

# 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 image shows a screenshot of the Aquinas College Parent Portal interface. The page has a dark blue header with the Aquinas College logo and a search bar. Below the header is a navigation menu with options like 'Report Absence', 'Newsletters', 'Parent Slips', 'Forms and Documents', 'My Details', 'Payments', 'Contact School', and 'School Directory'. There are also icons for 'School Shops', 'Online School Services', 'SchoolTV', 'Parish', 'Parents & Friends', 'Subject Handbooks', 'Library', and 'Pictures'. A 'Calendar' section shows dates from Mon Jun 04 to Fri Jun 08 with event details. A 'Forms and Documents' section lists various forms like 'Assessment', 'Medical Information', 'Parents and Friends', 'Policies', and 'School Shops'. Callout boxes point to specific features: 'Send an absentee notification to the Student Office' points to 'Report Absence'; 'College Fees information and online payments' points to 'Payments'; '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 'My Students' dropdown; 'Check the personal details we have recorded in our system about you and your children, and advise us of any changes.' points to 'My Details'; 'School TV is a great support tool for parents' points to the 'SchoolTV' icon; 'Access the school calendar to view events for the entire year' points to the 'Calendar' section; and 'View copies of important College documents, forms, policies and letters' points to the 'Forms and Documents' section.

**Send an absentee notification to the Student Office**

**College Fees information and online payments**

**Click the 'Academic' tab to check information about your child's attendance, teachers, NAPLAN performance and report cards.**

**Check the personal details we have recorded in our system about you and your children, and advise us of any changes.**

**School TV is a great support tool for parents**

**Access the school calendar to view events for the entire year**

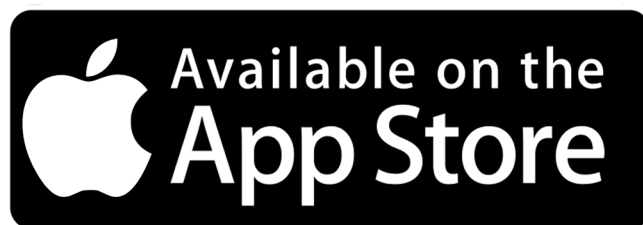
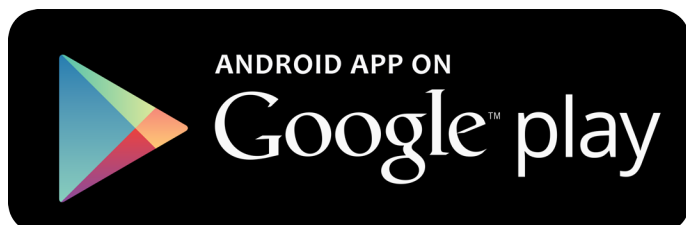
**View copies of important College documents, forms, policies and letters**

