



**San Damiano**  
College  
YARRABILBA

# Using the Parent Portal



## Overview

This guide will assist parents in accessing, understanding, and utilising the different areas of the Parent Portal.

Please email [syarict@bne.catholic.edu.au](mailto:syarict@bne.catholic.edu.au) for further support.

# Section 1: Logging In

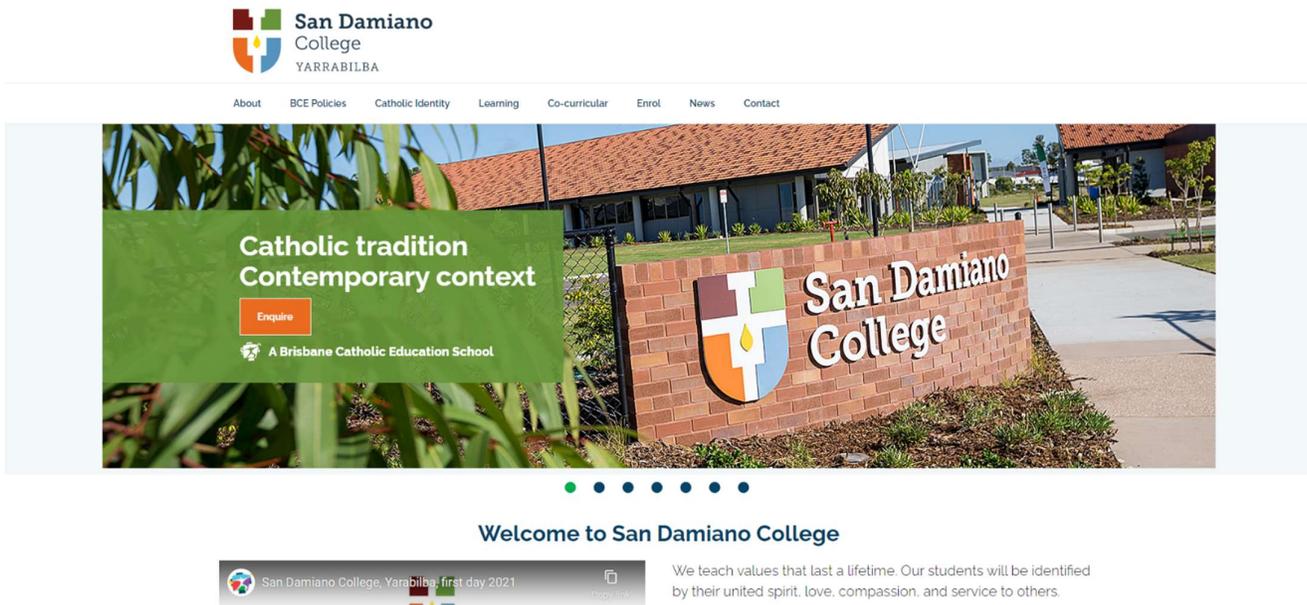
If it is your first-time logging on to the parent portal, please follow Steps 1-10.

**PLEASE NOTE:** If you already have signed into another school's parent portal (e.g., a student at another BCE school) you do not need to complete Steps 1-10.



