



## Using the St Pius X Parent Portal

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## Portal Overview

The St Pius X College Portal retrieves student data stored in our school administration system. As a parent you have access to a range of useful information regarding your son/s that is updated daily, including:

- A Student calendar featuring all Assessment Tasks and Excursions relevant to the student.
- A list of reportable Assessment tasks showing date due and details of the task itself
- The student's timetable (printable)
- The student's subject list
- Absence records
- All Assessment schedules for each subject and daily homework

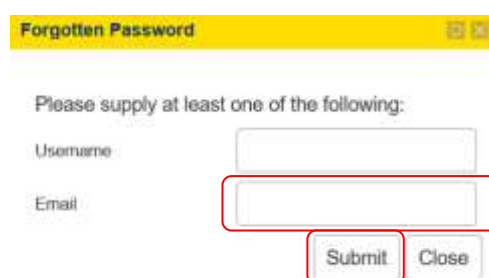
## Logging in

A screenshot of the login interface. It features a grey header with the word 'Login' in blue. Below this are two white input fields: 'Username' and 'Password'. A yellow 'Login' button is positioned below the password field. At the bottom, there is a link that says 'Forgot Password'.

After you have received your login details enter them on the left side of the screen:

If you have forgotten or not received your password and/or username you can retrieve this information by using the email you supplied the College and the lost password facility:

- click on *Forgot Password* below the *Login* button
- then just enter your **email address** registered with the College in the *Email* field on the screen that appears
- Leave *Username* blank.
- Click Submit
- Check your email inbox or spam folder for an email with instructions

A screenshot of the 'Forgotten Password' form. It has a yellow header with the title 'Forgotten Password'. Below the header, it says 'Please supply at least one of the following:'. There are two input fields: 'Username' and 'Email'. The 'Email' field is highlighted with a red rectangle. Below the fields are two buttons: 'Submit' and 'Close'.

If you don't know the email you supplied to the College nor your username then you should contact the Administration Office.

You can also use the lost password facility if you only know your username by only filling it that field and leaving email field blank.

## Changing your Password



After being allocated your original password, if you wish you are able to change it to something you will remember. On the left hand side of your screen is listed *Settings*, click on this:

This will open a new window where you can enter your new password:  
Type in your new password and confirm, then click *Save*.

A screenshot of a 'User Control Panel' window. The title bar is yellow and says 'User Control Panel'. On the left is a dark blue sidebar with a white profile picture placeholder. The main area has tabs: 'My Profile', 'Contact Details', 'Privacy Settings', and 'Account Settings'. The 'Account Settings' tab is selected and highlighted with a red box and a callout bubble saying '1. Click on Account Settings tab'. Below the tabs is the 'Account Settings' section. It has fields for 'Username' (with a wavy line), 'Password' (with dots), and 'Confirm Password' (with dots). A red box and callout bubble around the password fields say '2. Enter your new password twice'. Below these fields is a light blue box with an information icon and text: 'Use this tab to update your account information as necessary. These changes will take effect immediately.' At the bottom right are 'Save' and 'Close' buttons. A red box and callout bubble around the 'Save' button say '3. Click Save'.

## The Parent Page

After logging in you will be taken to the Parent page. There is not a lot of information regarding your son/s on this page and it is mainly used to assess your son's data by **clicking on the *More* button**.

**ST PIUS X COLLEGE**  
CHATSWOOD

Current Parent | Year 10 | Year 5 | Year 8 | Help

**Absence Approval**

You have 1 pending absence. [Details](#)

**My Children**

[More](#)

Year:  
Year Coordinator:  
House:  
Pastoral group:  
Homeroom Teacher:  
Medical Details:

[More](#)

Year:  
Year Coordinator:

**eSafety - Parental Controls. Have you reviewed**

**Calendar**

Today **June 2017**

Monday	Tuesday	Wednesday	Thursday
29	30	31	

## *Your Son's Details Page*

After clicking the 'More' button you will be taken to a screen featuring detailed information regarding your son, including:

### *Homework and Assessment Task Information*

A chronological list of assessment tasks and in a separate box homework tasks

Assessment Tasks				
Subject		Date Range		
Show tasks from		7/06/2017	to	31/12/2017
Subject	Task Name	Date	Mark	More
08REL	Task 2	21/06/17		
08PDH	Exam	14/11/17		

Homework			
Show homework from		7/06/2017	to 31/12/2017
Due	Subject	Homework	More
07/06/2017	08REL 6	Images of Jesus	
09/06/2017	08FRE 6		

*Timetable complete with updated information:*

### *Your Son's Academic Report*

To access the Semester reports please scroll down the page where you will see a 'block' called "Academic Reports". In that block will be a link called "Year 'X' Semester One Report", click on it to open your son's report.

## Academic Reports

 [2017 Year 10 Interim Report](#)

## The Year Group Page

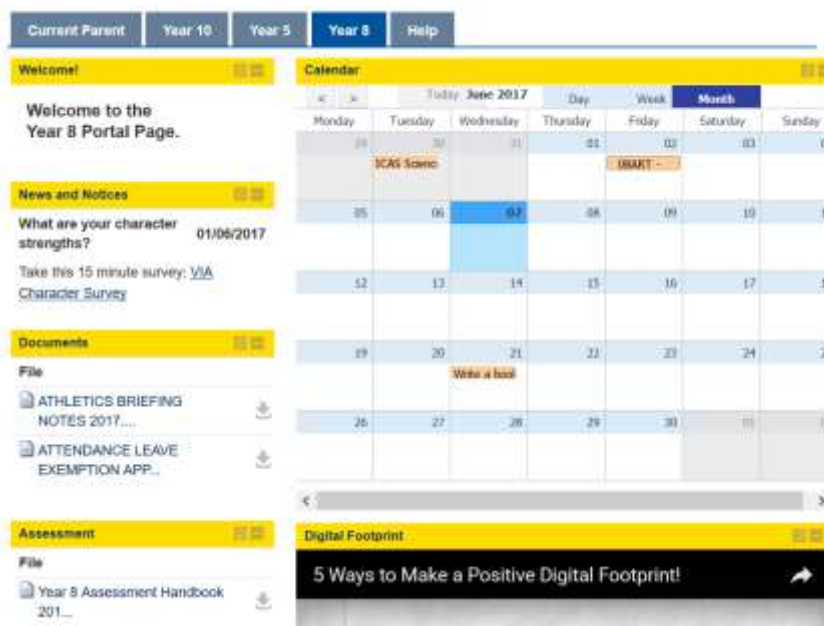
You will notice a couple of separate ‘Tabs’ running along the top of the screen, one of these will give access to a Year group page for your son/s:

Note you will only see the year group pages that relate to your son/s.



This page will have information targeted to that particular year group, for example:

- Year specific news and notices
- Year specific calendar
- Assessment Handbook



## Absence Notification via the Portal

Current Parent

Year 10

Year 5

Absence Approval

You have 1 pending absence.

Click on Details

Details

Absence Details

School records show that your children were absent from school without explanation on the following days. Please enter a brief reason for these absences (under 20 words) and click Save.

Reason for all absences

Date	Child	Type	Time In	Time Out	School Notes	Reason
2/6/2017		Absence				

[Click here to see how to use this screen.](#)