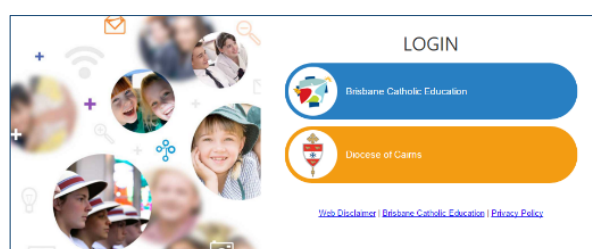


# Instructions for Parents for Parent Portal Access

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.

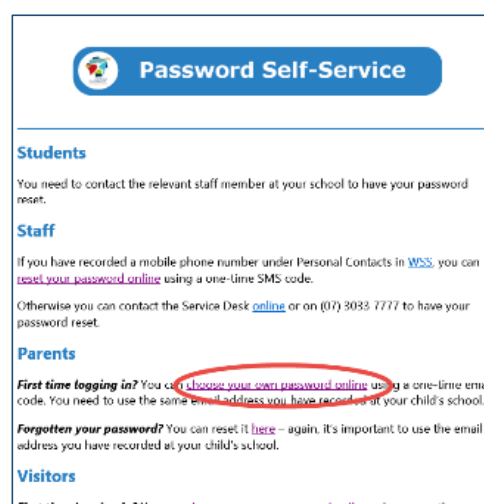
1. After clicking on your school's Parent Portal link you will be met with a login screen.



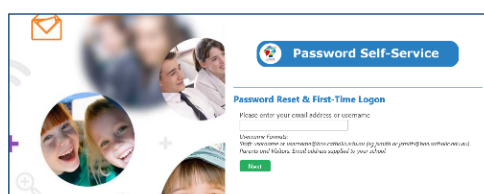
2. Select **Brisbane Catholic Education** and select **Forgotten Password/First-Time Login**



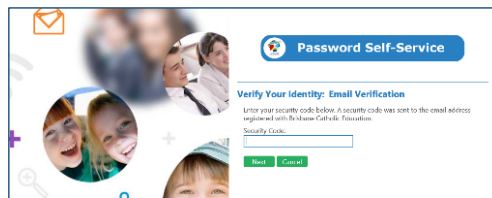
3. Under the **Parents** heading there are two titles – **First time logging in?** (this is for parents who have never logged into the parent portal) and **Forgotten your password?** (this is for parents who need to reset their password). Choose whichever applies to you



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**.



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



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

## Unity College

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