

Parent Portal Launch

Guardian Angels Catholic Primary School is excited to launch our Parent Portal.

Access is restricted to parents of students at our school and a login is required. An account has been created for you 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.

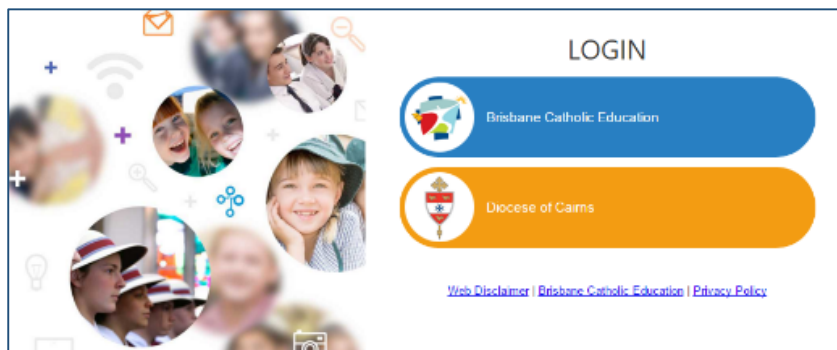
You can also check on information about your child's attendance, teachers, timetable, NAPLAN performance and report cards.

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.

<https://extranet.bne.catholic.edu.au/parent/gaps/Pages/default.aspx>

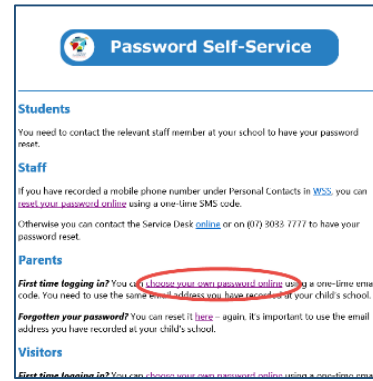
Start the process by clicking on the link above. You will be met with a login screen.



1. 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**.

The screenshot shows the 'Password Reset & First-Time Logon' form. The text says: 'Please enter your email address or username:'. An email address is entered in the field. Below the field, there are instructions: 'Username Format: Step: username or username@bne.catholic.edu.au (eg: jsmith or jsmith@bne.catholic.edu.au) Parents and Visitors: Email address supplied to your school'. The 'Next' button is highlighted in green.

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

The screenshot shows the 'Verify Your Identity: Email Verification' form. The text says: 'Enter your security code below. A security code was sent to the email address registered with Brisbane Catholic Education.' A security code is entered in the field. Below the field, there are 'Next' and 'Cancel' buttons. The 'Next' button is highlighted in green.

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

The screenshot shows the 'Login Assistant' form. The text says: 'You were successfully authenticated.' There are two radio buttons: 'Account Unlocks: Keep Your Current Password' and 'Password Reset: Choose Your New Password and Link Your Account (Resulting password for: giv@bpc@bne.catholic.edu.au)'. The 'Password Reset' option is selected. Below the radio buttons, there are two password fields: 'Enter a new password:' and 'Re-enter the password:'. Both fields are filled with a password. Below the fields, there are 'Next' and 'Cancel' buttons. The 'Next' button is highlighted in green.

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/gaps/Pages/default.aspx>