

What is SEQTA Engage?

- SEQTA Engage is the name of our new 'Parent/Guardian Portal'

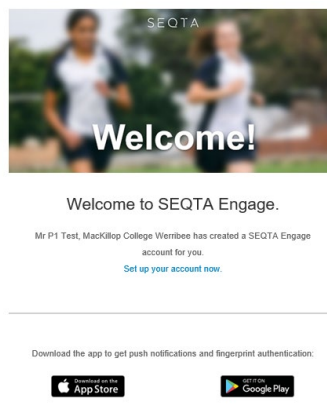
Before you begin, please check that you have the following:

1. The College parent/guardian unique **Username**
2. The College parent/guardian unique **Password**
3. A desktop computer OR a laptop (preferably at the initial set up) OR phone OR tablet
4. Access to the internet.

Please Note: The College has decided to generate and have control over your username/password as this allows for secure access into other College systems that may come on board in the future. It is important that you have a College ONLY username/password and that this be ONLY used for College access. **This is a very important security feature that protects your family's privacy.**

Step One: Email from SEQTA Engage

- Next week you will receive an email on Wednesday May 27 from the College, announcing the opening of MacKillop's **Engage**
- This email will help you create an **Engage** account
- A picture of this email is below:



Important!

You will have only **one week** to set up your SEQTA Engage account after receiving this email.

Step Two: Create your SEQTA Engage account

- You will have one week to set up your SEQTA Engage account.
- In the email, there will be a **blue link** called 'Set up your account now'.
- Please click on 'Set up your account now'.
- This will take you to the SEQTA Engage login page.

This is what the SEQTA Engage login page looks like:

SEQTA™ Engage

Set up your account

Enter the username and password you want to use to access SEQTA.