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

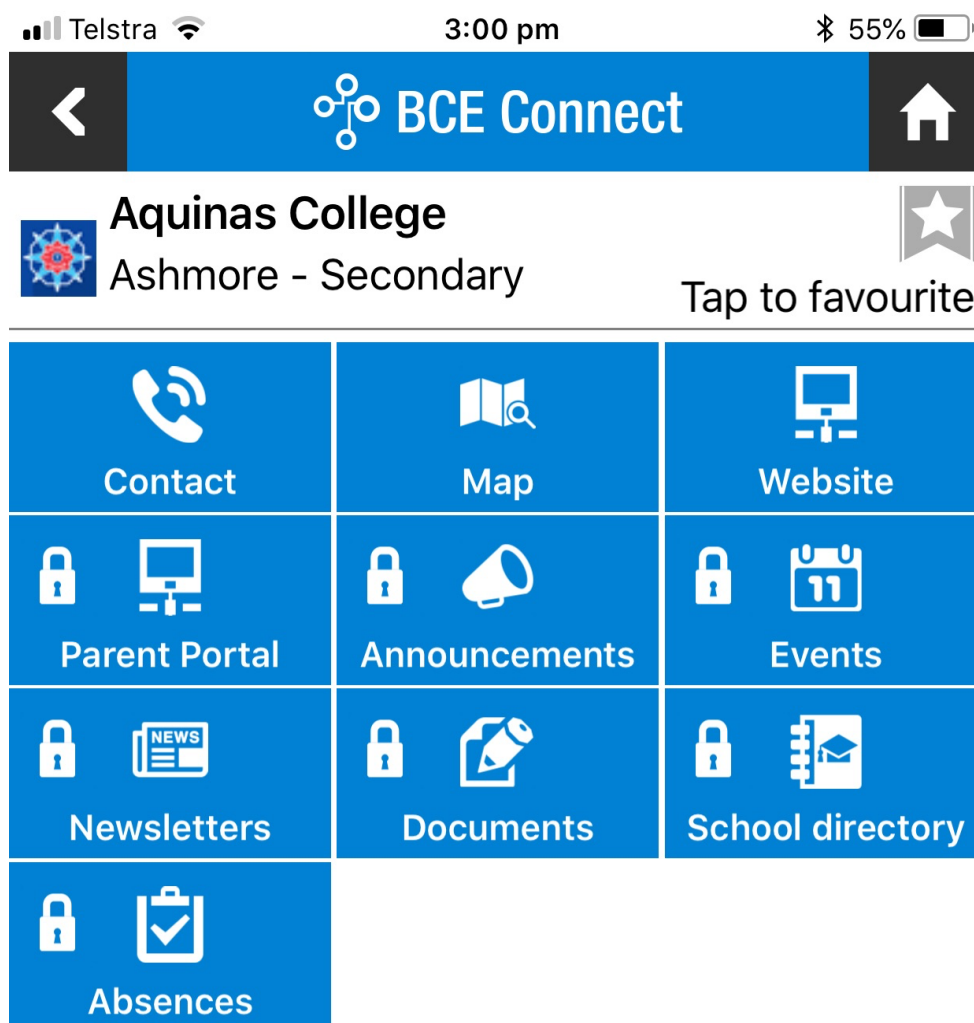
# BCE Connect MOBILE APP

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.

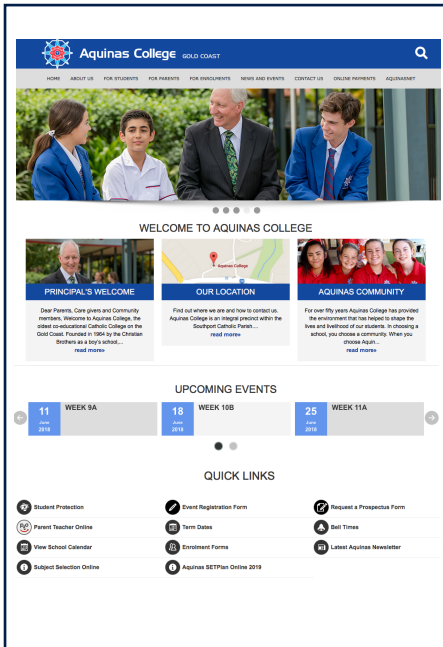


USE THE BCE CONNECT APP TO ACCESS PARENT PORTAL FUNCTIONS SUCH AS ABSENCES, ANNOUNCEMENTS, DIRECTORIES, AND NEWSLETTERS OR TO CONNECT TO THE COLLEGE WEBSITE.

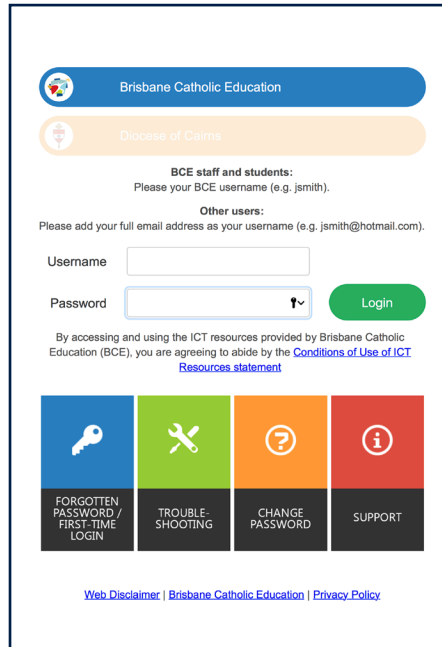
# Accessing the PARENT PORTAL

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

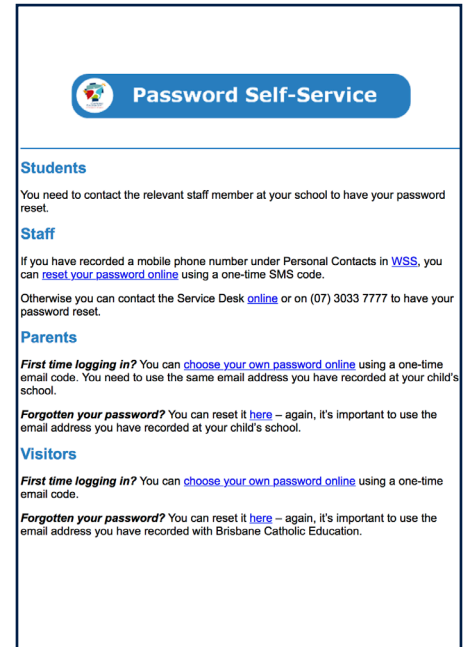


Start the process by visiting the college website [www.aquinas.qld.edu.au](http://www.aquinas.qld.edu.au) and select the Aquinasnet tab. Click on the Parent Portal link



