Instructions for Parents for Parent Portal Access – First Time Users and Forgotten Passwords

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

![Password Self-Service](image)

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

![Password Self-Service](image)

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