Enter College Username

Example: SN12345

Enter College Password

Example: jw12u78

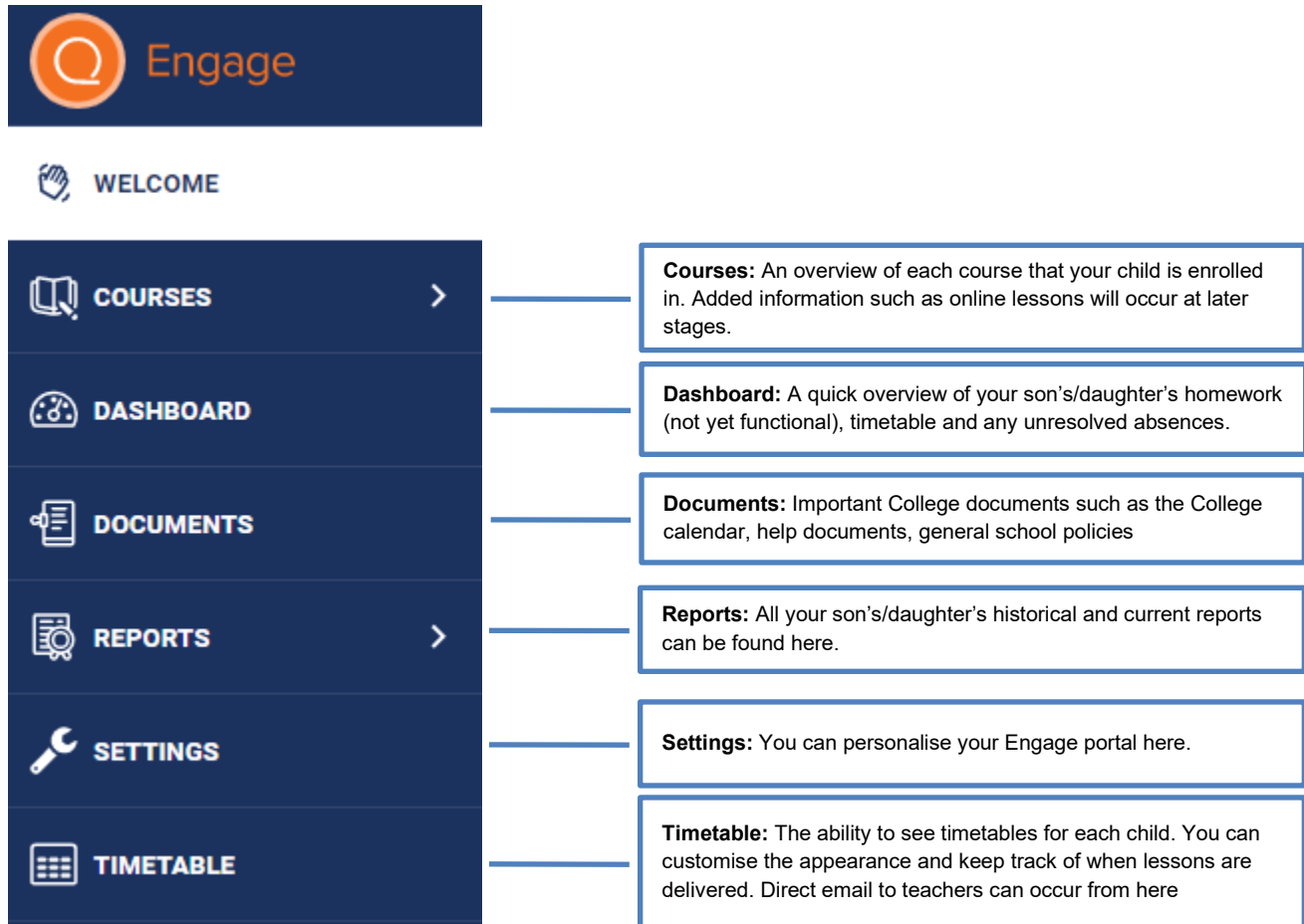
Confirm College Password

Example: jw12u78

Log in

- Once you have logged into SEQTA Engage main page, you will be able to access important information about your child's learning at school.
- On the next page, is an image of the various menu items you will be able to access.

Information about your child that is currently available on SEQTA Engage



The image shows a screenshot of the SEQTA Engage user interface. At the top left is the Engage logo, which consists of an orange circle with a white 'Q' inside, followed by the word 'Engage' in orange. Below the logo is a 'WELCOME' message with a hand icon. The main navigation menu is a dark blue vertical bar on the left with white icons and text for 'COURSES', 'DASHBOARD', 'DOCUMENTS', 'REPORTS', 'SETTINGS', and 'TIMETABLE'. To the right of this menu are six white callout boxes with blue borders, each connected to a menu item by a blue line. Each callout box contains a bolded title followed by a description of the feature.

COURSES: An overview of each course that your child is enrolled in. Added information such as online lessons will occur at later stages.

DASHBOARD: A quick overview of your son's/daughter's homework (not yet functional), timetable and any unresolved absences.

DOCUMENTS: Important College documents such as the College calendar, help documents, general school policies

REPORTS: All your son's/daughter's historical and current reports can be found here.

SETTINGS: You can personalise your Engage portal here.

TIMETABLE: The ability to see timetables for each child. You can customise the appearance and keep track of when lessons are delivered. Direct email to teachers can occur from here

- You will also be able to use SEQTA Engage to contact your sons/daughters' teachers directly by email by clicking on the appropriate class in the timetable.
- Stage 2 – 2nd Semester, 2020 will see the introduction of assessment and feedback with further elements of SEQTA Engage following.
- **Please note:** It will take time over the next year for all the features of SEQTA Engage to be switched on by MacKillop College. This gradual introduction allows our staff to prepare information prior to publication.

Installing the mobile app

Once you have created an account with MacKillop's ENGAGE through the Internet, the College recommends that you download the mobile phone app.

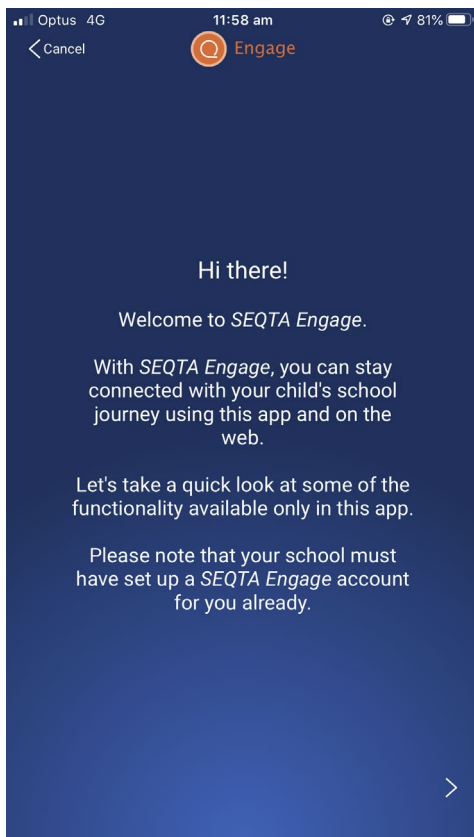
The phone app has its advantages as it allows for mobile access to MacKillop's ENGAGE. It allows you to receive notifications regularly when they are sent while you are on the move.

Step One: Search 'SEQTA Engage' in your Apple App Store (iPhone) or Google Play (Android).

