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.



BCE Connect MOBILE APP

The **BCE Connect** mobile app is another great way to participate in the Aquinas community. **BCE Connect** gives parents easy access to school information, making it easier to keep track and stay in touch. The app works with Google maps for location and directions, and gives instant access to phone numbers, emails and school calendars.

BCE Connect has been designed to work on both Apple and Android devices. You can download our app from:





Search for BCE Connect and then download.



USE THE BCE CONNECT APP TO ACCESS PARENT PORTAL FUNCTIONS SUCH AS ABSENCES, ANNOUNCEMENTS, DIRECTORIES, AND NEWSLETTERS OR TO CONNECT TO THE COLLEGE WEBSITE.

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. Click on the Parent Portal link.



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.
 Event
 Password Self-Service

 Students
 You need to contact the relevant staff member at your school to have your password reset.

 Staff
 If you have recorded a mobile phone number under Personal Contacts in WSS, you can reset your password online using a one-time SMS code.

 Otherwise you can contact the Service Desk online or on (07) 3033 7777 to have your password reset.
 Parents

 First time logging in? You can choose your own password online using a one-time email address you have recorded at your child's school.
 Not need to use the same email address you have recorded at your child's school.

 Visitors
 First time logging in? You can choose your own password online using a one-time email address you have recorded at your child's school.

 First time logging in? You can choose your own password online using a one-time email address you have recorded at your onlid's school.

 First time logging in? You can choose your own password online using a one-time email address you have recorded at your onlid's school.

 First time logging in? You can choose your own password online using a one-time email address you have recorded with Brisbane Catholic Education.

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).

	_
assword Reset & First-Time Logon	
Please enter your email address or username	
leamama Earmate:	
seriance connais. Staff: username or username@bne.catholic.edu.au (eg jsmith or jsmith@bne.catholic.edu arents and Visitors: Email address supplied to your school	.au)
Next	

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.

😨 Pas	sword Self-Service
ogin Assistant Yo	ou were successfully authenticated.
 Account Unlock: Keel Password Reset: Cho 	p Your Current Password lose Your New Password and Unlock Your Account
Enter a new password:	
Re-enter the password:	
Next Cancel	
Next Cancel	

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.
Please click this link to reset your password: <u>Reset Password</u>

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.