

Our Parent Portal Your Access Point

Dear Parents and Caregivers

At St Benedict's Catholic Primary School (SBCPS), we seek to deliver a schooling experience that caters to the needs, abilities and interests of each student. Our staff work hard to ensure students receive a personalised, relevant and meaningful Catholic education.

There are many ways in which families can support their children to be prepared for learning at school. Making school communication a high priority in your family is very important. The Parent Portal is your point access to information about happenings in the school; forms that need to be returned, names and contact details for staff, policy information and much more. There's also a special section to allow you to check the details we have recorded in our eMinerva enrolment system about your children, and if necessary, advise us of any changes. You can also check on information about your child's attendance, teachers, timetable, NAPLAN performance and report cards.

Parent Portal access is restricted to parents and caregivers of students at our school and an individual logon is required. An account has been created for you (based on the information you have provided the school) so it is VERY important you keep your details updated via the school office or Parent Portal.

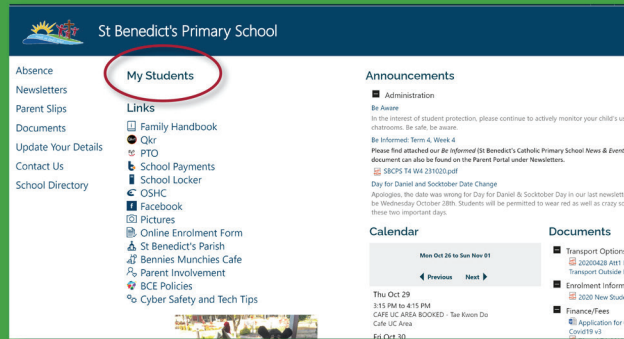
Please take the time to read this information and also to consider why keeping in touch with what is going on at your school can also help your children be active and successful learners now and in the future.

Patrick Davis
Principal
St Benedict's Catholic Primary School

Know Your Options

One of the many relevant features useful to parents on the Parent Portal is ongoing access to student academic records including report cards and NAPLAN.

Parents can access (once logged in) their students' data either by selecting the 'My Students' options at the top left of the screen.



Once inside the students' page options are easily seen down the left side menu. Feel free to explore the Parent Portal at your convenience.

You should know...

PARENT PORTAL MATTERS

here @ SBCPS

Parent Portal Instructions
for Our Families



www.stbenedicts.qld.edu.au

pmangohill@bne.catholic.edu.au

Ph. 3481 4600



Parent Portal Login Instructions

Your initial login requires you to verify your identity and setup your own password.

Start by going to the school [website/Contact & Access/Portal Access](https://extranet.bne.catholic.edu.au/parent/stbenedicts). Then select the link: <https://extranet.bne.catholic.edu.au/parent/stbenedicts>

You will be met with a login screen. Make sure Brisbane Catholic Education is selected. Then select Forgotten Password/First-Time Login.

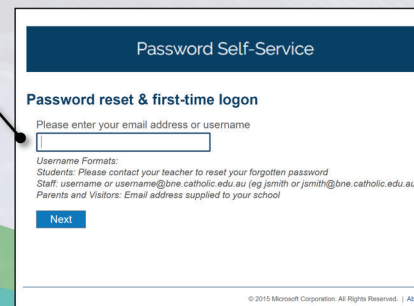
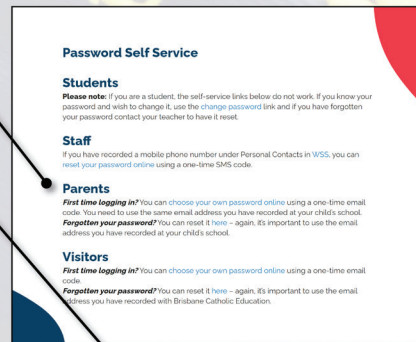
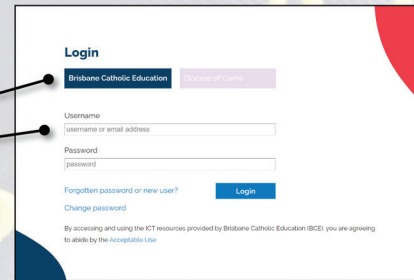
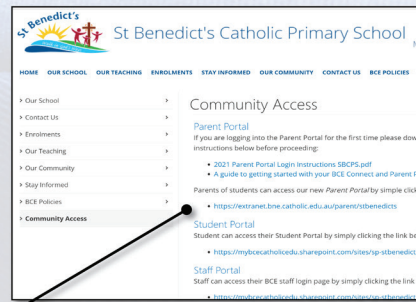
Select the link under the Parents heading titled choose your own password online.

Enter the personal email address (cannot be a BCE email address) that you have provided to the school and click Next.

Check your email for a security code and enter the corresponding security code in the screen that follows and click Next. Ensure that Password Reset option is selected and enter your desired password in both boxes before clicking Next.

Now that you have set your password you can login to the Parent Portal, whenever you like, by following the original link on the school website: <https://extranet.bne.catholic.edu.au/parent/stbenedicts>

Please note that any changes made in the eMinerva system take 24 hours to process and sync to the Parent Portal.



Parent Portal Troubleshooting

Access to our Parent Portal can occur on many different devices. Unfortunately, sometimes people may experience difficulties gaining access. If you are having trouble logging in please try the following advice before contacting the school:

- Re-login from the original device you used (ie laptop or pad). iPhones are not recommended for logging in if you are having trouble.
- Re-login directly through the school [website/Contact & Access/Portal Access](https://extranet.bne.catholic.edu.au/parent/stbenedicts).
- If you have saved the Parent Portal link as a favourite, delete it and re-login.
- Clear your cache and cookies and re-login.
- BCE staff please remember you will not be able to access the Parent Portal using your BCE email address.

If, after you try the above actions, you still get a message box saying 'You could not be logged on' or 'Error: Access Denied' then the data in the school's eMinerva system may be old or incorrect. You will need to confirm with the school office that:

- Your email is correct and not an 'email alternative.'
- You are listed as the 'Main Contact.'
- The 'Communication' box has been ticked for all of your students.
- Both parent/caregivers have their own individual email address (you cannot have the same email for both parents).

Occasionally, even our wonderful staff in the school office cannot fix login issues. If the above advice does not help your situation, please contact the school office who can make contact with the Brisbane Catholic Education Service Desk on your behalf.

We walk in God's ways where together we live, love learn and celebrate.