

St Simon Peter's SEQTA Engage Portal – Parent Guide

Note: If you are using a MacBook or iMac computer, please download Google Chrome, Mozilla Firefox or another internet browser of your choice as there is a known issue with accessing our website via Safari.

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Logging into St Simon Peter's SEQTA Engage Portal

1. Go to the St Simon Peter school website; www.ssp.wa.edu.au

Click the link titled **SEQTA Engage** located on the right hand side of the homepage



Click the **SEQTA Engage** image to load the online parent portal



Alternatively, click the link below or type it into the address bar of your desired internet browser

<https://ssp.conect-p.cathednet.wa.edu.au/>

2. You will be prompted to enter a username and password to enter the portal.

Please click the link below for the parent guide on resetting your forgotten password.

[SEQTA Engage Parent Guide - Forgot My Password](#)

If you have not created an account for SSP's SEQTA Engage Site, please contact Administration on (08) 9301 6888 or admin@ssp.wa.edu.au

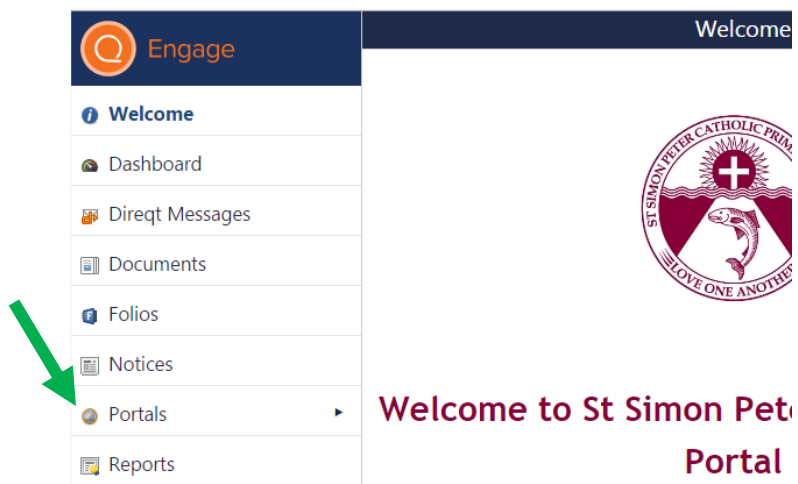
3. Once you have successfully logged into SEQTA Engage you will be greeted with our welcome page



Accessing the Portals Page for SSP Publications

Note: For class list publications, you will only have access to the year levels your child/children will be in.

1. Click **Portals** from the left menu bar



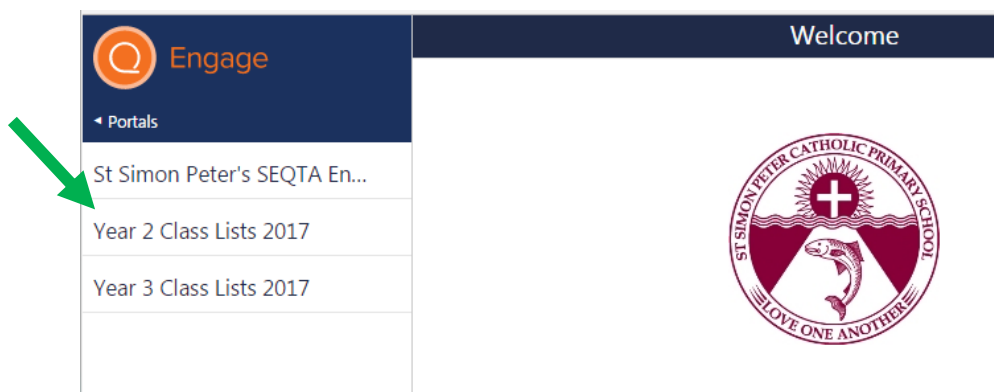
Mobile Phone Note:

If you are accessing your Engage account via a mobile phone, you will need to tap the “hamburger” icon from the top left to display the menu options.

