How to Guide – Parent Portal

Go to the Holy Cross Website. **http://www.holycross.qld.edu.au/**

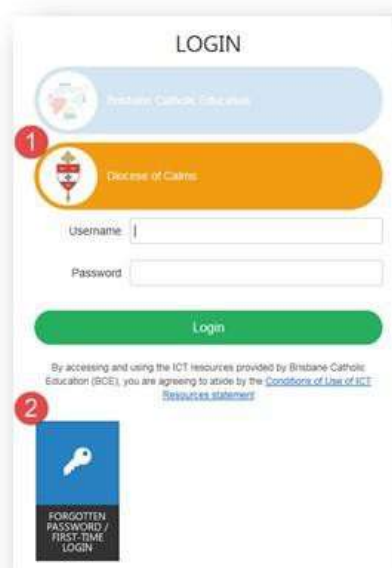Click on '**Parent Portal'** at the bottom of the page.

This will send you to the below login screen

SETTING UP LOGIN

Select **Diocese of Cairns** (1) and select **Forgotten Password/First-Time Login button** (2)

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

Enter the personal email address that you have provided to the school and click **Next**. *Note: The email address required is the one that received the 'Parent Portal Launch' email.*

Check your email account for a security code, enter the corresponding security code in the **Verify your Identity** screen that follows and click **Next.** *Note: do not copy and paste, ensure you type the code in*

On the **Password Reset** form 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 following this link

https://extranetcns.bne.catholic.edu.au/parent/holycross/Pages/default.aspx