



Step by step guide for parents

**Login to Connect at
connect.det.wa.edu.au**

Connect is an integrated online environment developed by the Department of Education WA for staff, students and parents in public schools.

This guide is designed to be read step-by-step. However, due to the number of options available, please use the hyperlinks of this Contents page for quick reference to the specific help needed.

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Connect: Login

- 1 Type the **Connect website address** into your browser as **connect.det.wa.edu.au**
- 2 **User name and password**
Type your **user name (P-number)** and **password** into the **text boxes**. The username is comprised of a lowercase “p” followed by a seven-digit number.
Note: the P Number and password will have been emailed to you by your child’s school.
- 3 **Parent/Responsible persons**
Click the **Appropriate Use** link to access the specific Terms of Use for Connect.
- 4 **Appropriate Use**
Tick the **‘I have read ...’** box to agree to use the Department’s online services in an appropriate way.
- 5 **Forgot Password**
Click the **Forgot Your Password** link if you can’t remember your login details.

The screenshot shows a web browser window with the URL connect.det.wa.edu.au. The page header includes the Department of Education logo and the text 'Single Sign-On'. The main heading is 'Sign In'. Below this, there is a form with the following elements:

- 1**: The browser address bar showing 'connect.det.wa.edu.au'.
- 2**: The 'User Name' input field containing 'P0123456'.
- 3**: The 'Appropriate Use of Online Services' section, which includes a checkbox for 'I have read and understand the Appropriate Use of Online Services information' and a 'Login' button.
- 4**: The 'Forgot Your Password?' link.
- 5**: The 'What is this?' link.

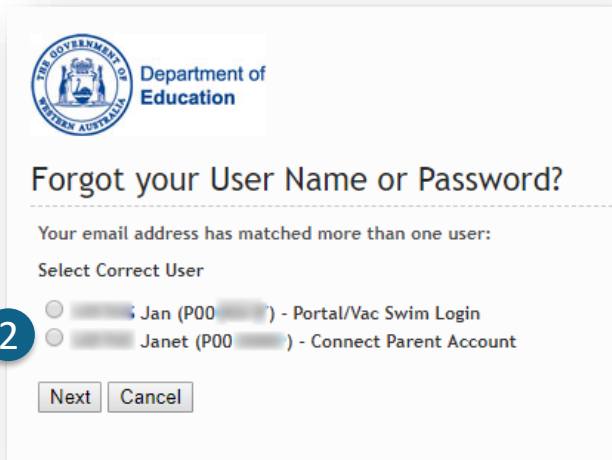
Additional text on the page includes a copyright statement and a warning: '[WARNING] Some of this material may have been copied [and communicated to you] in accordance with the statutory licence in section 113P of the Copyright Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act. Do not remove this notice.'

Connect: Forgotten user name or password

1

Registered email address

Type your email address (the one registered at your child's school) and click **Next**.



Department of Education

Forgot your User Name or Password?

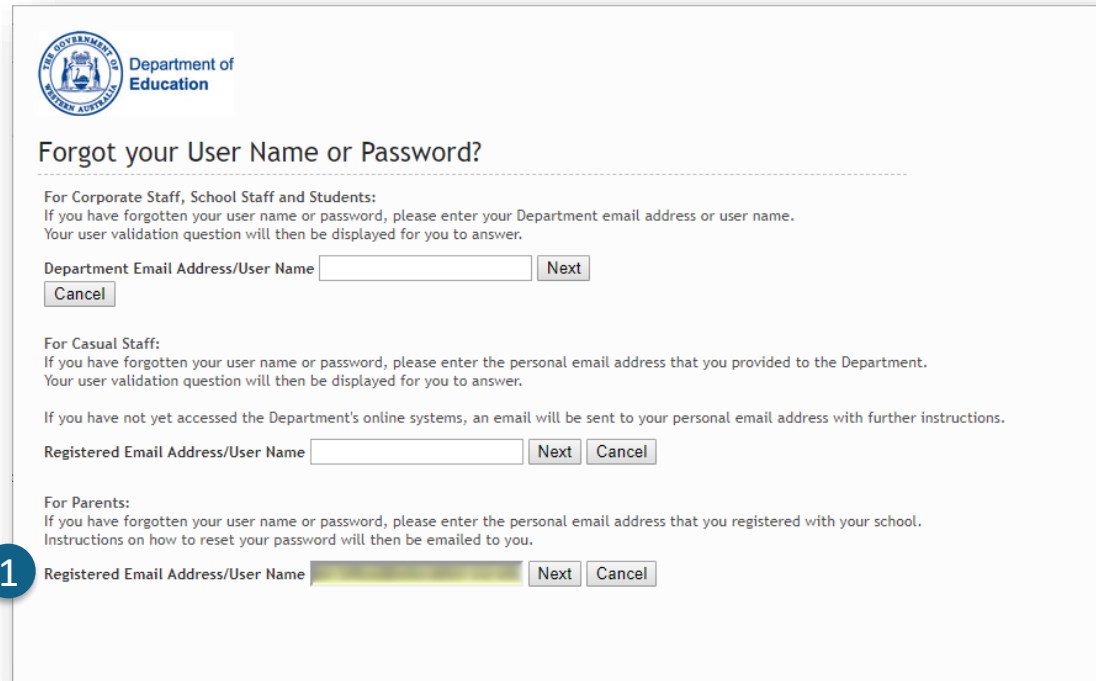
Your email address has matched more than one user:
Select Correct User

Jan (P00) - Portal/Vac Swim Login

Janet (P00) - Connect Parent Account

Next Cancel

1



Department of Education

Forgot your User Name or Password?

For Corporate Staff, School Staff and Students:
If you have forgotten your user name or password, please enter your Department email address or user name.
Your user validation question will then be displayed for you to answer.

Department Email Address/User Name Next
Cancel

For Casual Staff:
If you have forgotten your user name or password, please enter the personal email address that you provided to the Department.
Your user validation question will then be displayed for you to answer.

If you have not yet accessed the Department's online systems, an email will be sent to your personal email address with further instructions.

Registered Email Address/User Name Next Cancel

For Parents:
If you have forgotten your user name or password, please enter the personal email address that you registered with your school.
Instructions on how to reset your password will then be emailed to you.

Registered Email Address/User Name Next Cancel

2

User name and password

If you have registered for other Department of Education WA online services (such as VacSwim) in the past you may have more than one P-number. Select the **Connect Parent Account** option and click **Next**.

An email will be sent to your nominated email address allowing you to reset your password.

Connect: Home Page

1

Navigation Bar

Use the **tabs** across the top to access different parts of Connect. Return to the home page by clicking on the Connect **logo**.

2

All your children's classes

See all the Connect Classes for each of your children in the **Classes** box. Click on a **Class name** to go to that class.

3

Latest Information

See the latest notice or discussion from a class or school space.