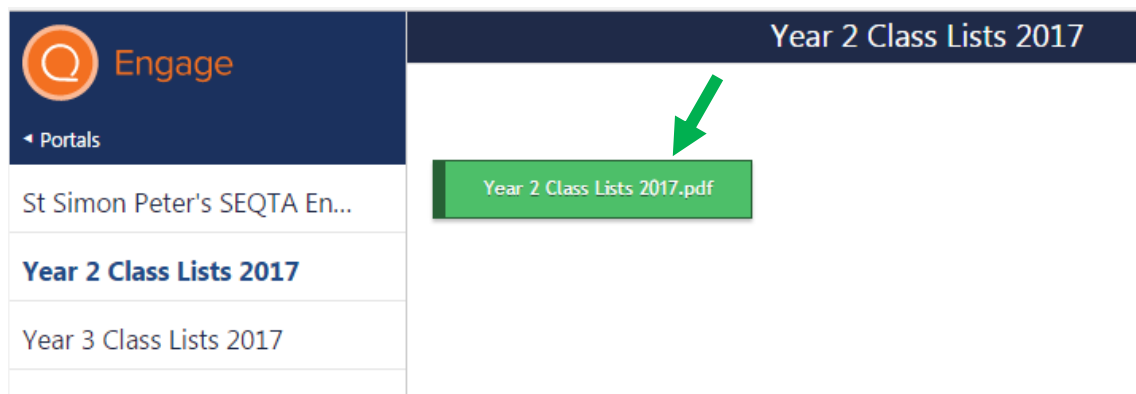


Welcome

2. Click the **portal** you would like to access. **EG: Year 2 Class Lists 2017**



3. Click the **document title** to access the information in PDF format.



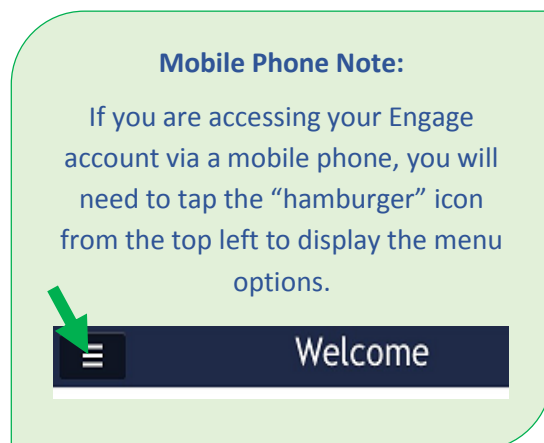
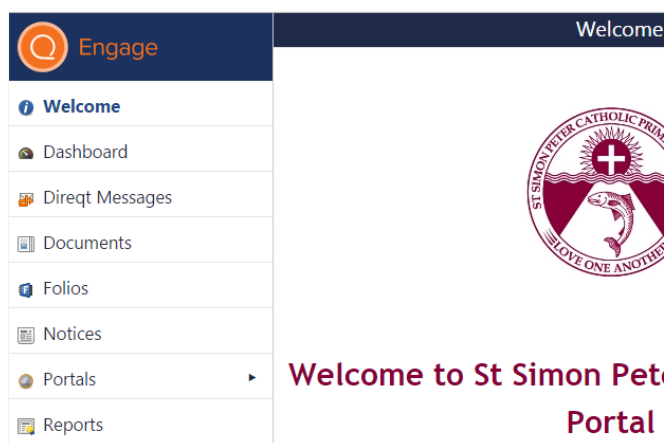
Accessing, Viewing and Saving Reports

Note: This guide provides instructions for:

- Accessing reports via any internet-enabled device,
- Saving reports from the computer-based browsers; **Google Chrome** and **Internet Explorer**
SSP recommends you save your child/children's report to a computer or tablet device rather than a mobile phone.

