

27<sup>th</sup> March 2017



## **PARENT PORTAL LAUNCH**

Dear Holy Cross Parents & Carers

We are excited to launch our **Parent Portal** this week. We hope that this exciting new tool will become a one-stop-shop for all your needs. Through the portal you will be able to access child information and student's reports, access flexi schools, update important information, view calendars, Facebook and retrieve notes and forms home from teachers as well as other vital pieces of information.

We will be making increasing use of the **Parent Portal** to provide a range of information to parents and carers in the future.

Attached is the '**How to Guide - Parent Portal**' to access the Parent Portal, as it is restricted to parents of students at Holy Cross and a logon is required. An account has been created for you and the details on how to create a password are outlined in the attached guide.

The initial login requires you to verify your identity and setup a password. The attached details will lead you through the process. It is important only one username and password can be accessed per family. If both parents are listed with the school with one email address, only one parent will be able to create a login.

If you are an employee of Catholic Education Cairns you will need to have and use a private email as you login use.

At this time desktops, iPad and tablets are most compatible for the portal. Phone compatibility is being developed.

Please contact us if you experience any problems in setting up your access to the **Parent Portal**.

Kind regards,

*Brad Henry*  
*Assistant Principal Administration*

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