

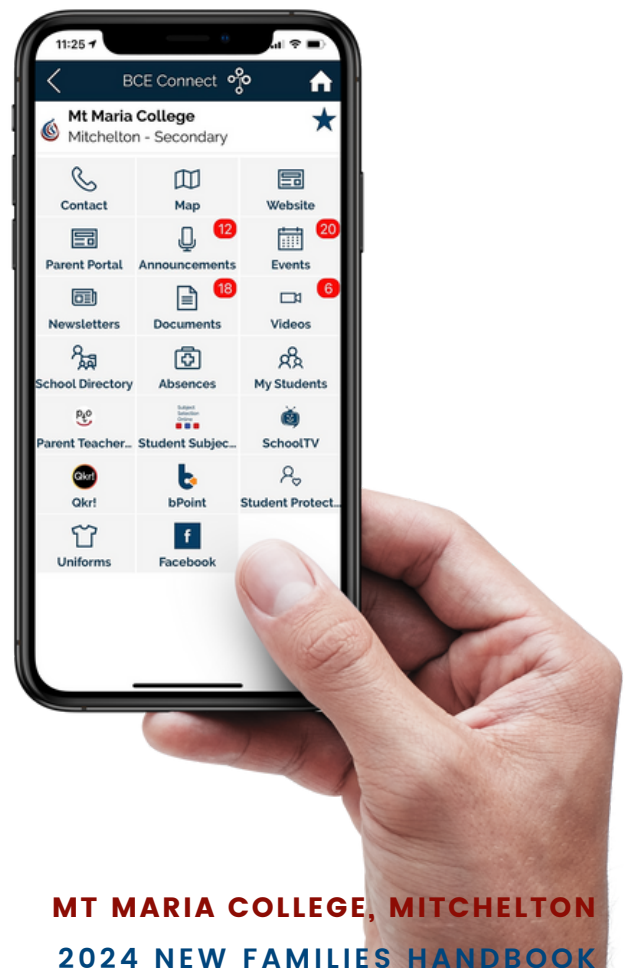
# Parent Portal & BCE Connect

The Parent Portal and BCE Connect app are the easiest ways to receive important communication from Mt Maria College, report your child's absence, provide us with any changes to your contact details or your child's medical information, book Parent-Teacher interviews and much more. We strongly encourage all College families to utilise both the Parent Portal and the BCE Connect app.

Brisbane Catholic Education advises that to successfully access the Parent Portal and Parent Slips; it is important that all parents/legal guardians have individual email accounts. Attempts to login with shared email accounts will result in an error

**New Parents will be granted parent portal access from 11 January 2024.**

If you experience issues logging in to the Parent Portal or BCE Connect once the school year has commenced, please contact the College office so that one of our friendly admin staff can follow this up for you.



**MT MARIA COLLEGE, MITCHELTON**  
**2024 NEW FAMILIES HANDBOOK**

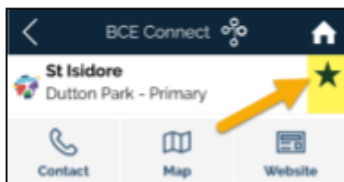
# Setting up your account

A guide to getting started with your BCE Connect and Parent Portal account.

## 1. Download BCE Connect

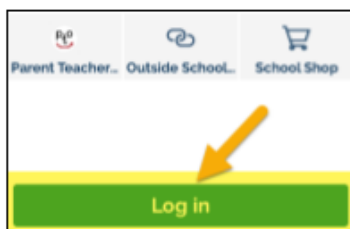


## 2. Favourite your school



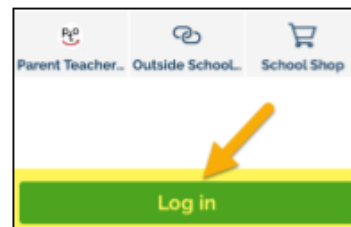
**Favouriting** your school in BCE Connect enables you to receive Push Notifications from the school and makes it easier to navigate back to the school by adding a shortcut on the home screen of the app.

## 3. Create an account



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

## 4. Log in



**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. Visit the Parent Portal



The **Parent Portal** offers a more feature rich experience for Parents.