4

Logout

Click on the **icon at the far right** to securely sign out of Connect.

5

Change Password

Click **Change Password** to reset your password and access other profile options.

6

Next Event

See upcoming school and class calendar events and deadlines for all your children.

7

School Space

Click the **name of the School Space** to see the latest notices and information from the school.

8

Send Absentee Note

Click to advise the school of an absence if your school has enabled Absentee Notes.

The screenshot shows the Connect Home Page interface. At the top is a navigation bar with tabs for 'Classes', 'My Children', 'Class Notices', 'My Connect', and 'Help', along with a user profile icon and a '1' callout. Below the navigation bar is a main content area with a 'Pupil Free Day' event card (callout 6) and a 'Next Event' section. A 'Classes' section (callout 2) lists several classes: 'Connect College Test Class', 'Japanese Year 6s FT', 'Year 6/Room 6', 'D5/D6 - Blended Learning Class', and 'Room 6 - Group Blue'. A 'Latest Information' section (callout 3) displays a discussion post titled 'James, Andrea, Marina, Sebastian and Scott (Game 1 Dicey Details)'. On the right side, there is a sidebar with 'Change Password' (callout 5), 'Terms of Use', 'My Spaces' (callout 7) including 'College Parent Space', 'Send Absentee Note' (callout 8), 'Next Submission' (callout 9) with an 'Overdue' indicator, and 'Connect Help' (callout 10) with links for 'Parent Flyer - Primary', 'Parent Flyer - Secondary', and 'Step by Step Guide for Parents'.

9

Next Submission

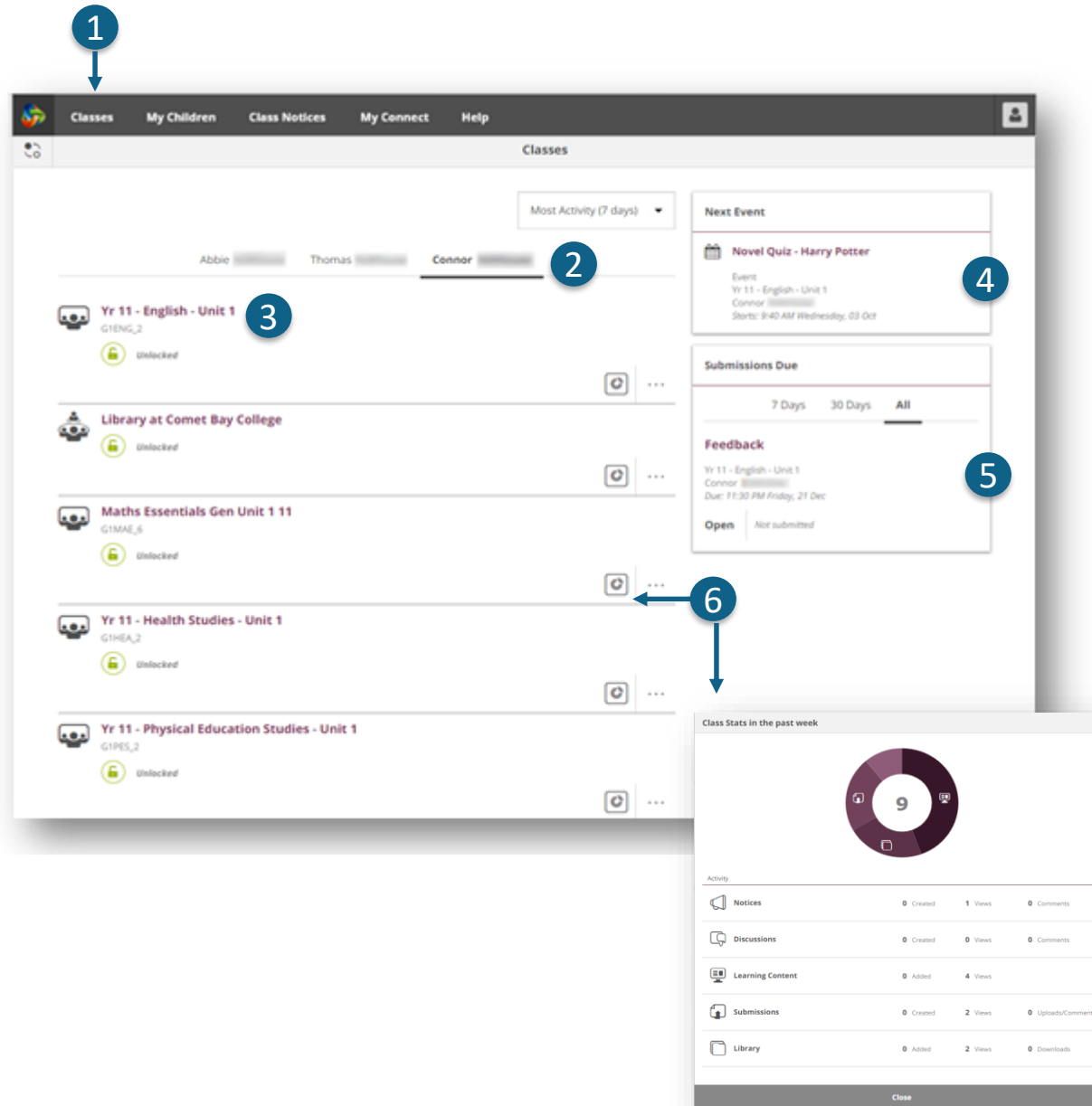
View the next submission due. Click the **More** button to see additional submissions.

10

Connect Help

Quick links to helpful Parent Guides.

Connect: Classes



- 1 Classes**
Click on the **Classes** tab to access the Connect classes started for your children.
- 2 My Children**
Click on the **child's name** to see their classes.
- 3 Selected Classes**
Click on a class name to go into the class.
- 4 Next Event**
See up to three upcoming events for any of your children from any of their Connect class calendars.
- 5 Submissions Due**
See any assignments due for any of your children from any of their classes.
- 6 Class Stats**
View statistics on recent activity in each of your children's classes.

Connect: Selected Class

The screenshot shows the 'Yr 11 - English - Unit 1' class page. At the top, the class name is displayed. A 'Switch' icon is in the top right. On the left, a navigation menu includes Summary, Grid, Notices, Content, Discussions, My Marks, Submissions, and Library. The main content area features a 'Latest Notice' about English task 1 results, a 'Class Gallery' with images, a 'Next Event' calendar for September, and a 'Links' section with resources like 'SCSA Course Outline' and 'Year 11 General Unit 1'. A 'Class Stats' section shows 2 Notices, 3 Discussions, 2 Visitors (Week), and 24 Learners. At the bottom, a 'Teachers' list includes Luke, Joel, and Jason.

