



St Augustine's School is excited to invite you to our Parent Portal.

Access is restricted to parents of students at our school and a logon is required. An account has been created for you with the email address you have provided to the school and the details are outlined below.

The Parent Portal will enable easy access to information about happenings in the school, forms that need to be returned, names and contact details for staff, policy information and much more.

There's also a special section to allow you to check the details we have recorded in our enrolment system about your children, and if necessary, advise us of any changes.

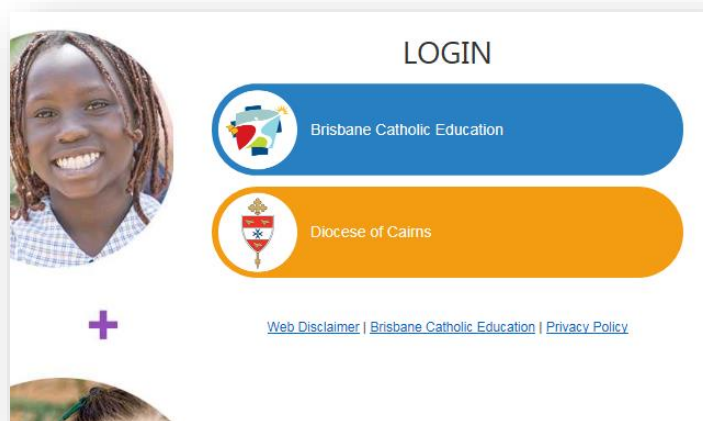
You can also check on information about your child's attendance, teachers, timetable, NAPLAN performance and Academic Report cards.

We will be making increasing use of the Parent Portal to provide a range of information to parents in the future.

The initial login requires you to verify your identity and setup a password. This document will run you through the process.

ADD A LINK TO YOUR PARENT PORTAL HERE

1. Start the process by clicking on the Parent Portal link above or the Parent Portal link on our School Website. You will be met with a login screen.



2. Select **Diocese of Cairns** and select **Forgotten Password/First-Time Login** button

LOGIN

Brisbane Catholic Education

1 Diocese of Cairns

Username

Password

Login

By accessing and using the ICT resources provided by Brisbane Catholic Education (BCE), you are agreeing to abide by the [Conditions of Use of ICT Resources statement](#)

2 FORGOTTEN PASSWORD / FIRST-TIME LOGIN

3. Select the link under the **Parents** heading titled **choose your own password online**

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 email helpdesk@cns.catholic.edu.au to have your password reset.

Parents

First time logging in? You can [choose your own password online](#) using a one-time email code. You need to use the same email address you have recorded at your child's school.

Forgotten your password? You can reset it [here](#) - again, it's important to use the email address you have recorded at your child's school.

4. Enter the personal email address that you have provided to the school and click **Next**.

Password Self-Service

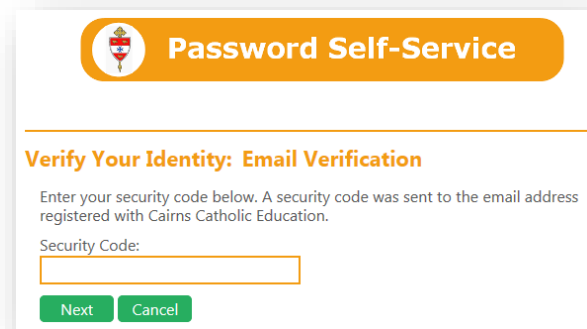
Password Reset & First-Time Logon

Please enter your email address or username

Username Formats:
Staff: username or username@cns.catholic.edu.au (eg jsmith or jsmith@cns.catholic.edu.au)
Parents and Visitors: Email address supplied to your school

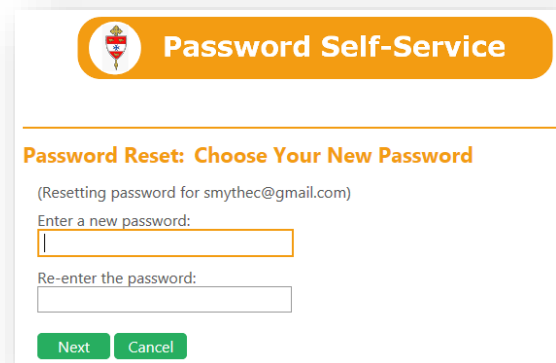
Next

5. Check your email account for a security code, enter the corresponding security code in the **Verify your Identity** screen that follows and click **Next**.



The screenshot shows a web form titled "Password Self-Service" with a logo on the left. Below the title is a section header "Verify Your Identity: Email Verification". The text below reads: "Enter your security code below. A security code was sent to the email address registered with Cairns Catholic Education." There is a text input field labeled "Security Code:" and two buttons at the bottom: "Next" and "Cancel".

6. On the **Password Reset** form enter your desired password in both boxes before clicking **Next**.



The screenshot shows a web form titled "Password Self-Service" with a logo on the left. Below the title is a section header "Password Reset: Choose Your New Password". The text below reads: "(Resetting password for smythec@gmail.com)". There are two text input fields: "Enter a new password:" and "Re-enter the password:". There are two buttons at the bottom: "Next" and "Cancel".

7. Now that you have set your password you can now login to the Parent Portal by clicking the link on our School website, or by following this link **ADD A LINK TO YOUR PARENT PORTAL HERE**.