

#### Parent Portal & BCE Connect App Set up Procedure

Access is restricted to parents of students at our school and a login is required. Therefore, you will not have access before you child's first day at St Mary's. An account will then be created for you and login details are outlined below.

You will have easy access to information like:

- Forms and documents
- Calendar dates
- Policy and Procedure
- Change of parent details
- Logging absences
- Staff contact details
- Parent teacher interview bookings (Parent Portal only)
- Report cards (Parent Portal only)

# 1. Download BCE Connect





# 2. Favourite your school



**Favouriting** St Mary's College – Maryborough in BCE Connect enables you to receive Push Notifications from the College and makes it easier to navigate back to the College by adding a shortcut on the home screen of the app.



#### 3. Create an account



Select the first-time logging in option and enter the e-mail address you have supplied the College. A security code will be sent to your email. Return to the page and follow the prompts to **create your password**.



**Log in** to the BCE Connect App using your email address as your username and enter your newly created password.

Logging in will unlock all the features of BCE Connect. You can also access the **Parent Portal** from the Parent Portal link on the BCE Connect App.

### 5. Visiting the Parent Portal

St Mary's College   St Mary's College   St Mary's College   My Details	Catholic Education			
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	A Parent Slips			
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The Payments	Payments			
A School Directory	School Directory			
Ibirary     Sobs     Online     BCE     Form     Form	Library SOBS Parent Teacher Interviews Board and P&C	Online Enrolment Form Policies Tuckshop & Uniform shop	Calendar 🗸	Forms and Documents Handbooks Parent Handbook 2019
Volunteer Induction Information     Mon Jul 15 All Day Stents School Resumes - Term 3 WEEK 1a     Mon Jul 15 Bit Medication to Students Policy Routine Emergency and Over th Courter Bit Uniform Policy and Procedure Bit Uniform Policy and Procedure	Curriculum Information		All Day Events     School Resumes - Term 3     WEEK 1a	Policies     Policies     Generation to Students Policy Routine Emergency and Over the     Counter     Gunter     Uniform Policy and Procedure     Generation of Use of Computer and Internet Resources Policy

You can access the Parent Portal from BCE Connect or the home page of our Website. The **Parent Portal** offers a more feature rich experience for Parents.