1 Class Name
The name of the class is displayed at the top.

2 Switch Classes
Click the **Switch** icon to change to another class.

3 Class Tools Menu
The **menu** on the left lets you select which area of the class to see.

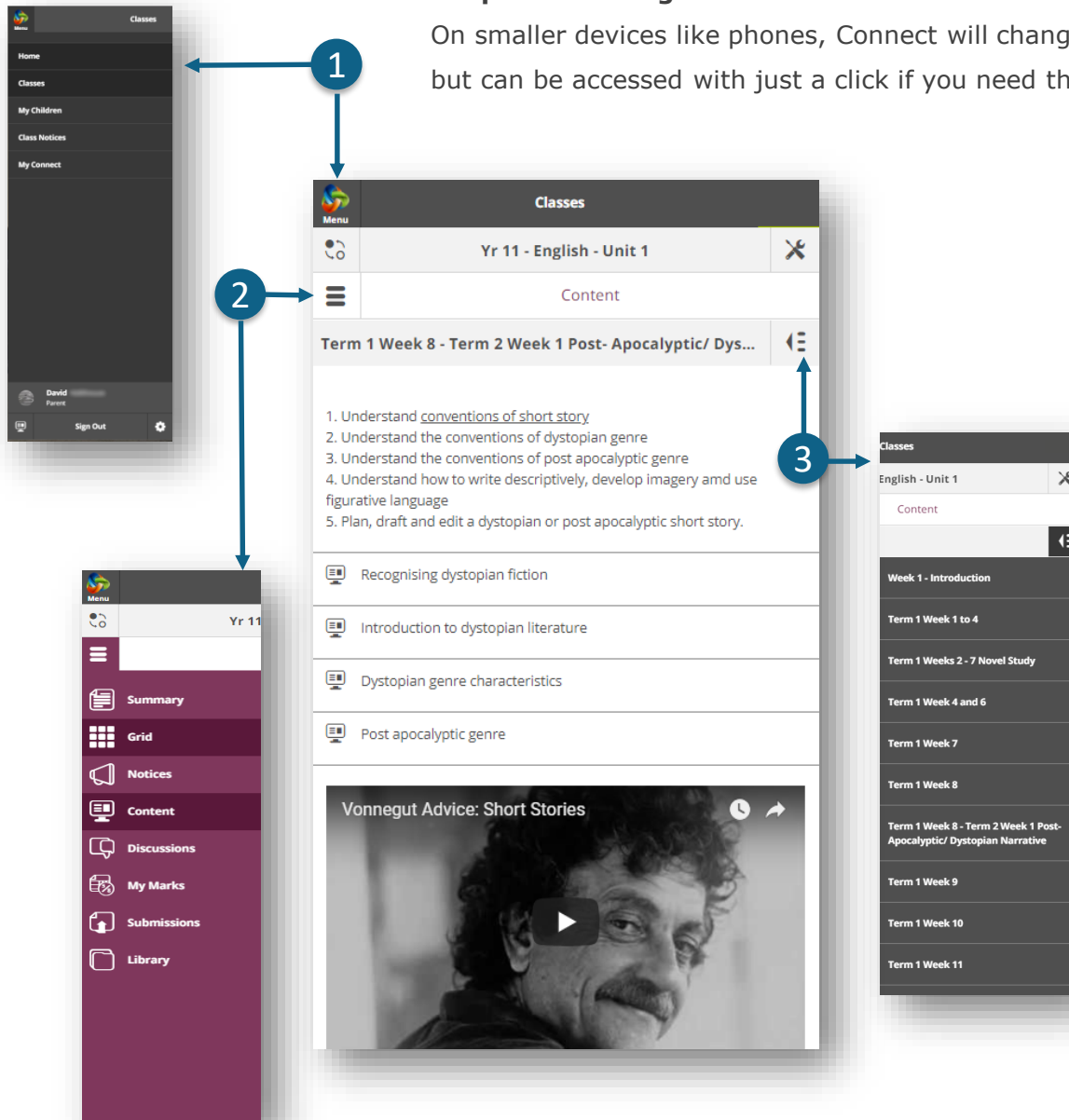
4 Class Calendar
Days marked with a dot have events entered. Click the **day** to see the event details.

5 Email Class Teachers
The class teachers are displayed at the bottom of the Summary page. Click on a **name** to **email** the teacher.

Connect: On small devices

Responsive Design

On smaller devices like phones, Connect will change the way it displays information. Menus will move out of the way but can be accessed with just a click if you need them.



1

Main Menu

Click the **Connect** logo to return to the home page or select another area of Connect to view.

2

Tools Menu

Click the **Tools Menu** icon to access the tools for the School Space or Class you are in.

3

Additional menus

Some areas of a class may have an additional menu to help you navigate through class Content or Discussions. Click the **Arrow** icon on the **right** to pop out the menu.

Connect: My Children

- 1 My Children**
Click the **My Children** tab to view information about each of your children.
- 2 Switch Children**
Click the **Switch** icon to change between your children.
- 3 Overview**
By default you will see the **Overview** section. Click other sections such as **Attendance**, **Reports** or **Assessment Outlines** to see additional information.
Note: Not all these sections may be visible to all parents. Schools determine which information is available.
- 4 Attendance**
Click in the **Attendance** box or **section** to see a week by week view.
- 5 Classes**
Click on a **class name** to navigate to the class.
- 6 Teachers**
Click on a **teacher's name** to send an email to the teacher.

The screenshot shows the 'My Children' page for a user named Connor. The interface includes a top navigation bar with tabs for 'Classes', 'My Children', 'Class Notices', 'My Connect', and 'Help'. A sidebar on the left contains menu items for 'Overview', 'Attendance', 'Reports', and 'Assessment Outlines'. The main content area is divided into several sections: 'User Activity' (a list of login events), 'Attendance' (summary for AA and UA), 'Classes' (a list of enrolled classes), and 'Teachers' (a list of teachers with email icons). A 'Week 1' view is expanded, showing a calendar grid for Monday to Friday with 'P' (Present) in green boxes and a summary table below it.

