ST STEPHEN'S SCHOOL

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GROWING IN COURAGE WISDOM FAITH

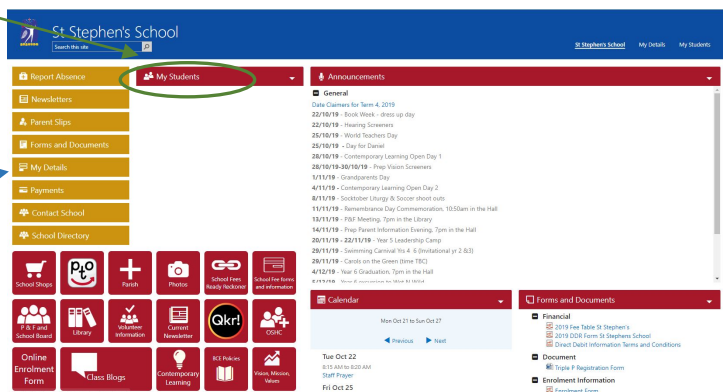## Parent Portal – Account/Password Set Up

Dear Parents and Caregivers,

St Stephen's School is excited to continue 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 based on the email address you have supplied to the school.

The Parent Portal enables easy access to your child's report cards, information about school events, forms, Volunteer Training, names and contact details for staff, policy information and much more.

Paper copies of your child's report cards are not sent home. Report cards are only available via the Parent Portal and only the current and previous school year's report cards are stored on the Parent Portal. We recommend that you download and save a copy of report cards to your computer.

There's also a 'My Details' section to allow you to check the details we have recorded in our enrolment system about yourself and your child/ren. Any changes to your personal information are to be made via the Parent Portal.

You can also check on information about your child's attendance, teacher's email address, class timetable and NAPLAN performance.

The initial login requires you to verify your identity and setup a password. There are two (2) options to set up your account. The first option takes you through the process to set up your account on a laptop or desktop computer. Please click **this link**.

If you would prefer to set up your account on a mobile phone, please click **this link**. This will run you through the process of downloading the BCE Connect App and the initial setup of your account.

For any further information, please contact the school office.

Yours sincerely

Phillip Manitta
Principal