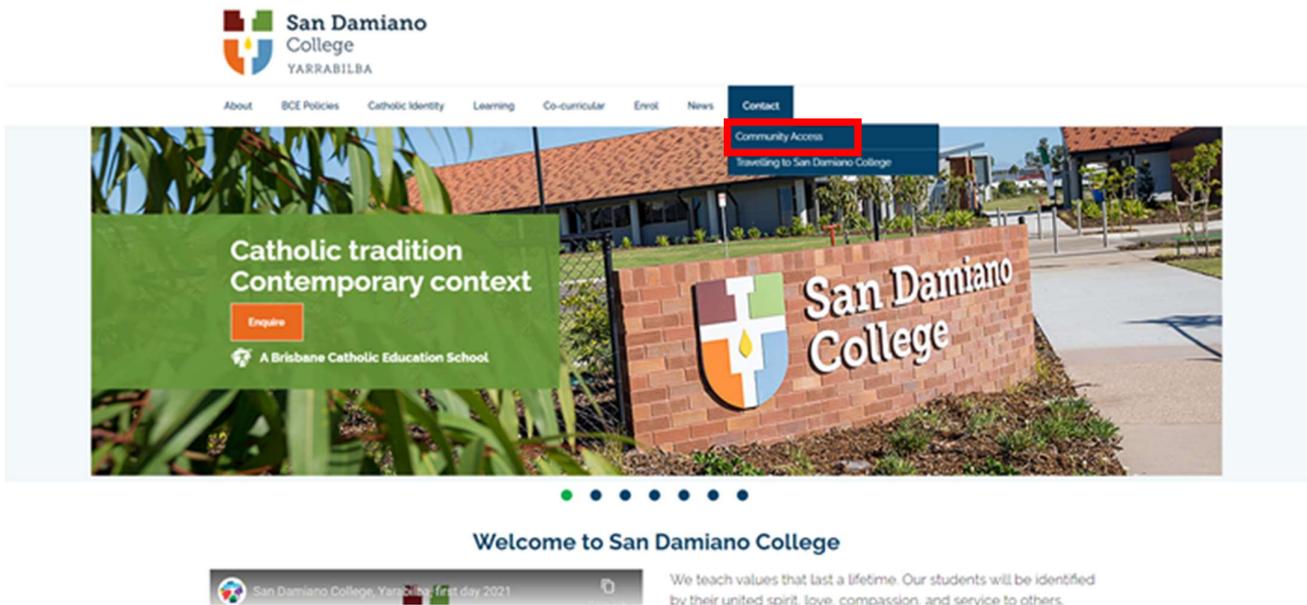
# Step 1

Go to [www.sandamianocollege.qld.edu.au](http://www.sandamianocollege.qld.edu.au) on a web browser.



# Step 2

From the 'Contact' drop-down menu, select 'Community Access'.



## Step 3

Select the link to the Parent Portal



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[Community Access](#)

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### Community Access

#### Parent Portal

Parents and guardians can access the Parent Portal by clicking the following link: [Link to Parent Portal](#)  
Brisbane Catholic Education highly recommends parents to use the BCE Connect app (available from the Apple and Google Play Store) to monitor and manage their student's attendance and details. From here, parents of students can set-up their parent portal account by selecting the first-time log-in selection. More information can be found [here](#).  
If you have any difficulties logging on to the Parent Portal, please call the College on (07) 5670 7000 or email: [syarrabilba@bne.catholic.edu.au](mailto:syarrabilba@bne.catholic.edu.au)  
We can also assist you at Main Reception at the College between 8:00 am - 4:00 pm, Monday - Friday, during term time.

#### School Portal (Staff and Students)

Staff and students can access the School Portal by clicking the following link:

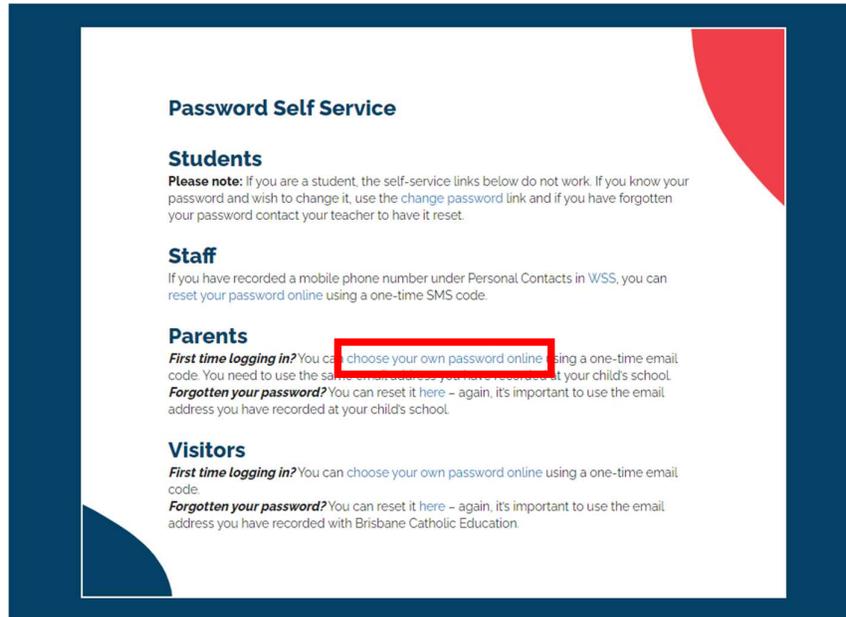
## Step 4

When you are prompted with the BCE Login screen, select Brisbane Catholic Education, and then select 'Forgotten password or new user?'

A screenshot of the Brisbane Catholic Education (BCE) login screen. The screen has a white background with a dark blue border. At the top, there are two buttons: 'Brisbane Catholic Education' (dark blue) and 'Diocese of Cairns' (light purple). Below these are two input fields: 'Username' (with placeholder text 'username or email address') and 'Password' (with placeholder text 'password'). Below the password field is a red-bordered button that says 'Forgotten password or new user?'. To the right of this button is a blue 'Login' button. Below the 'Forgotten password or new user?' button is a link that says 'Change password'. At the bottom of the screen, there is a small disclaimer: 'By accessing and using the ICT resources provided by Brisbane Catholic Education (BCE), you are agreeing to abide by the Acceptable Use'.

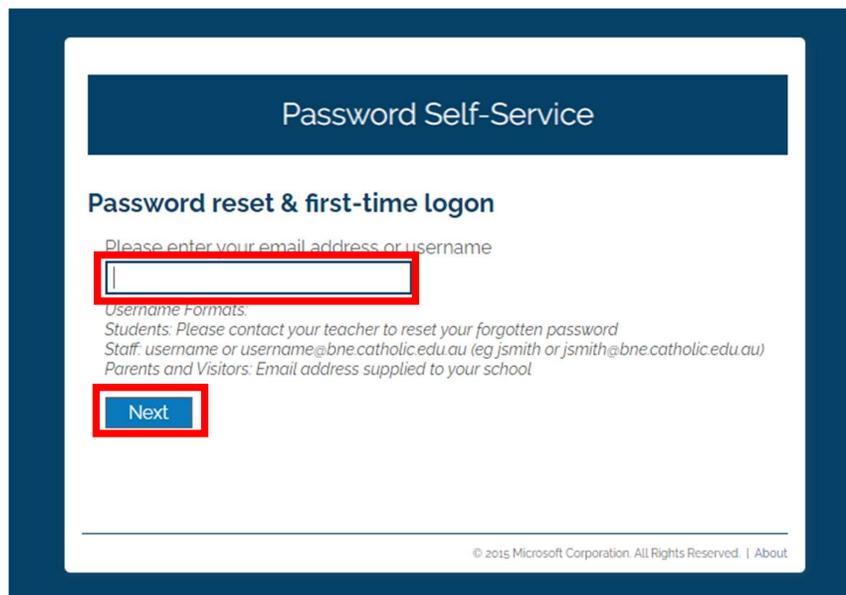
## Step 5

On the next screen, select 'choose your own password online' under the Parents heading