Period	Present	Authorised absence	Unauthorised absence
1	10	0	0
2	10	0	0

Connect: Student Reports

1 My Children
Click the **My Children** tab to view information about each of your children.

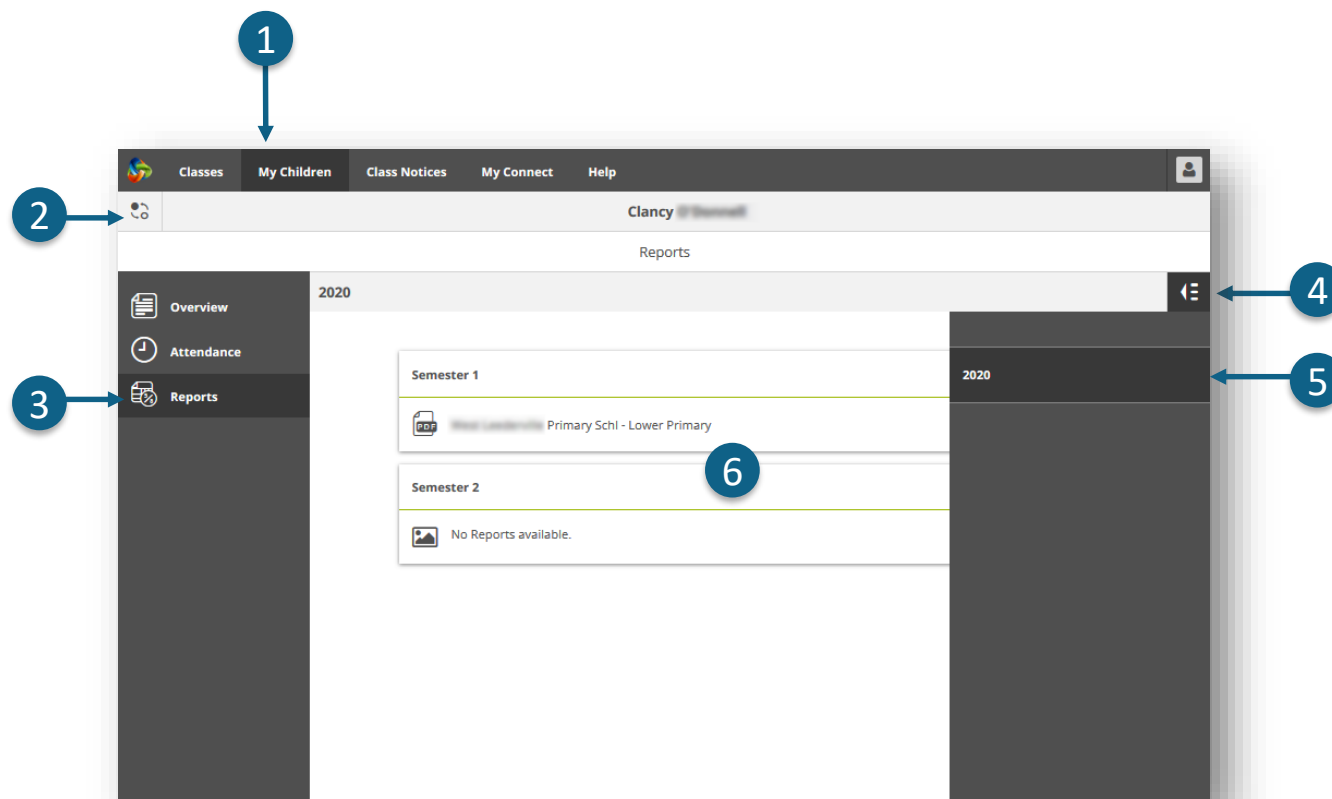
2 Switch Children
Click the **Switch** icon to change between your children.

3 Reports
Click the Reports section to see the reports for the current year.

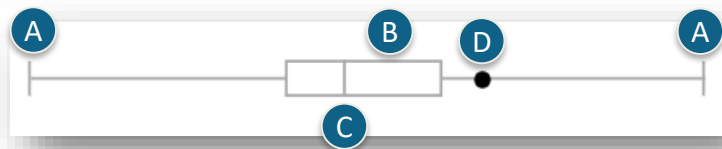
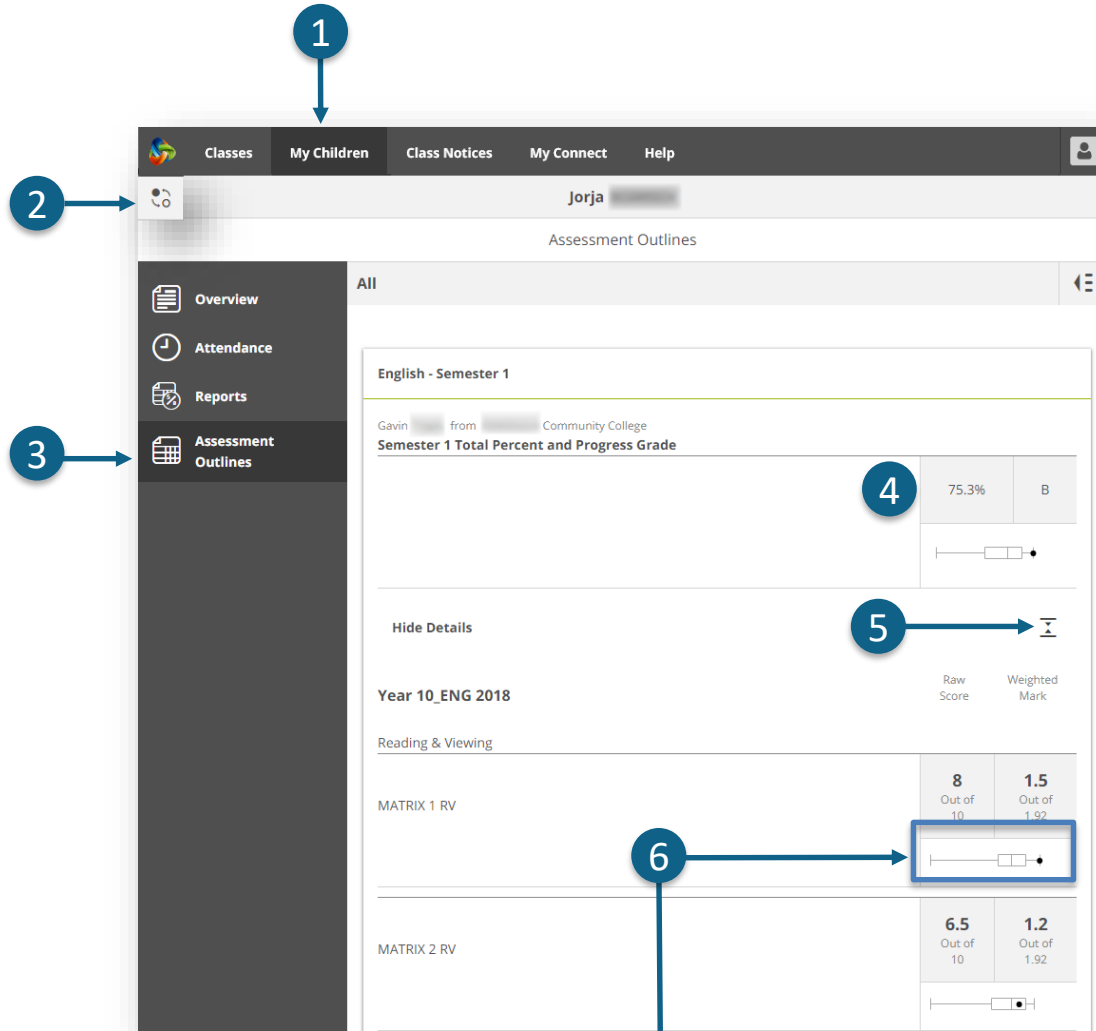
4 Reports from previous years
Open the **Year Menu** to view the years for which reports are available. This may differ from school to school.

