

## Parent Portal & BCE Conect App

**Guardian Angels Catholic Primary School** is excited to invite you to our Parent Portal & BCE Connect.

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.

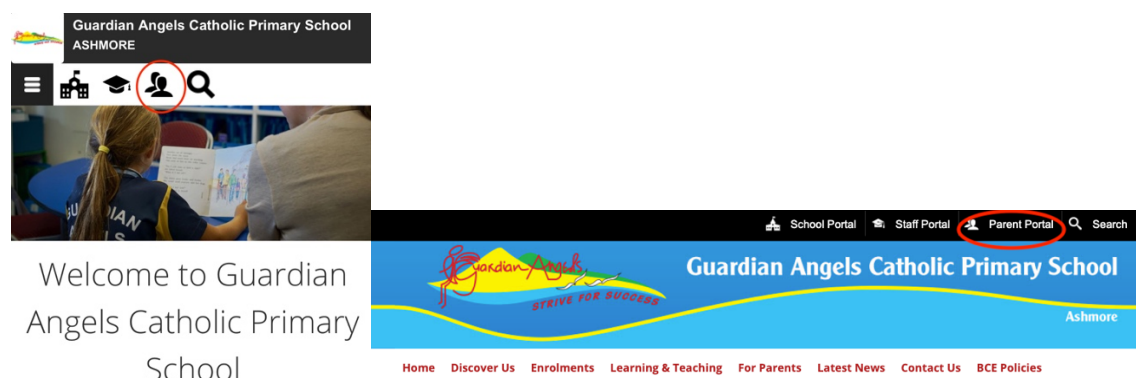
You can also check on information about your child's attendance, teachers, timetable, NAPLAN performance and report cards.

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. Please note that for new Prep Parents access will not be available until after January 1<sup>st</sup>.

<http://www.gaps.qld.edu.au/Pages/default.aspx>

Start the process by clicking on the link above, at the top right of the page in your web browser select the Parent Portal link. This can be done on a Laptop, Tablet or Phone.



You will be met with a login screen. (Please note if you select School or Staff Portal you will get an access denied page when you successfully login).

Please do not bookmark the Parent Portal once logged in! A unique address is created when you log in and may cause errors when accessing in the future. Please use the shortcut on the school's website.

1. Select **Brisbane Catholic Education** and select **Forgotten password or new user?**

## Login

Brisbane Catholic Education

Diocese of Cairns

Username

username or email address

Password

password

**Forgotten password or new user?**

Login

[Change password](#)

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

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

## Password Self Service

### Students

**Please note:** If you are a student, the self-service links below do not work. If you know your password and wish to change it, use the [change password](#) link and if you have forgotten your password contact your teacher to have it 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.

### 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.

### Visitors

**First time logging in?** You can [choose your own password online](#) using a one-time email code.

**Forgotten your password?** You can reset it [here](#) – again, it's important to use the email address you have recorded with Brisbane Catholic Education.

3. 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:*

*Students: Please contact your teacher to reset your forgotten password*

*Staff: username or username@bne.catholic.edu.au (eg jsmith or jsmith@bne.catholic.edu.au)*

*Parents and Visitors: Email address supplied to your school*

Next

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**.

Now that you have set your password you can now login to the Parent Portal by selecting Parent Portal on the school's website. <http://www.gaps.qld.edu.au/Pages/default.aspx>.

