



GETTING STARTED ST BERNARDINE'S PARENT SUITE

A GUIDE TO SETTING UP YOUR ACCOUNT

1. CREATE A PASSWORD

Password Self-Service

Password Reset & First-Time Logon

Please enter your email address or username

Username Formats:
Staff: username or username@bne.catholic.edu.au (eg jsmith or jsmith@bne.catholic.edu.au)
Parents and Visitors: Email address supplied to your school

[Next](#)

CLICK HERE 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

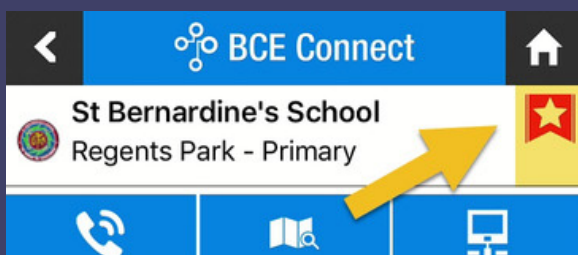
2. DOWNLOAD BCE CONNECT



BCE Connect

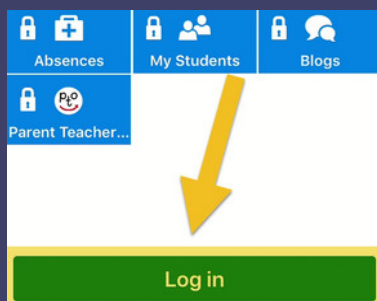


3. FAVOURITE ST BERNARDINE'S



FAVOURITING YOUR SCHOOL IN BCE CONNECT ENABLES YOU TO RECEIVE PUSH NOTIFICATIONS FROM OUR SCHOOL AND MAKES IT EASIER TO NAVIGATE BACK TO OUR SCHOOL BY ADDING A SHORTCUT ON THE HOMESCREEN OF THE APP

4. LOGIN



LOGIN 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. PARENT PORTAL

THE PARENT PORTAL OFFERS A MORE FEATURE RICH EXPERIENCE FOR PARENTS

The screenshot displays the Parent Portal for St Bernardine's School. The interface is organized into several sections:

- Header:** Includes the school logo, name, and navigation links for "My Details" and "My Students".
- Left Sidebar:** A vertical menu with options: Report Absence, Newsletters, Parent Slips, Forms and Documents, My Details, Payments, Contact School, and School Directory.
- My Students:** A section showing a list of students, currently displaying Christopher Griffin and Meg Griffin.
- Announcements:** A "General" announcement titled "Download BCE Connect Today" with instructions and download links for Google Play and the App Store.
- Calendar:** A calendar view for the week of Mon Oct 29 to Sun Nov 04, highlighting "Wed Oct 31" with a "School Assembly" from 2:25 PM to 2:55 PM.
- Forms and Documents:** A section with expandable categories: Booklists (2019 Book List Year 6, 5, 4, 3, 2), Finance/Fees (Direct debit 2018), and Medical Information (Student Medication - Parent Request Form).
- Footer/Bottom Row:** A row of service icons including P & O, Parish, School Shops, P & F Association, Online Enrolment Form, Class Communication Information, OSHC, Library, and Qkr!.