5 Selecting a year
Click on a **year** to view the reports published for that year.

6 Reports by Semester
The reports will be listed by semester. Click on a **report** to download it. The report can be viewed on screen or sent to a printer.



Connect: Assessment Outlines

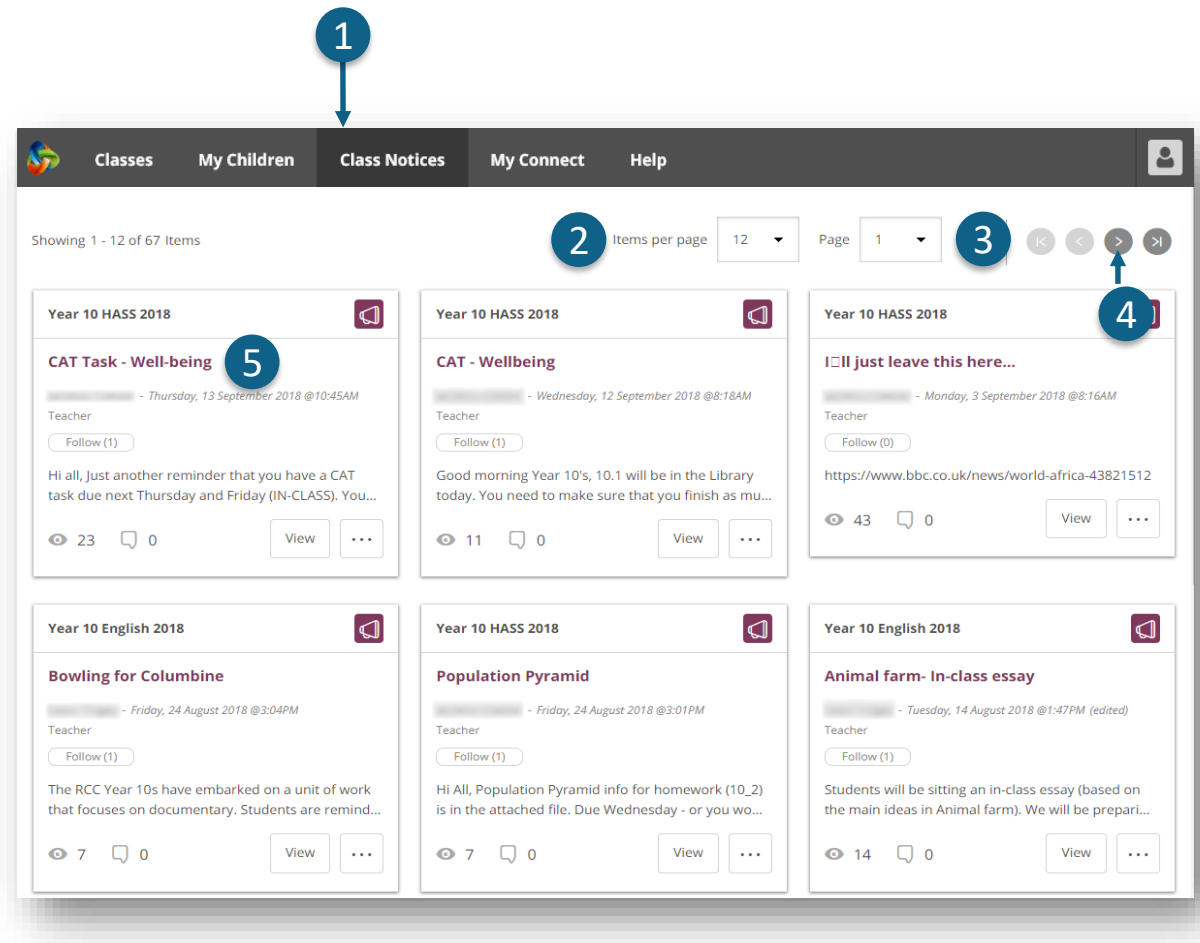


- 1 My Children**
Click the **My Children** tab to view information about each of your children.
- 2 Switch Children**
Click the **Switch** icon to change between your children.
- 3 Assessment Outlines**
Click the **Assessment Outline** section to open the Assessment Outlines for the current year.
- 4 Total Percent and Grade**
Overall achievement will be displayed as a percentage. If the end of semester report has been finalised, a grade may also be displayed.
- 5 Expand the Assessment Outline**
Click the expand/collapse icon to see more details about an Assessment Outline.
- 6 Comparison Graph**
Beneath the overall achievement and each task, a small graph displays the range of achievement across the class.

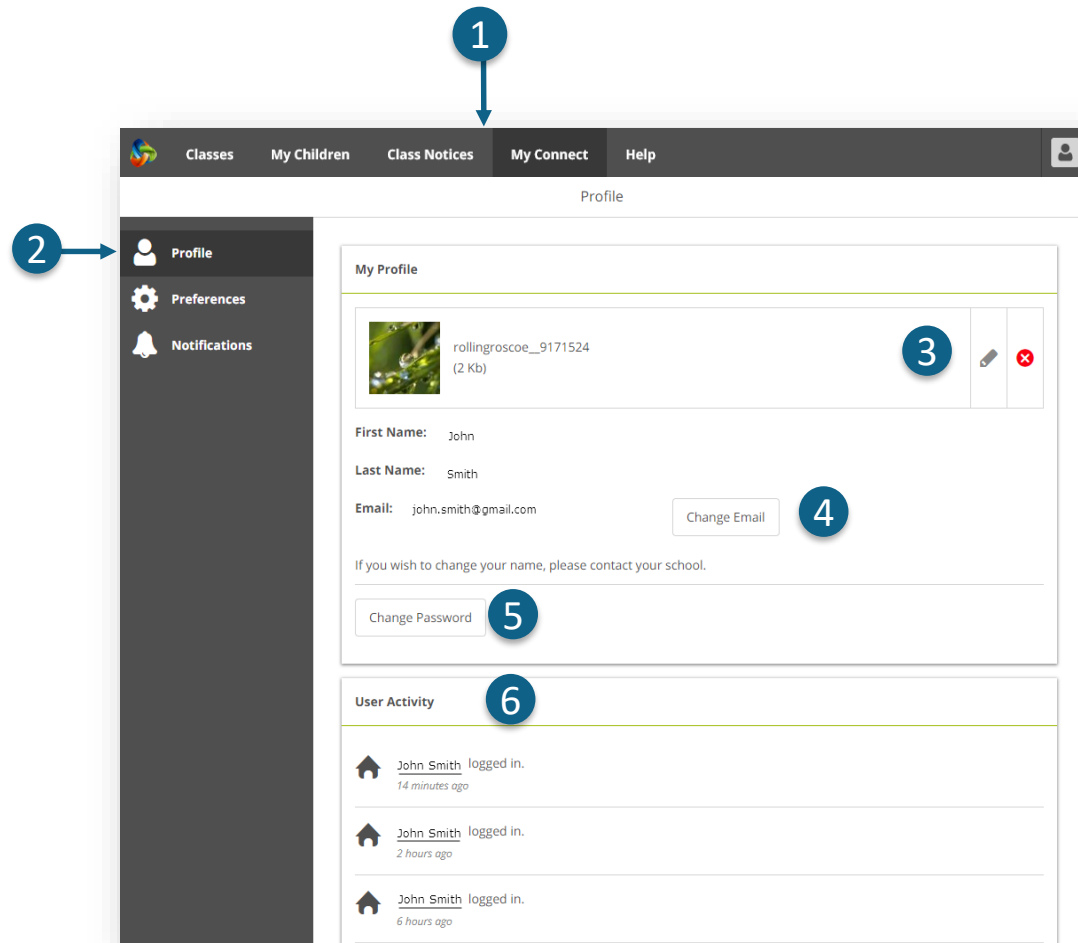
 - A** The **line** represents the top and bottom marks.
 - B** The **box** demonstrates the majority of students.
 - C** The **vertical line** is the average mark.
 - D** The **dot** represents the achievement of your own child.

