

# Schoolbox Report Access Guide



# Contents

How to Login .....	3
Login Details .....	4
Welcome to Schoolbox .....	5
My Students .....	6
+ Academic Reports .....	6

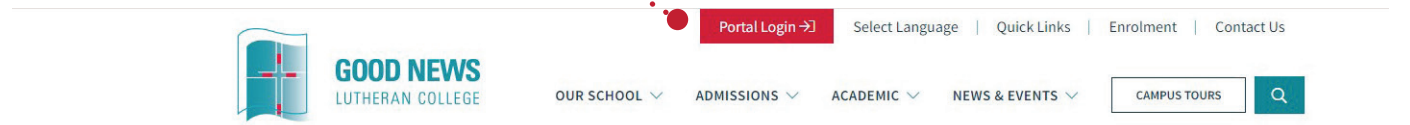
# How to Login

Visit the GNLC website by clicking the live link below or alternatively type the website address into your browser of choice <https://www.goodnews.vic.edu.au>

Visit **GNLC website** .....



Click on  
**PORTAL LOGIN**  
button



Click on  
**FAMILIES**  
icon



# Login Details

If this is your first time logging into Schoolbox, or if you have forgotten your password, you can easily set up or reset a new password. Please follow these steps:

- 1 Click on **PARENTS, FORGOTTEN YOUR PASSWORD?** text link

- 2 Type in your personal email address which you **currently receive communication** from GNLC.

After a few minutes you will receive a 'Schoolbox password change' email, click on

**RESET LINK**

- 3 Enter an 8 character password of your choice and click **RESET PASSWORD**

- 4 Enter your **original email** and the **unique password** you have just created. We now welcome your family to Schoolbox.



# Welcome to Schoolbox

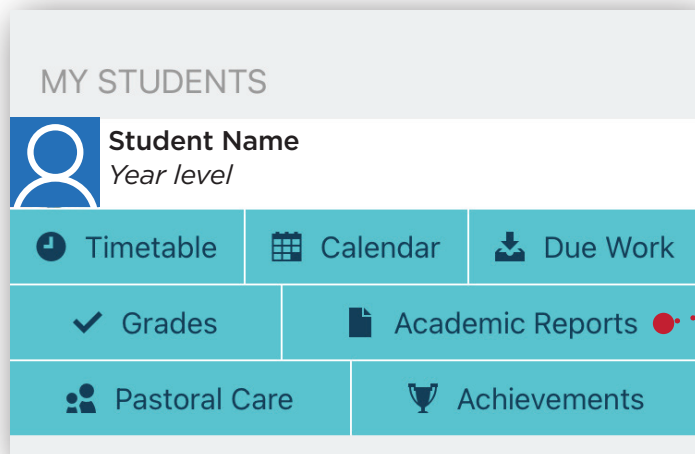
The following is an example of what the home page looks like when you enter Schoolbox.

The screenshot displays the Schoolbox dashboard for 'GOOD NEWS LUTHERAN COLLEGE'. The interface includes a top navigation bar with 'Groups', 'News', and 'Calendar' tabs. A left sidebar contains 'My Groups' and 'MY LINKS'. The main content area features a 'Good Afternoon,' greeting, a 'NEWS FEED' section with a welcome message, and a grid of nine interactive tiles: 'Update Contact Details', 'Report Student Absence', 'FlexiSchools Canteen', 'College Forms and Policies', 'Uniform Information', 'The Good News Newsletter', 'Good News Lutheran College', 'SchoolTV', and 'Signmee'. On the right, a 'CALENDAR' section shows events for 'Wednesday March 1st 2023' and 'Thursday March 3rd 2023'. Below the calendar is a 'MY STUDENTS' section with a student profile card and a list of links: 'Timetable', 'Calendar', 'Due Work', 'Grades', 'Academic Reports', 'Pastoral Care', and 'Achievements'.

**Note:** Please be aware that the dashboard is constantly evolving. Don't be alarmed if it looks slightly different to what you see when you login to Schoolbox.

# My Students

This section allows families to access information specific to your child, including academic performance, curriculum, current timetables and much more.



**ACADEMIC REPORTS:** The **'My Student'** box will appear on the right-hand side of your screen on PC or Desktop Computers. However, please note that if you are viewing Schoolbox on a mobile phone or other portable device, you may need to scroll down to the very bottom of your screen view. Then, to access school reports, click on the tab here that says Academic Reports.

### Note for mobile device users:

Please be aware that Schoolbox is currently only available as a website. Layout of pages may look different on a Desktop PC device than they do on a mobile or handheld device. You may need to scroll further down the pages to see the various tabs and sections. The good news is that a 'Schoolbox App' will be released mid Term 3 that will assist in this problem. We will advise you when this is available to download from your App Store or App provider.



If you need help contact us via email at [schoolboxhelp@goodnews.vic.edu.au](mailto:schoolboxhelp@goodnews.vic.edu.au)

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