# GETTING STARTED



A GUIDE TO SETTING UP YOUR ACCOUNT FOR PARENTS WHO HAVE PREVIOUSLY LOGGED INTO THE PARENT PORTAL

## 1. DOWNLOAD BCE CONNECT



BCE Connect

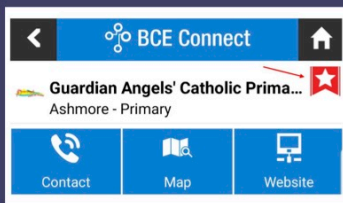


Download on the  
**App Store**



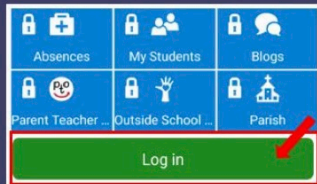
GET IT ON  
**Google Play**

## 2. FAVOURITE GUARDIAN ANGELS



FAVOURITING YOUR SCHOOL IN BCE CONNECT ENABLES YOU TO RECEIVE PUSH NOTIFICATIONS FROM THE SCHOOL AND MAKES IT EASIER TO NAVIGATE BACK TO THE SCHOOL BY ADDING A SHORTCUT ON THE HOMESCREEN OF THE APP

## 3. LOG IN

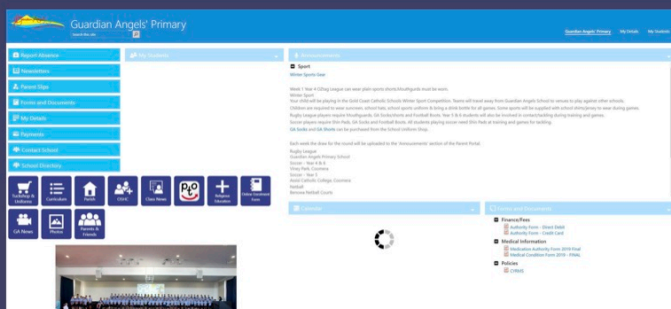


LOG IN TO THE BCE CONNECT APP USING YOUR EMAIL ADDRESS AS YOUR USERNAME AND ENTER THE SAME PASSWORD USED FOR THE PARENT PORTAL



LOGGING IN WILL UNLOCK ALL THE FEATURES OF BCE CONNECT. YOU CAN ALSO ACCESS THE PARENT PORTAL FROM THE PARENT PORTAL LINK ON THE BCE CONNECT APP

## 4. PARENT PORTAL



THE PARENT PORTAL OFFERS A MORE FEATURE RICH EXPERIENCE FOR PARENTS

**Report Absence** – Allows parents to advise the school of a student absence. Please note it needs to be done for each child if multiple students are away.

**Newsletters** – Are sent out by email each week on Tuesday. They can also be located on the this Tile in the Parent Portal.

**Parent Slips** – are online permission notes. You will receive an email when the school requires permission for an event or excursion. You can view current and previous slips in this tile.

**Forms & Documents** – Find the school's available documents and forms in here.

**My Details** – You can check your details are up to date in this area. If you move, change email, phone number etc you can request this information updated via this tile.

**Payments** - Information on School Fees.

**Contact School** – Sends an email to the school.

**School Directory** – Find the contact details of school staff.

**Curriculum** – Keep up to date with each terms curriculum overview.

**OSHC** – Find details about Out Of School Hours Care

**GA News** – The GA News is a student media program shown at assemblies with information about what has been happening at school.

**PTO** – Short for 'Parent Teacher Online' allows parents to book a time for Parent Teacher interviews when they are made available.

**Parents & Friends** – Keep up to date with the Parents & Friends community

**BCE Policies** – Find all the links to Brisbane Catholic Education's policies.

**Religious Education** – Information regarding the Religious Education program at Guardian Angels.

**Online Enrolment Form** – A link to the Online Enrolment form for Guardian Angels

**School Shop** – Find information regarding the school's TuckShop/Canteen and Uniform Shop.

**Parish** – A link to The Catholic Parish of Southport

**Archived Newsletters** – A database of previous years' Newsletter

**Photos** – The school regularly uploads photos for parents from events for parents to view. Photos from events like sports carnivals, student of the week, assemblies, school camps, community events and more are stored securely within the Parent Portal.

Please do not post or upload photos of other students on social media pages.

**My Students** – Find detailed information on students' attendance, reports and more.

**Announcements** – This area is used for information on upcoming events

**Calendar** – See what's on for the week or click on 'Calendar' to see a Month view.

**Forms & Documents** – Shortcuts to important documents regarding Fees & Medical Forms.