Connect: Class Notices

- 1 Class Notices**
Click the **Class Notices** tab to view notices from all your children's classes with the most recent at the top.
- 2 Number of notices per page**
Click the **down arrow** to select how many notices to display on a page.
- 3 Page number**
Click the **down arrow** to select which page to view.
- 4 Forward and back**
Scroll through the pages using the **forward** and **back arrows**.
- 5 Open a notice**
Click on the title of a notice to open it.



Connect: My Connect Profile



- 1 My Connect**
Click the **My Connect** tab to manage your profile, password, preferences and notification settings.
- 2 Manage your profile**
Click the **Profile** section to select an avatar, change your password and send a notification to the school if you change your email address.
- 3 Select, edit or remove an image**
Click the **Add Avatar button** to select from a range of images. Use the **edit** pencil to change the image you have selected or click the **cross** to delete it.
- 4 Change your email address**
Notify the school when you change your email address. The school will receive a notification to update their system.
- 5 Change your password**
Click the Change Password button to reset your password.
- 6 View your recent activity**
See a list of your recent activity in Connect.

Connect: My Connect Preferences

1 My Connect
Click the **My Connect** tab to manage your profile, password, preferences and notification settings.

2 Preferences
Click the **Preferences** section to choose how Connect displays information for you.

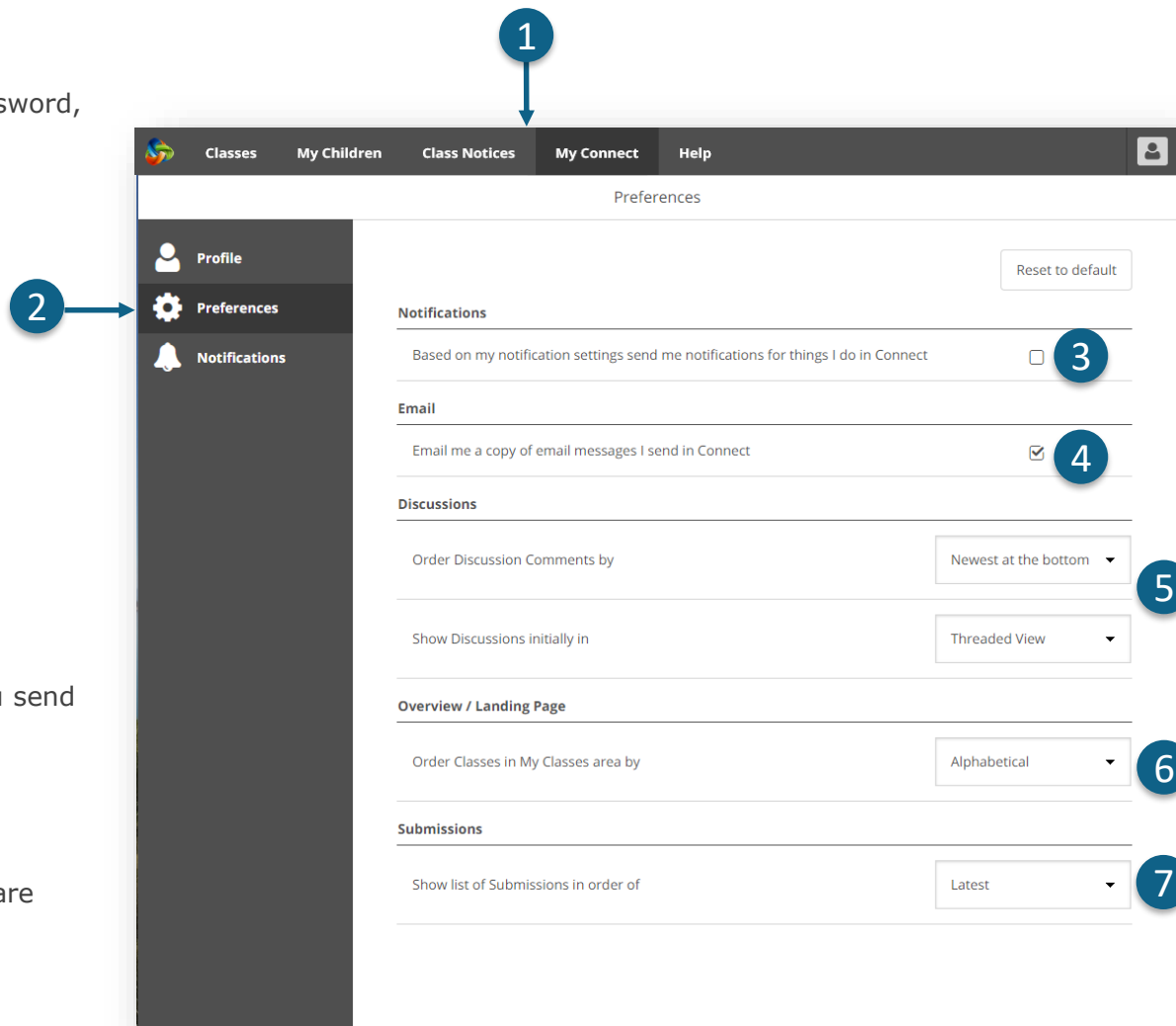
3 Notifications
Tick this box if you would like emails to be sent to you when you add a comment to a Notice.