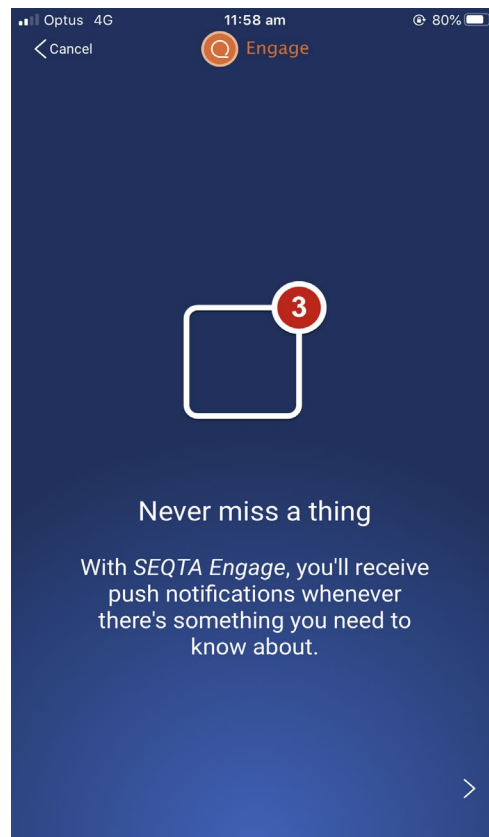


Step Two: Download the 'SEQTA Engage' App

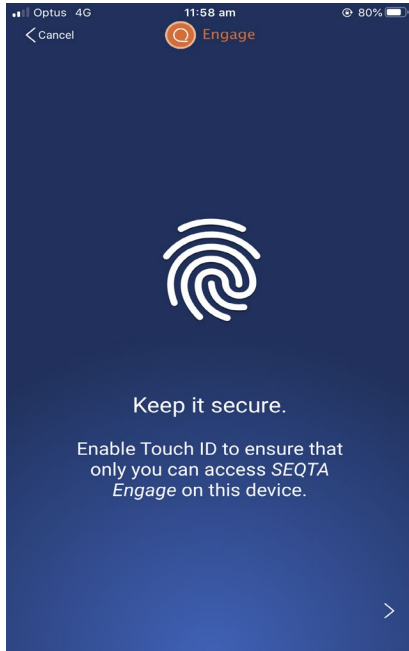
Step Three: Once you open the SEQTA Engage App, you will be guided through the following screens. (We encourage you to use the "Manual Setup" option)



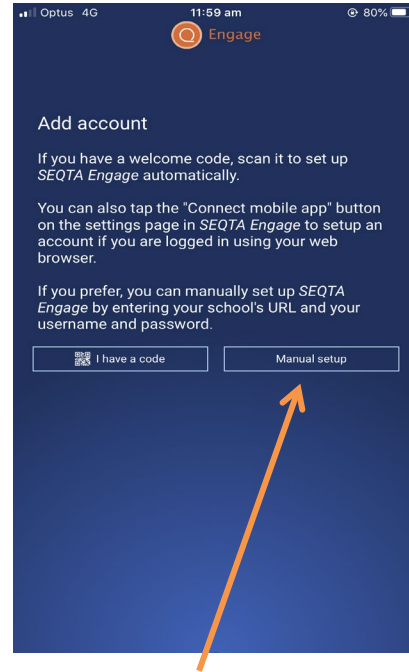
1. This is the welcome page for the App.



2. You can decide on what kind of alerts you would like in your phone's settings.



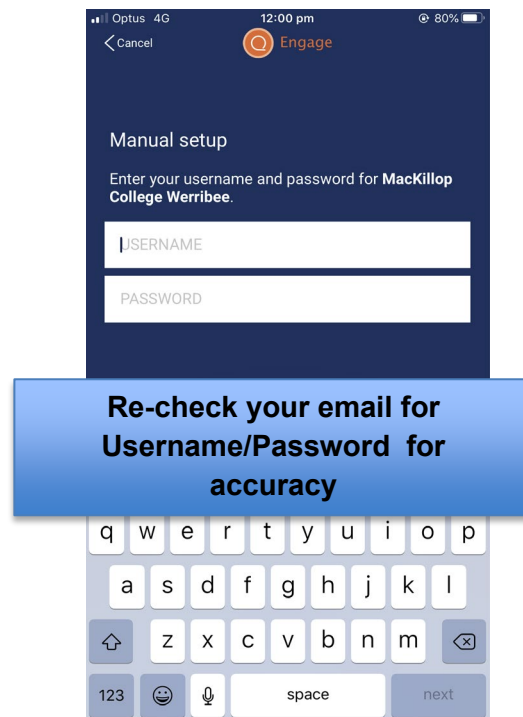
3. On an iPhone or Android phone, you may wish to set up 'Touch ID' to access the app.



4. Click Manual Setup.
PLEASE NOTE: we do not have a QR Code



5. Type in 'https://engage.mackillop.vic.edu.au'



6. Type in your College USERNAME and PASSWORD

Now that you have successfully logged into SEQTA Engage please go the Documents menu on the app and this will allow you access to a more comprehensive help guide in how to set up and navigate SEQTA Engage. **Please note that not all aspects of SEQTA Engage will be available immediately.**

Problems?

If you are experiencing any difficulties accessing SEQTA Engage please contact MacKillop's SEQTA ICT Support Services. They can be found on our website under Portal > Engage Portal. Please enclose your contact number as some assistance can **only be given** via phone.

SEQTA Engage ICT Support Services

Subject / Type of enquiry

SEQTA ENGAGE Enquiries (SEQTA Help Desk)

Email Address (required)

Message - Please include your best contact phone number for our ICT Support Services to assist you.

OR

You may wish to ring the College on 8734 5200 and ask for SEQTA Engage assistance via ICT Support Services.