

What is SEQTA Engage?

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

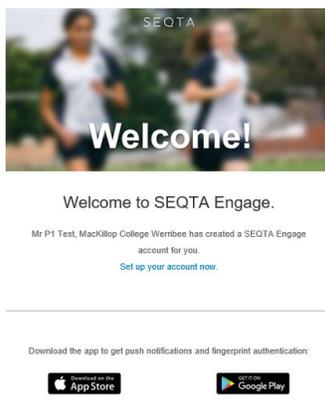
Before you begin, please check that you have the following:

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

- The email you receive from our SEQTA portal announces the opening of MacKillop's Engage for you as well as the appropriate link to enrol for the first time
- 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

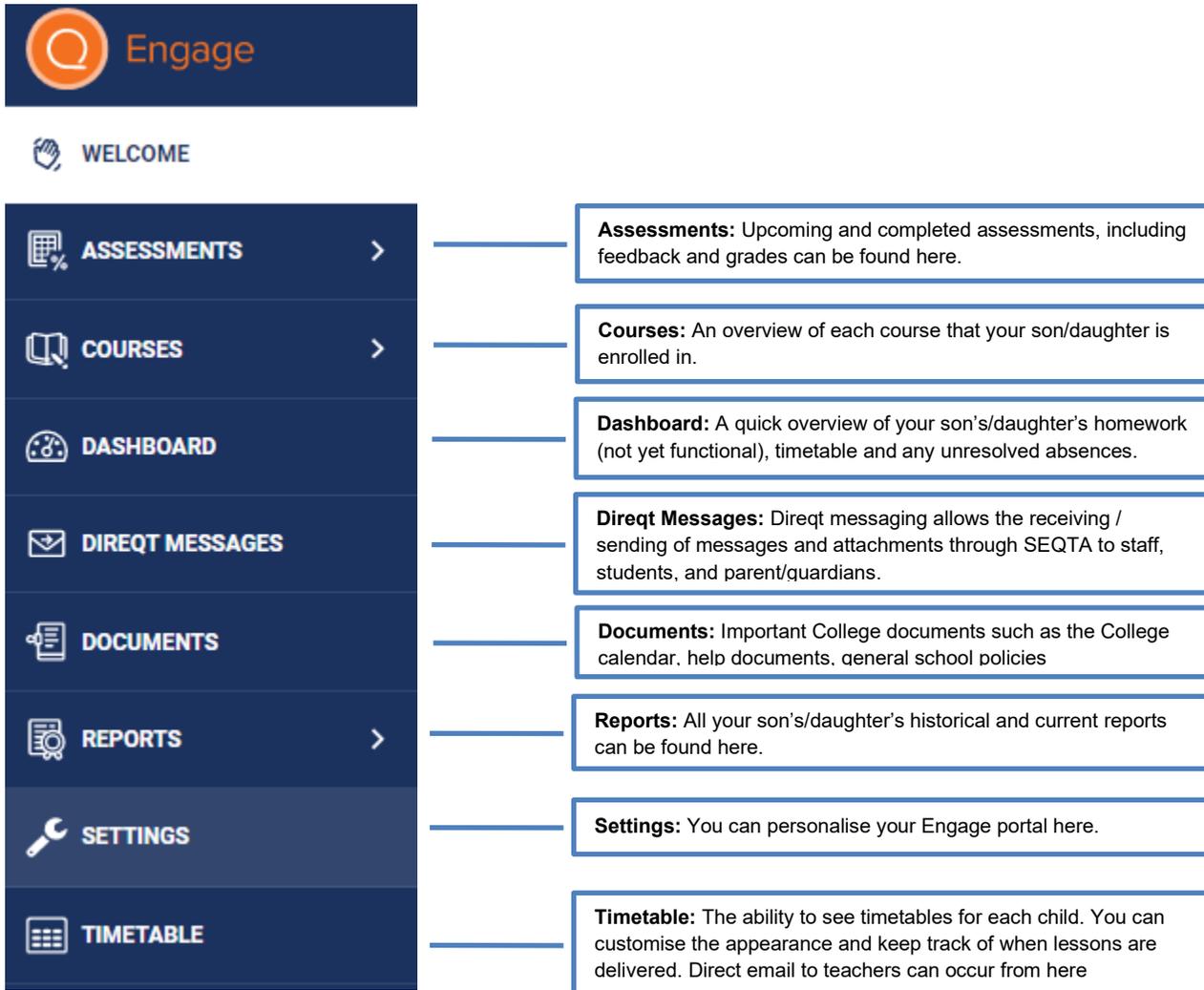
Confirm College Password

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 mobile app interface. At the top, there is a dark blue header with the Engage logo (an orange circle with a white 'Q') and the word 'Engage' in white. Below the header, there is a 'WELCOME' message with a hand icon. The main menu consists of several dark blue buttons with white icons and text, each connected by a blue line to a corresponding text box on the right. The buttons and their descriptions are: 'ASSESSMENTS' (with a calendar icon) pointing to a box describing assessments; 'COURSES' (with a book icon) pointing to a box describing course overviews; 'DASHBOARD' (with a dashboard icon) pointing to a box describing a quick overview of homework and absences; 'DIREQT MESSAGES' (with an envelope icon) pointing to a box describing direct messaging; 