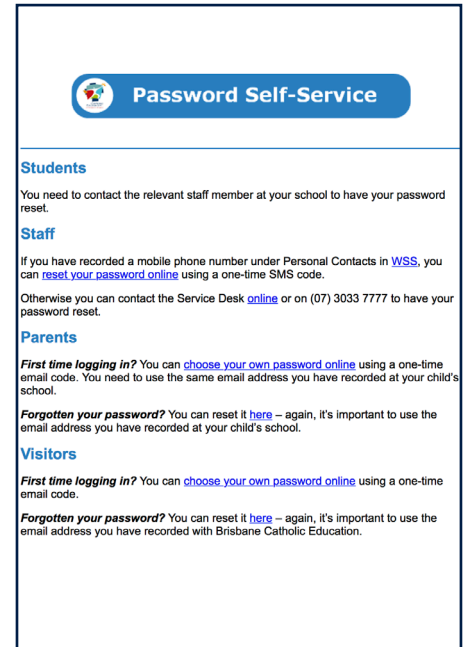
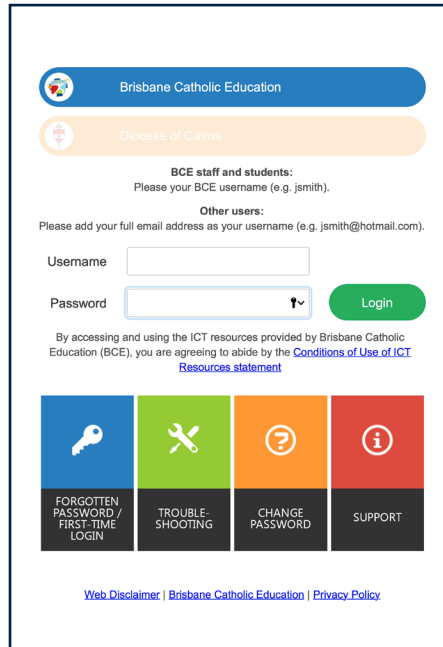
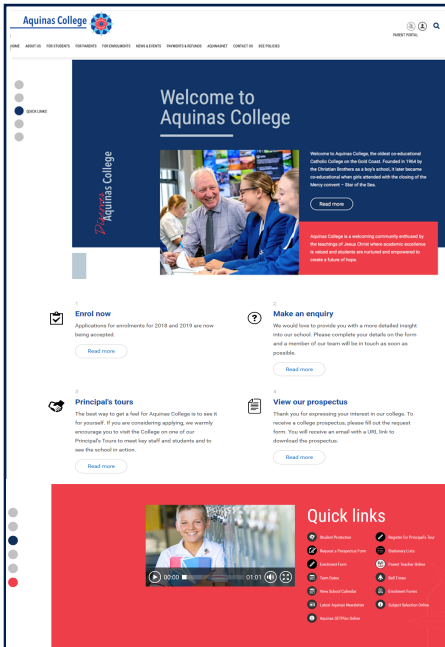


THE PARENT PORTAL OFFERS A MORE FEATURE RICH EXPERIENCE FOR PARENTS

Accessing the PARENT PORTAL

New and existing families are able to access the parent portal by following the steps below.

The initial login requires you to verify your identity and setup a password



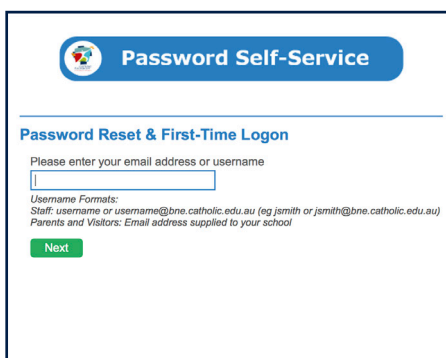
Start the process by visiting the college website www.aquinas.qld.edu.au and select the Aquinasnet tab and choose Parent Portal or click on the Parent Portal icon (👤) in the right hand corner of the website.

After clicking on the Parent Portal link you will be met with a login screen.

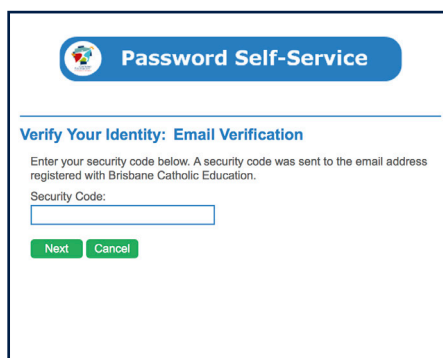
Select Brisbane Catholic Education and select Forgotten Password/First-Time Login

Under the Parents heading there are two titles. Choose whichever applies to you.

