

Parent Portal Launch

Our Lady of Dolours School is excited to launch 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, policy information, photographs and much more. There is 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.

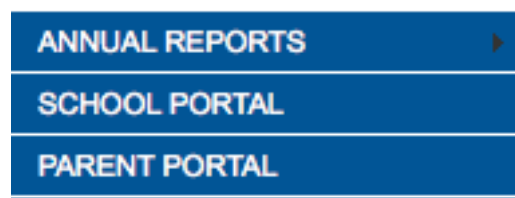
You can also check on information about your child's attendance, NAPLAN performance and report cards.

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. **You must use the personal email address that you have provided to the school to execute this login.**

Start the process by clicking the link to the Parent Portal that is located in the left side menu of the OLD School website.

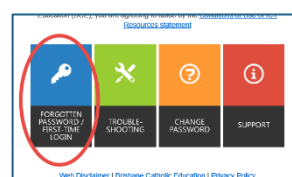
<http://www.ourladyofdolours.qld.edu.au>



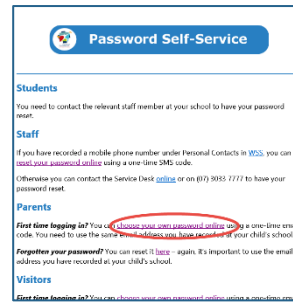
1. You will be met with a login screen.



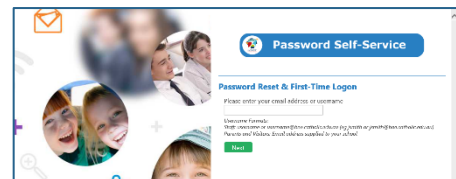
2. Select **Brisbane Catholic Education** and select **Forgotten Password/First-Time Login**



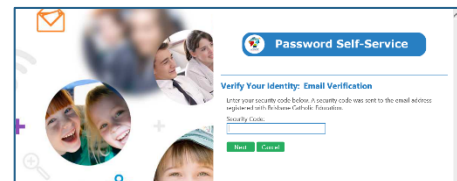
3. Select the link under the **Parents** heading titled **choose your own password online**



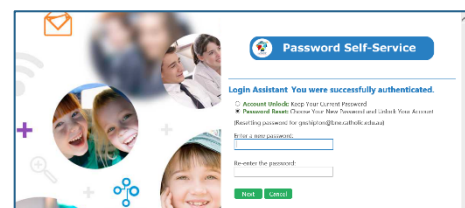
4. Enter the **personal email address that you have provided to the school** and click **Next**.



5. Check your email for a security code and enter the corresponding security code in the screen that follows and click **Next**.



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



7. Now that you have set your password you can now login to the Parent Portal by clicking the Parent Portal link in the left side menu of the OLD School Website.