4 Email
Tick this box if you would like a copy of any emails you send to a teacher to be sent to your email inbox.

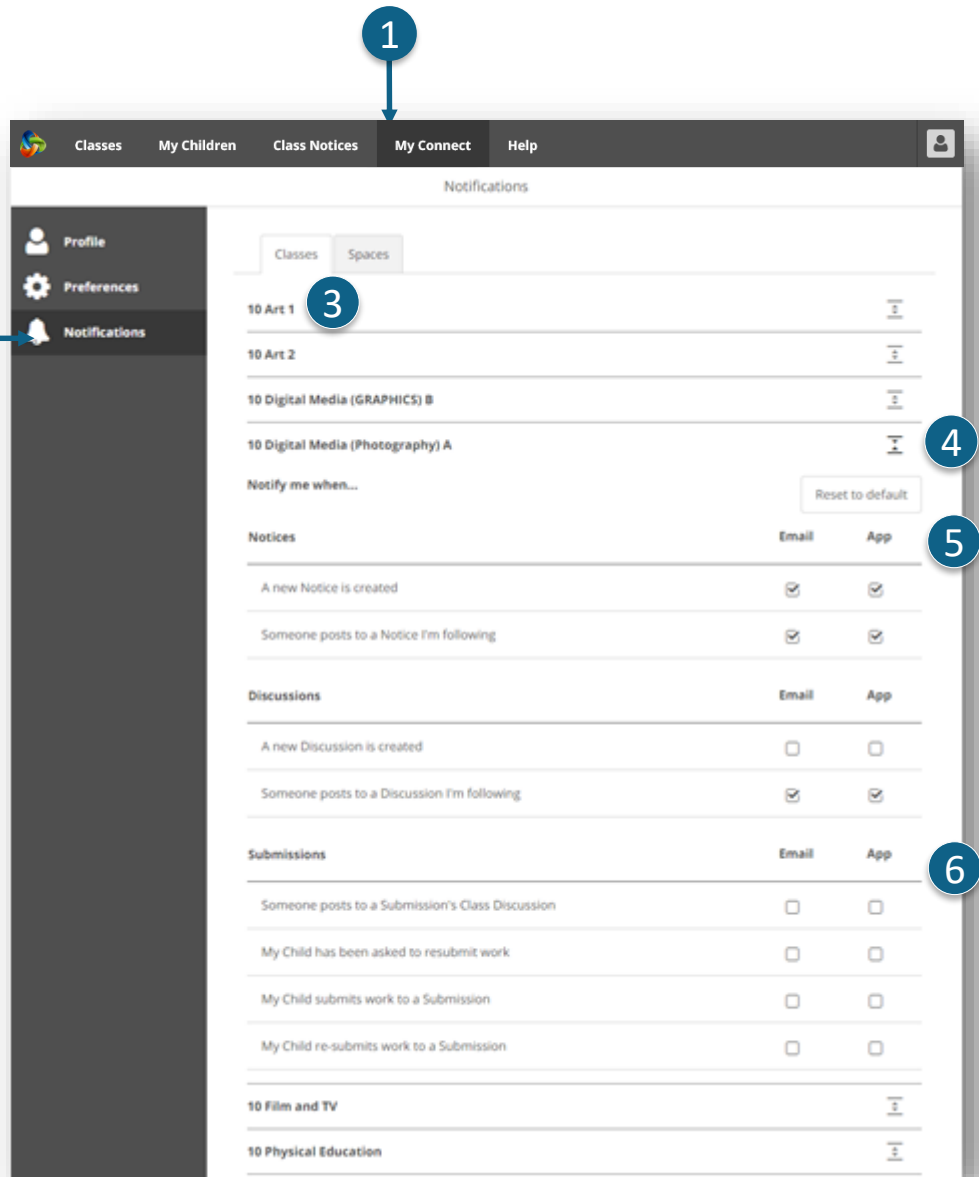
5 Discussion Preferences
Click the down arrows to select how class discussions are ordered and displayed.

6 Order Classes
Click the down arrow to select the order in which the classes are displayed on the Connect home page.

7 Submissions
Click the down arrow to select the order in which class submissions are displayed in Connect classes.

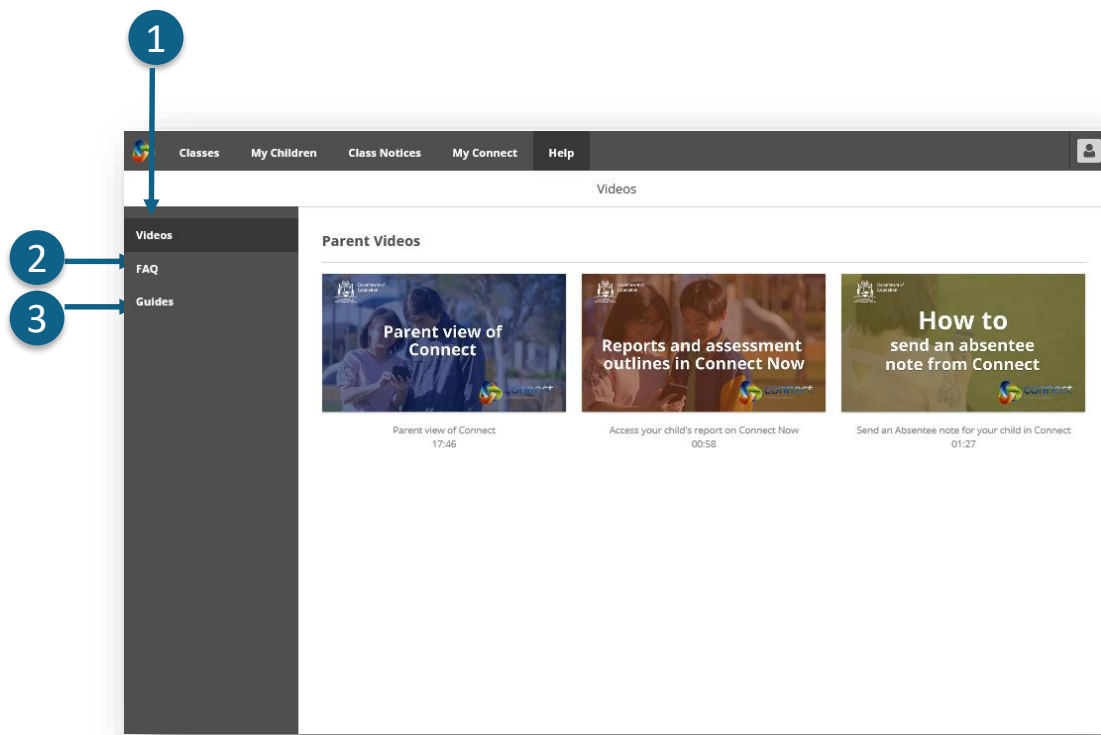


Connect: My Connect Notifications



- 1 My Connect**
Click the **My Connect** tab to manage your profile, password, preferences and notification settings.
- 2 Manage your notifications**
Click the **Notifications** section to select how information is sent to you from specific classes and school spaces.
- 3 Classes or Spaces**
Click either the **Classes** or **Spaces** tab to select which notifications you wish to modify.
- 4 Expand Class Notifications options**
Click the expand/collapse icon for each class or space to see the notifications options.
- 5 Email or App**
By default all notifications will come to you via the email address you have registered with your school. If you have downloaded the free Connect Now app (see **Connect Now** page) you can elect to receive push notifications on your mobile phone instead of or in addition to the email.
Note: You won't see the App option until you have logged into the Connect Now app with your parent user name and password.
- 6 Submission Notifications**
Tick the boxes to receive notifications when your child submits work to a class submission.

