

## How to sign into SEQTA ENGAGE - For Parents

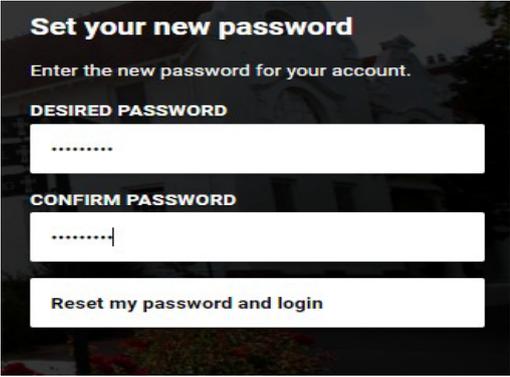
SEQTA is an online learning management system for communication and organisation – used by staff, students, and parents. SEQTA Engage is the online portal for our College parents, assisting them to be more involved in their child's education. SEQTA can be accessed via the College webpage and via an App, for easy access to information. Through SEQTA Engage parents and guardian are able to access:

- Subject Assessments – both upcoming and results as they become available
- Course Information – the current Teaching Programme
- School Reports
- Student Timetables
- Students School Documents
- Finance Details
- Parent Teacher Interviews

Access is provided to students upon their commencement at the College, through SEQTA Learn. Parents are issued with an invitation to access SEQTA Engage shortly afterwards. This setup email invitation is only valid for 7 days. If you did not respond to the initial email, please contact [helpdesk@stbrigids.wa.edu.au](mailto:helpdesk@stbrigids.wa.edu.au) for assistance as access.

## Setting up your SEQTA Account

1. Click on 'Set up your account now' and you will be asked to set your new password. Your parent/guardian) username is surname.firstname



**Set your new password**  
Enter the new password for your account.

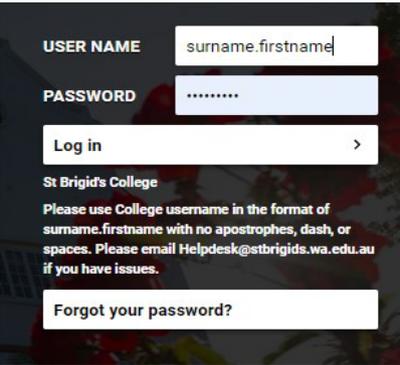
**DESIRED PASSWORD**  
.....

**CONFIRM PASSWORD**  
.....|

Reset my password and login

2. There are two ways to access SEQTA Engage via an app or web browser
  - You can download the SEQTA Engage App (via the App Store or Google Play).
  - Browse via <https://engage.stbrigids.wa.edu.au/>

To login in on your browser the following screen appears (including instructions on how to reset your password if you have forgotten it)



**USER NAME** surname.firstname|

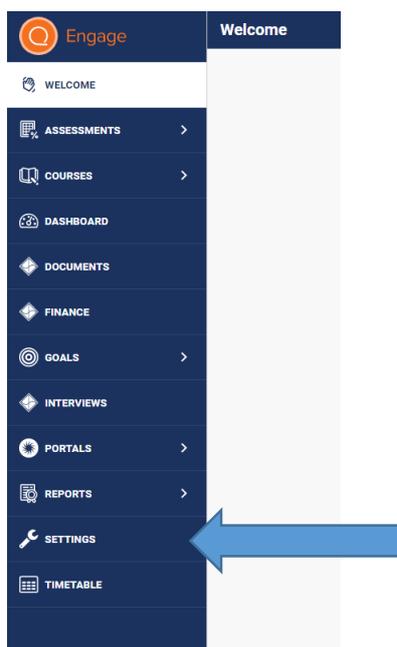
**PASSWORD** .....

Log in >

St Brigid's College  
Please use College username in the format of surname.firstname with no apostrophes, dash, or spaces. Please email Helpdesk@stbrigids.wa.edu.au if you have issues.

Forgot your password?

You will now be taken to the Welcome Page displaying the options available on the left-hand side.



To setup the app, you can also go to the Settings tab shown above and a QR code will be displayed to activate your login details.

**Please contact the College Helpdesk for queries regarding accessing SEQTA, or for help resetting passwords, at [helpdesk@stbrigids.wa.edu.au](mailto:helpdesk@stbrigids.wa.edu.au)**

**For queries navigating the SEQTA portal, including interviews and reports, please contact Stefanie Koens at [koens.stefanie@stbrigids.wa.edu.au](mailto:koens.stefanie@stbrigids.wa.edu.au)**

## **Navigating SEQTA**

The navigation links on the left hand side will take you to different content pages. The content will differ from Primary to Secondary and some may be empty if they are not applicable.



- **Welcome:** This is the home page that will show up on your logging into the portal.
- **Assessments:** You are able to check any upcoming assessments for your child as well as any test marks that have been released by the teacher.
- **Courses:** You are able to access your child's subjects, teaching programmes and daily tasks.
- **Dashboard:** Choose options for a quick overview of Pastoral Care records and unresolved Absences.
- **Direct Messages:** You are able to direct message teachers and access any communications that have been directly sent to you. This is separate from a teacher's email account. Note, there is an inbox, sent items and trash box.
- **Documents:** This may not be applicable to all but can contain reports related to fees or other documents.
- **Finance:** Here you can view financial statements and receipts.
- **Goals:** You can access your student's goals here.
- **Interviews:** This is where Parent-Teacher-Student interviews can be booked towards the ends of Terms 1 and 2.
- **Portals:** This option will take you directly to the College's website and the Calendar.
- **Reports:** Here you can access your child's Interim and Semester Reports in pdf format, as soon as these are published.
- **Settings:** Here you can change your password, manage alerts, connect mobile devices to your account and change background colours.
- **Timetable:** You are able to see your child's school timetable. If you have multiple students, you can change between them using the options on the top.