'DOCUMENTS' (with a document icon) pointing to a box describing important college documents; 'REPORTS' (with a magnifying glass icon) pointing to a box describing historical and current reports; 'SETTINGS' (with a wrench icon) pointing to a box describing personalization options; and 'TIMETABLE' (with a grid icon) pointing to a box describing the ability to see and customize timetables.

ASSESSMENTS > **Assessments:** Upcoming and completed assessments, including feedback and grades can be found here.

COURSES > **Courses:** An overview of each course that your son/daughter is enrolled in.

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

DIREQT MESSAGES **Direct Messages:** Direct messaging allows the receiving / sending of messages and attachments through SEQTA to staff, students, and parent/guardians.

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

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

SETTINGS **Settings:** You can personalise your Engage portal here.

TIMETABLE **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

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.

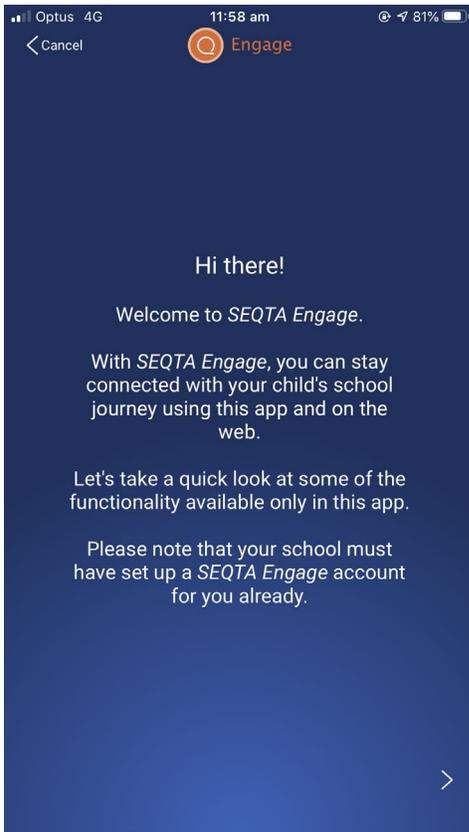
The phone app has its advantages as it allows for mobile access to MacKillop's ENGAGE. It allows you to receive notifications regularly when they are sent while you are on the move.

