



School Parent Portal

Parent Accounts

This document will provide a guide for users of the School Portal and provide troubleshooting advice of some issues that may arise.

Forgotten Password

Should you be presented with this page and have forgotten your password your first point of call is to click on the blue tile entitled **Forgotten Password/Unlock Password**.

Follow the guided prompts on the screen.

Should this be unsuccessful please contact your school to request your password be reset.

Requesting access for other family members

In order to have access to the Parent Portal you must have a valid e-mail address lodged with the school.

Other Related Person(s) can be granted access to the Parent Portal if authorised in writing by a Legal Guardian of the student. If this applies to you and you would like to authorise someone else to have access, please contact the school in writing outlining the person's name and e-mail address.