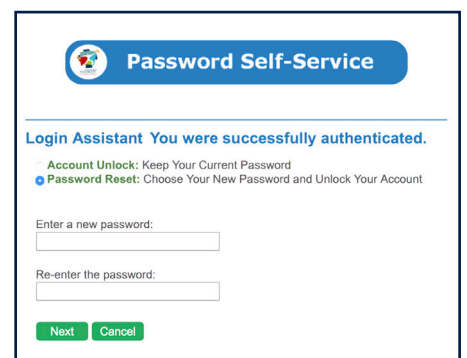
First time logging in? (this is for parents who have never logged into the parent portal) and Forgotten your password? (this is for parents who need to reset their password)



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



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



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

NOW THAT YOU HAVE SET YOUR PASSWORD YOU CAN LOGIN TO THE PARENT PORTAL

Troubleshooting FOR PARENTS

Below are a few troubleshooting tips that you can check in the first instance. If there is still an issue logging into the Parent Portal after completing these checks, please contact the College office so that we can follow this up further for you.

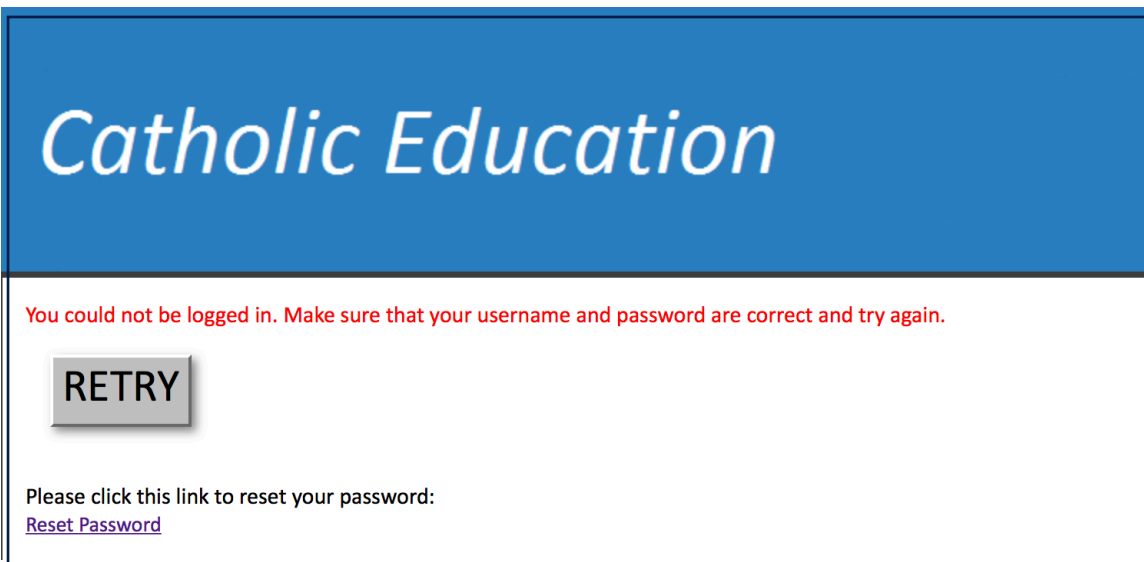
Access to the Parent Portal - (tips for Parents/Legal Guardians)

Q. Are you logging in with the exact email address?

A. Sometimes the email address you are trying to use may be different to the one recorded in our database.

Confirm with the school that the email address you are using is exactly the same as the school has on record.

Q. I get the following message when trying to log on



Catholic Education

You could not be logged in. Make sure that your username and password are correct and try again.

RETRY

Please click this link to reset your password:
[Reset Password](#)

A. Each time a file is accessed through a web browser (Internet Explorer, Firefox, Chrome etc), the browser caches (i.e., stores) the file so it doesn't have to keep retrieving the same files or images. Periodically clearing the cache allows the browser to function more efficiently. If you click on this link it will give you instructions on how to Clear cache and cookies.

The Parent Portal can be accessed from the following devices:-

- **Desktop computer or Laptop computer;**
- **Mobile Phone (compatible with MOST up to date devices)**
- **iPad / Tablet (compatible with MOST up to date devices)**

If you are still unable to log on after clearing cache and cookies, please contact the school and advise them of such. The school will then advise BCE on your behalf who will be able to assist you directly with your login issue.