

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.

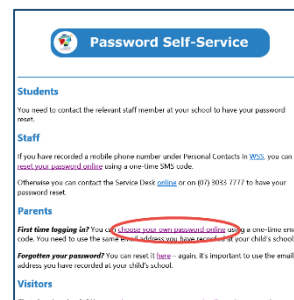
1. After clicking on your school's Parent Portal link you will be met with a login screen.



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**.



The screenshot shows a web interface titled "Password Self-Service". On the left, there is a collage of photos of children and a mail icon. The main content area is titled "Verify Your Identity: Email Verification". Below the title, it says "Enter your security code below. A security code was sent to the email address registered with the same Catholic Education". There 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 and a mail icon. The main content area is titled "Login Assistant: You were successfully authenticated." Below the title, it says "Account Details: Keep Your Current Password" and "Password Reset: Change Your New Password and Link Your Account". There is a text input field labeled "Enter a new password:" and another one labeled "Re-enter the password:". There are two buttons, "Next" and "Cancel", at the bottom right.

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