Connect: Help Page



1

Parent Videos to provide a virtual tour and demonstrate commonly used features of Connect.

2

FAQ
Browse or keyword search for advice and answers to commonly asked questions.

3

Guides
Click on Quick or Step-by-Step Guides to read further about the features of Connect and help you to navigate through the space.

Connect: Connect Now app for mobile devices

1 Connect Now

Receive Connect notifications on your mobile device. Download the **Connect Now app** from the **Apple App Store** or **Google Play**.

2 Push Notifications

You can elect to have notices appear as **Push Notifications** on your mobile device home screen.

3 Login

Use your Connect **P-number** and **Password** to login to Connect Now.

4 Opening Notifications

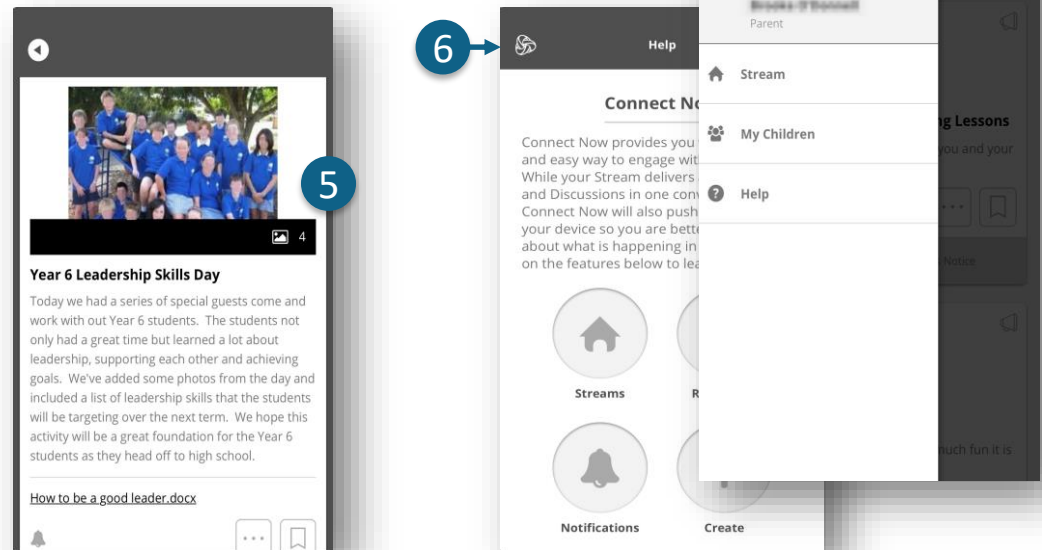
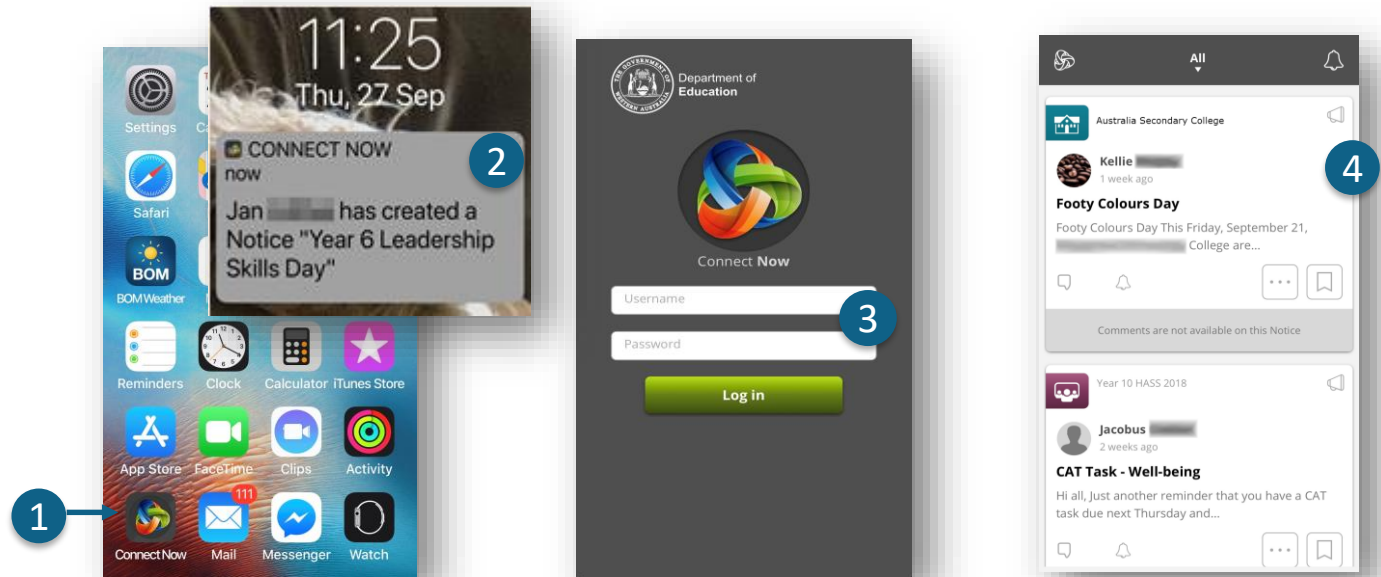
Tap the **push notification** or **open** the app to read notices.

5 Notices

Tap a **notice** to open it and see more details including images and attachments.

6 Connect Now Options


Click the **Connect Logo** to access the Stream, the My Children list and built-in Help.



Connect: Reports and Assessment Outlines on the Connect Now app

7

My Children

After clicking  select My Children to view your children from Connect Now.

8

Reports and Assessment Outlines

After choosing your child from My Children, you will be able to see Reports and Assessment Outlines for your child.

Note: Schools decide whether to turn on these features.

9

Reports

If you select Reports, you will be able to view and download the report on your hand held device.

10

Assessment Outlines

View the **Percent** and **Comparison Graph** showing the range of achievement across the class.

