



# ST STEPHEN'S SCHOOL

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GROWING IN COURAGE WISDOM FAITH +

## Parent Portal ReLaunch – Password Set Up 2017

Dear Parents and Caregivers,

St Stephen's School is excited to continue our Parent Portal for 2017.

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 will enable easy access to report cards, information about school events, 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 and NAPLAN performance.

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

For any further information, please contact the school office.

Yours sincerely

Phillip Manitta

Principal

Start the process by clicking on the link below. You will be met with a login screen.

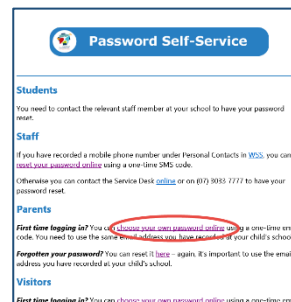
<https://extranet.bne.catholic.edu.au/parent/ststephens>



1. Scroll down and select **Brisbane Catholic Education** and select **Forgotten Password/First-Time Login**



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



3. Enter the personal email address that you have provided to the school and click **Next**. A security code will be emailed to you.



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



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



6. Now that you have set your password you can now login to the Parent Portal by following this link <https://extranet.bne.catholic.edu.au/parent/ststephens>