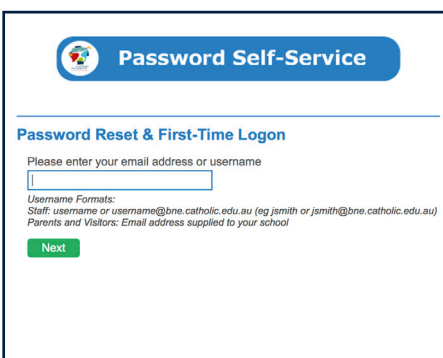
After clicking on the Parent Portal link you will be met with a login screen.

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

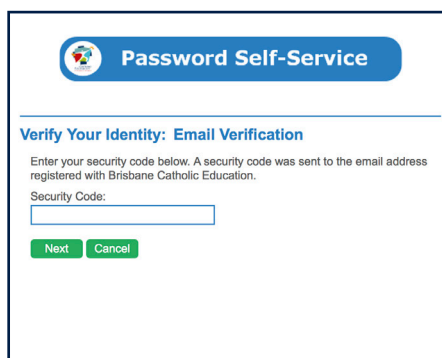


Under the Parents heading there are two titles. Choose whichever applies to you.

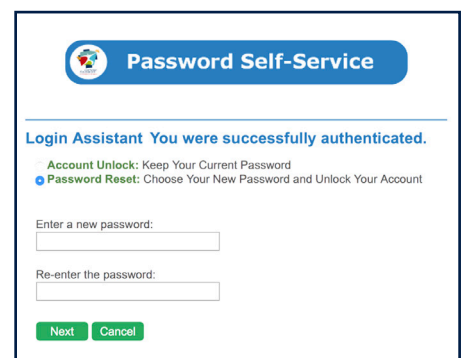
First time logging in? (this is for parents who have never logged into the parent portal) and Forgotten your password? (this is for parents who need to reset their password)



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.

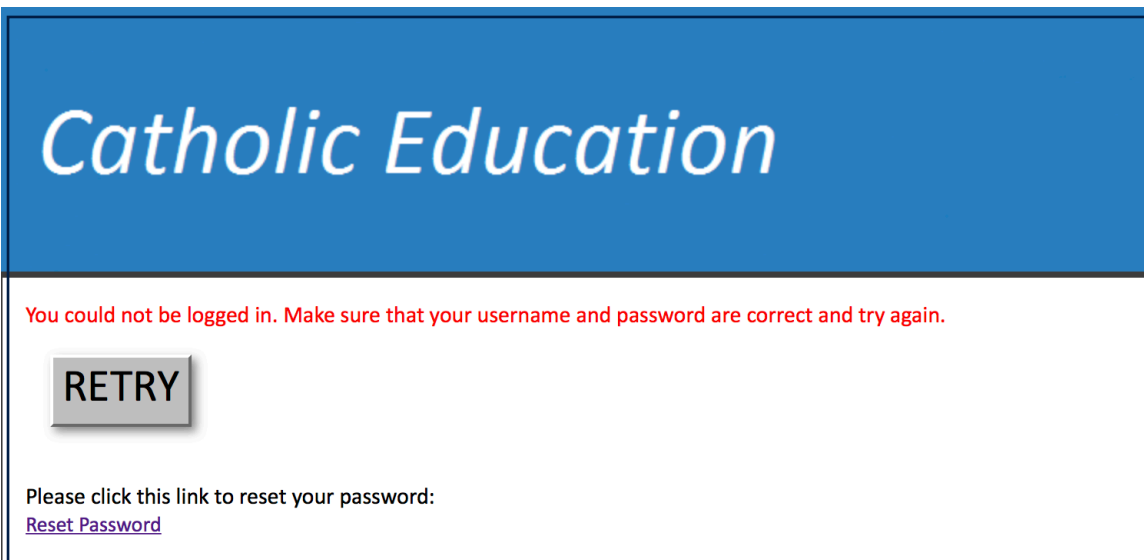
## Access to the Parent Portal - (tips for Parents/Legal Guardians)

### 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



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.