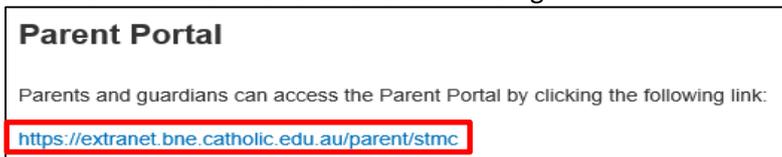**St Thomas More College**

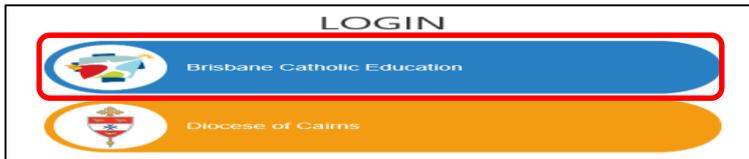**Parent Portal – First Time Log On**

1. Navigate to the **College website** – www.stmc.qld.edu.au

2. Click the **Contact Us > Community Access** or the grey circle in the top right corner with the head and shoulders outline.

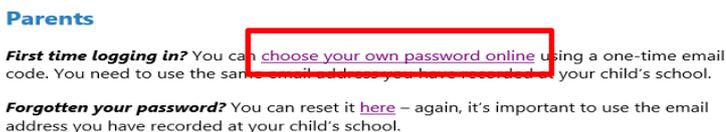3. Click the link under the **Parent Portal** heading

4. A log on screen will open. Select the blue oval for **Brisbane Catholic Education**.

5. Click the blue square for **Forgotten Password/First Time Login**.

6. Under the **Parents** heading, click **choose your own password online**.

7. Enter your **email address**. Click next.

8. Check your E**mail Account** for an email with a **Verification Code**. Enter the **Verification Code** in the box and click **Next**.

9. The **Password Reset** option should be selected. Enter your **Chosen Password** in both boxes. Click **Next.**

10. You have now set your password for the Parent Portal. **Close the internet browser** window and **open a new internet browser** window.

11. **Repeat steps #1 to #4 above**. Enter your **email address** and chosen **password**. Click **Login**.

12. You will be redirected to the **Parent Portal homepage**.