



# ST. BRIGID'S COLLEGE

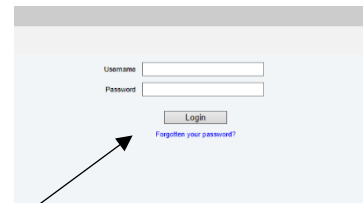
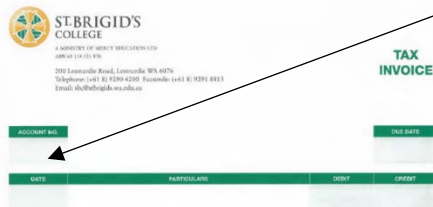
## Community Portal

The main form of communication with parents is by email and the College Community Portal. Through the Portal parents are able to access:

- Finance Information (*Debtor only*)
- Mark Book (Results)
- Student Timetables
- Password reset
- Reports – Term 1, 2, 4, NAPLAN, OLNA
- Update personal details (My Details)
- Book Parent Teacher Interviews

### Logging in

1. The portal is located at the following URL <https://portal.stbrigids.wa.edu.au/> or from the College homepage <https://sbcl.wa.edu.au/>
2. Your username is located on your College account, top left hand side, under account number

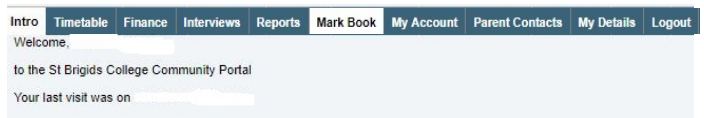


### Forgotten Password / Username

If you forget your password or username, click on 'forgotten your password?' and enter the email linked to your College account and your username and password will be resent to you.

### Community Portal Intro

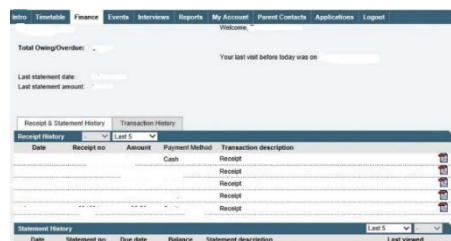
If there is more than one student in your family, choose the appropriate student on the far right of the screen.



### Finance Information – Debtor only

View and download

- Statements
- Receipts



### Reports and NAPLAN/OLNA Results

1. Select the 'Reports' tab
2. Open or download as required
3. It is recommended that reports are downloaded
4. **Exiting Year 12 students and Year 6 boys** – the portal will become unavailable for these students at the end of the calendar year, please ensure that all reports are downloaded prior to 31 December

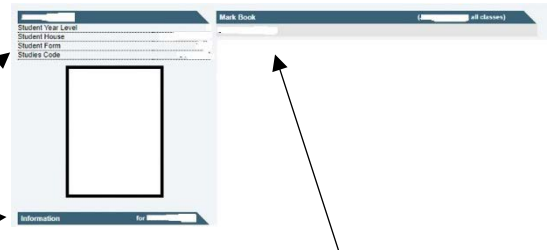


*Please note: Reports are no longer printed.*

## Mark Book

Results are now live on the portal

- An explanation of results is listed
- Class and Homeroom details are listed
- Information will list all the units the student is enrolled in
- Mark Book will list results for each unit as assessment results are released by the teachers



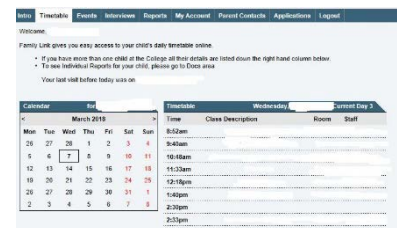
## Parent, Teacher and Student Interviews/ Three way Conferences

1. Select the 'Interviews' tab at the top of the page
2. Select the time slots for each individual teacher – click on 'avail' (if areas are blank, the requested teacher is unavailable). You will be asked to confirm if you would like this time allocation – click 'yes' or 'no'. At any stage that you wish to cancel an appointment, simply click on 'cancel' on the appropriate time slot.
3. Select 'Print your appointments' for a confirmation of appointments (left hand side)
4. Click on the back arrow to return to the 'Interviews' screen



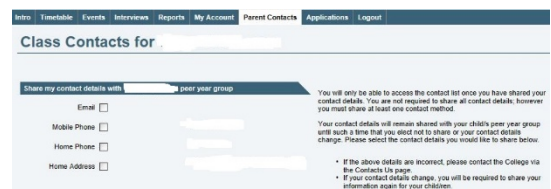
## Timetable

- Select the 'Timetable' tab
- Ensure the date is set to an actual school day or it will appear blank



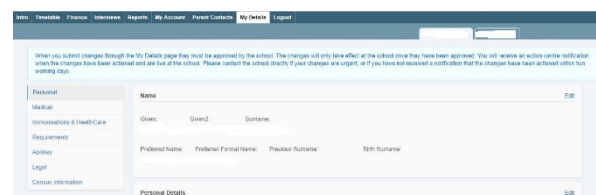
## Parent Contacts

This is a list of parent contacts within your child's peer group. To share your details one of the contact types needs to be selected. If selected, contact details will be visible to others in the peer group who have also chosen to share details.

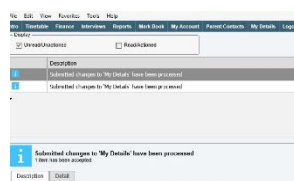


## Personal Details Update

Please take the time to check that your personal and other details are up to date and amend as required. When you submit changes through "My Details" tab they must be approved by the College. The changes will only take effect once

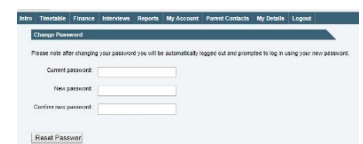


they have been approved. You will be notified when the changes have been actioned via an "action centre" flag on the portal (LHS of screen).



## Password reset

Change password is located as a sub menu under My account.



*If you require any further information, please do not hesitate to contact the College.*