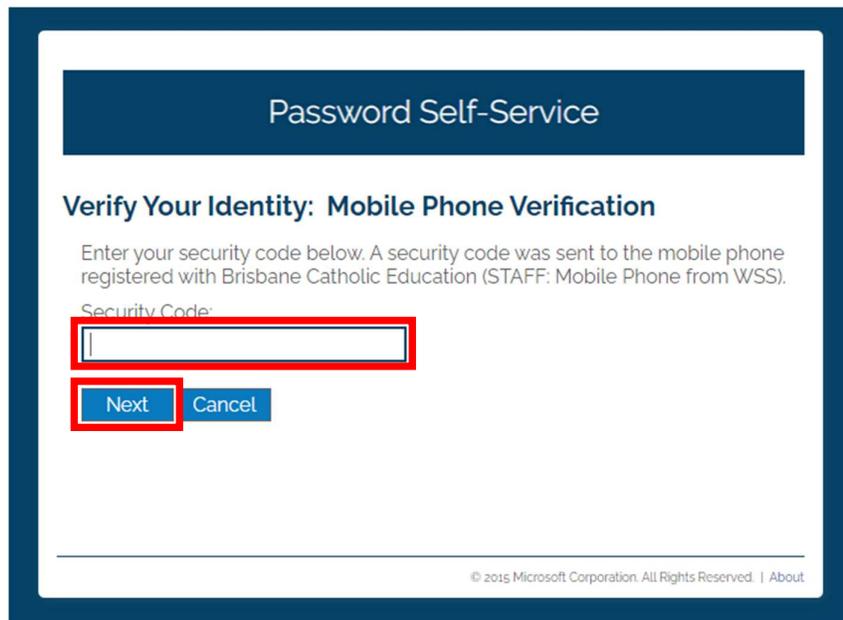
## Step 6

On the next screen, enter the email address you provided to the College for contact purposes, then select 'Next'.



## Step 7

A security code will be sent in an SMS to your mobile phone. Please enter the code you receive in the box. Then select 'Next'.



The screenshot shows a web interface for 'Password Self-Service'. The main heading is 'Verify Your Identity: Mobile Phone Verification'. Below this, there is a message: 'Enter your security code below. A security code was sent to the mobile phone registered with Brisbane Catholic Education (STAFF: Mobile Phone from WSS)'. A text input field for the 'Security Code' is highlighted with a red border. Below the input field are two buttons: 'Next' and 'Cancel', with the 'Next' button also highlighted with a red border. At the bottom right, there is a small copyright notice: '© 2015 Microsoft Corporation. All Rights Reserved. | About'.

## Step 8

You should now be prompted to choose a password for your account. Please follow all requirements to complete this step.

## Step 9

Once your password has been set, return to the BCE Login screen, and enter your email address and new password. Then select 'Login'.

## Step 10

You should now have access to the Parent Portal for San Damiano College.

# Section 2: Features

Once you have logged into the Parent Portal, you will arrive at the homepage which gives you an overview of events, documents, and a photo gallery.

The screenshot shows the San Damiano College Parent Portal homepage. At the top is the college's logo and name. Below this, the page is divided into several sections, each highlighted with a red box and a number:

- 1** Navigation Pane: A vertical list of links including Absence, Newsletters, Documents, Update Your Details, School Directory, Contact Us, and Parent Slips.
- 2** My Students: A section for viewing and managing student information.
- 3** Links: A collection of useful links such as BCE Policies, Facebook, Fees and Levies, School TV, Munch Monitor, Library, and PTO.
- 4** Image Gallery: A large photo showing two people, one holding a yellow and blue ball.
- 5** Announcements: A section for school news, including the 2021 Term 2 Assessment Calendar and a newsletter link.
- 6** Calendar: A monthly calendar view for May, showing events like All Day Events and NAPLAN Closes.
- 7** Documents: A list of downloadable documents, including Booklists, Learning materials, Parent Information, Policies and Procedures, and Uniforms.

## 1 Navigation Pane

You can use this to navigate to different pages on the Parent Portal to view documents, report an absence, edit your child's details, find a teacher, or get the contact details of the school.

## 2 My Students

You will be able to see your students in this area, allowing you to view their details, update their details, etc.

## 3 Links

Here you will find useful links to school resources, such as our Facebook page, ordering from the Tuckshop, accessing the library, and Parent Teacher Online.

## 4 Image Gallery

Here you can see latest photos from the college and what is happening.

## 5 Announcements

This is a space where latest updates that concern parents are posted

## 6 Calendar

From here, you can view upcoming events at the college and important date claimers

## 7 Documents

From here, you can view and download document resources about the school's policies, guidelines, forms, and much more.