28 October 2016

Dear Parent/Carer,

**Parent Portal Now Available**

McAuley Catholic College is continuously improving communication with parents. We now have Parent Portal to access your child’s information.

A Parent Portal is an access point for parents to access information about their child enrolled in Catholic Education. At this stage you will be able to access the following information:

- Update Details
- Timetable
- Classes and Teachers
- Merits and Awards

- Absences from School
- Reports
- NAPLAN results
- School Calendars

Parents are advised that all Student Academic Reports will now be loaded to the Parent Portal and printed copies will no longer be posted.

Parents will need to log into the following address and create a Parent Login for the first time. A current email address will be required when creating your log in. This will become your user name.

**Access to the Parent Portal is through parent.lism.catholic.edu.au**
Directions for Use:

Please see the following instructions to create your login

- First time users will need to Create a new Parent Login
- Enter your email address (This must be an email address that the school has on your child’s record)
- An email will be sent with a link to create a log in. Please check your spam folder in not in your Inbox. Click on blue link called Activate Account.
- Follow the instructions and create a password and confirm then press Enter.
- Once your account has been activated you are then able to login with your Username and Password. Your Username is your email address.

- Once logged in click on Schoolworx.
- Once this account is created a Welcome screen will come up with all your children’s names enrolled in Catholic Education. Select your child’s name and access the information required.

This site (parent.ism.catholic.edu.au) can be accessed at any time.

We are rolling out this new avenue of communication, it is possible there may be minor issues. Please don’t hesitate to contact the College Office.

Yours faithfully,

Curriculum Coordinator