



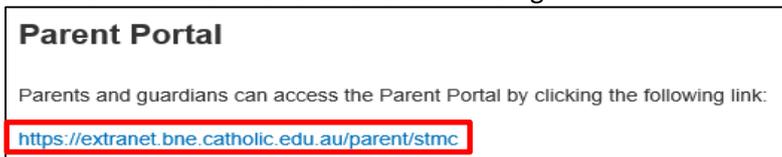
St Thomas More College

Parent Portal – First Time Log On

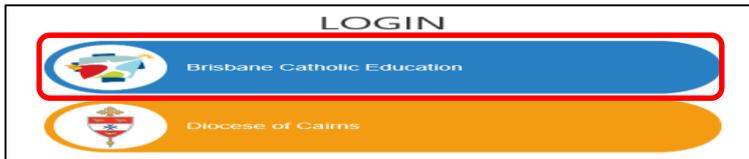
1. Navigate to the **College website** – www.stmc.qld.edu.au
2. Click the **Contact Us > Community Access** or the grey circle in the top right corner with the head and shoulders outline.



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



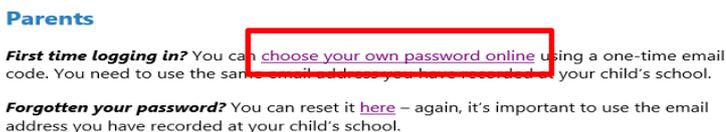
4. A log on screen will open. Select the blue oval for **Brisbane Catholic Education**.



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 **Email Account** for an email with a **Verification Code**. Enter the **Verification Code** in the box and click **Next**.

Verify Your Identity: Email Verification
Enter your security code below. A security code was sent to the email address registered with Brisbane Catholic Education.
Security Code:
Next **Cancel**

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

Login Assistant You were successfully authenticated.
 Account Unlock: Keep Your Current Password
 Password Reset: Choose Your New Password and Unlock Your Account
(Resetting password for gash@pcom@bne.catholic.edu.au)
Enter a new password:
Re-enter the password:
Next **Cancel**

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**.

Other users:
Please add your full email address as your username (e.g. jsmith@hotmail.com).
Username
Password
Login

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

