

Parent Portal – New Parent Access

Xavier Catholic College is pleased to invite you to use our Parent Portal.

Access is restricted to parents of students at our school and a logon 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.

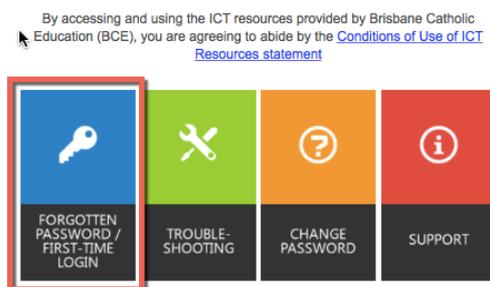
The initial login requires you to verify your identity and setup a password. This document will run you through the process.

<https://extranet.bne.catholic.edu.au/parent/xavier>

1. Start the process by typing the address above into the address bar of your web browser. You will be met with a login screen. Select the blue **Brisbane Catholic Education** option.



2. Below the login boxes, you will see the **Forgotten Password/First-Time Login** tile – click this tile.



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

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.

4. Enter your email address and click **Next**.
Note: this MUST be the same email address that you have provided to the College.

 **Password Self-Service**

Password Reset & First-Time Logon

Please enter your email address or username

Username Formats:
 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

5. Check your email for a message from 'BCE Accounts'. Find the security code in this email and enter it in the space provided. Click **Next**.

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Next

6. Ensure that **Password Reset** option is selected and enter your desired password in both boxes before clicking **Next**.

 **Password Self-Service**

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 [redacted])

Enter a new password:

Re-enter the password:

Next **Cancel**

Now that you have set your password you can login to the Parent Portal by going to the address below:

<https://extranet.bne.catholic.edu.au/parent/xavier>