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

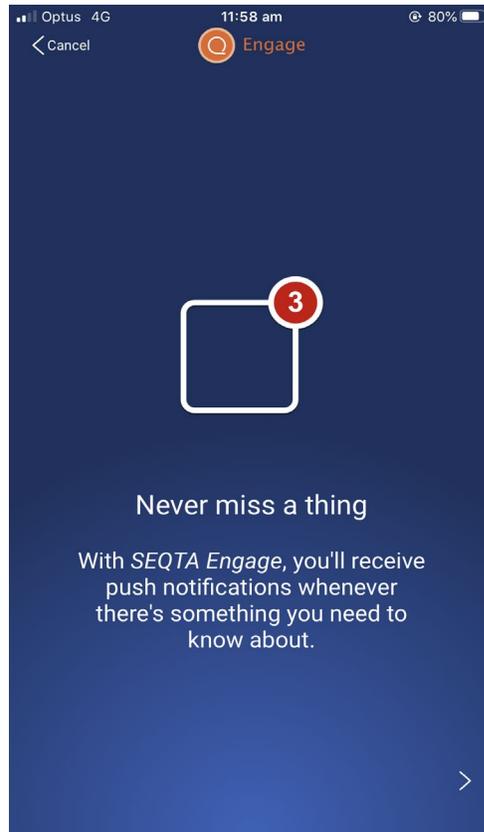


Step Two: Download the 'SEQTA Engage' App

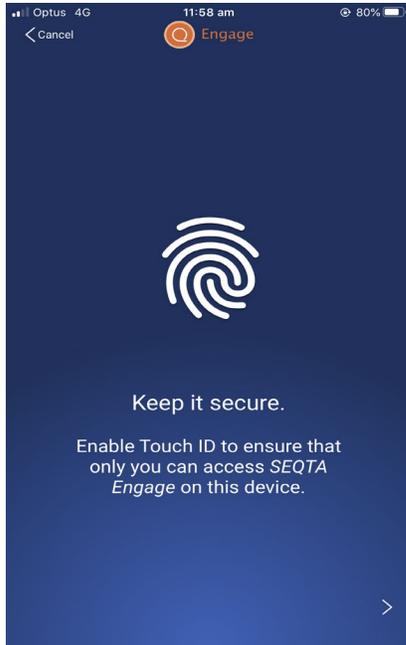
Step Three: Once you open the SEQTA Engage App, you will be guided through the following screens. (We encourage you to use the "Manual Setup" option)



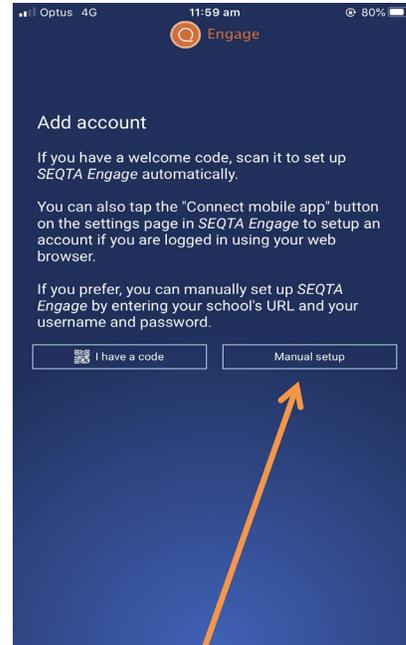
1. This is the welcome page for the App.



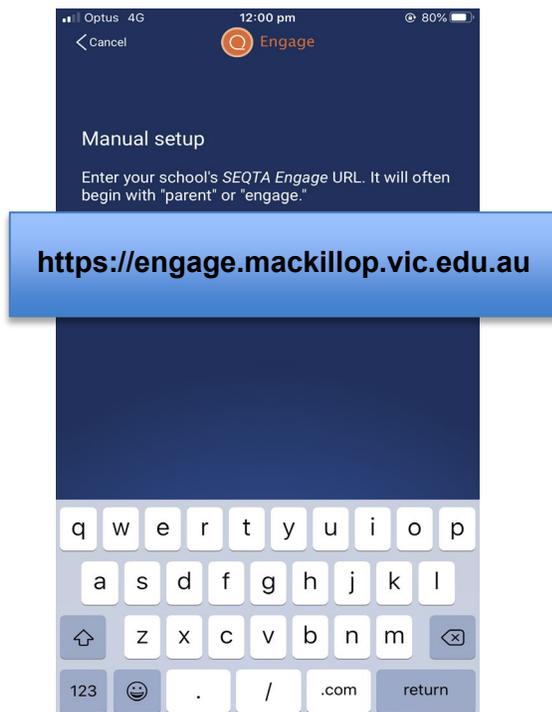
2. You can decide on what kind of alerts you would like in your phone's settings.



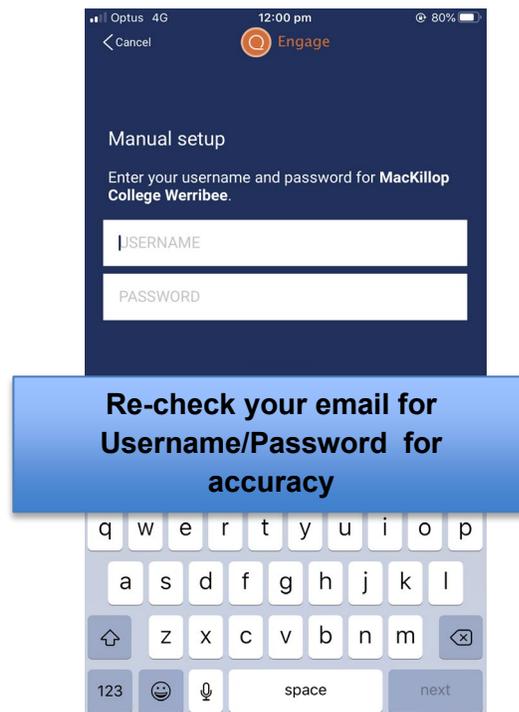
3. On an iPhone or Android phone, you may wish to set up 'Touch ID' to access the app.



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 over time, more functionalities will be made available as the College moves forward in the deployment.**

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.