Accessing and Viewing Reports

1. From the left menu bar, click the **Reports** option



2. **If you have more than one child enrolled at SSP**, you will see each child's name. Click their name to gain access to their Semester Reports. You will also have access to any IEP or SPARKS Reports if applicable.
3. **If you only have one child enrolled at SSP**, you will see all available Semester Reports, including any IEP or SPARKS reports from this page.
4. Tap the report to view the report in PDF format.

Saving Reports

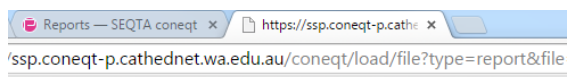
5. From a computer or tablet device, click the semester report you would like to save to your computer or external hard drive



If you are using **Google Chrome** to access SEQTA Engage, please go to **Step 6**.

If you are using **Internet Explorer** to access SEQTA Engage, please go to **Step 10**.

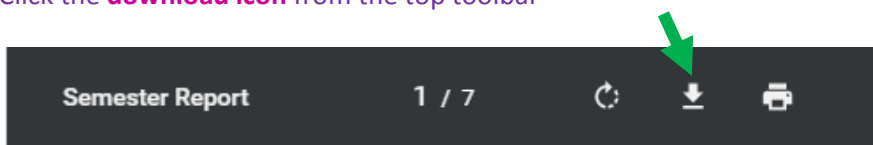
6. From within **Google Chrome**, clicking your child's report will **open a separate tab in the browser** to view the report



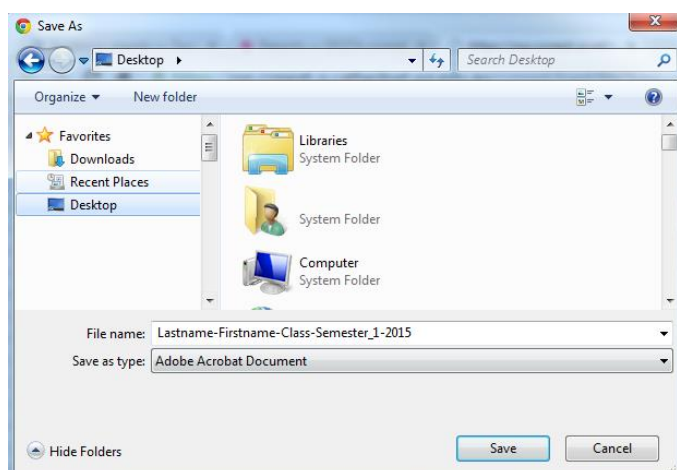
St Simon Peter CPS

2015 SEMESTER 1 REPORT

7. Click the **download icon** from the top toolbar

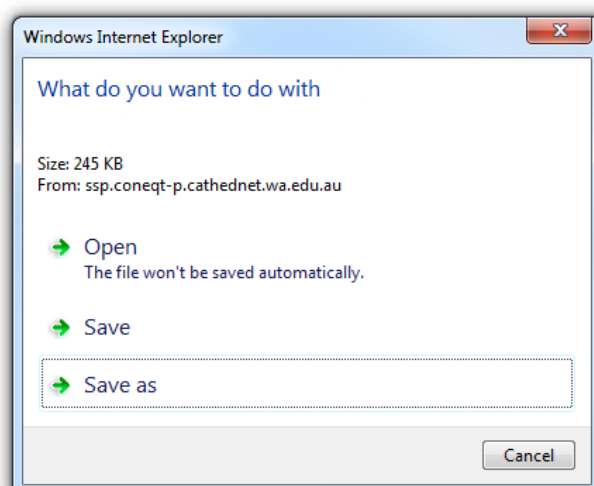
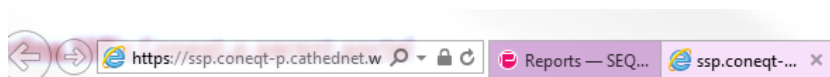


8. Follow the prompts to choose the location you'd like to save the report to

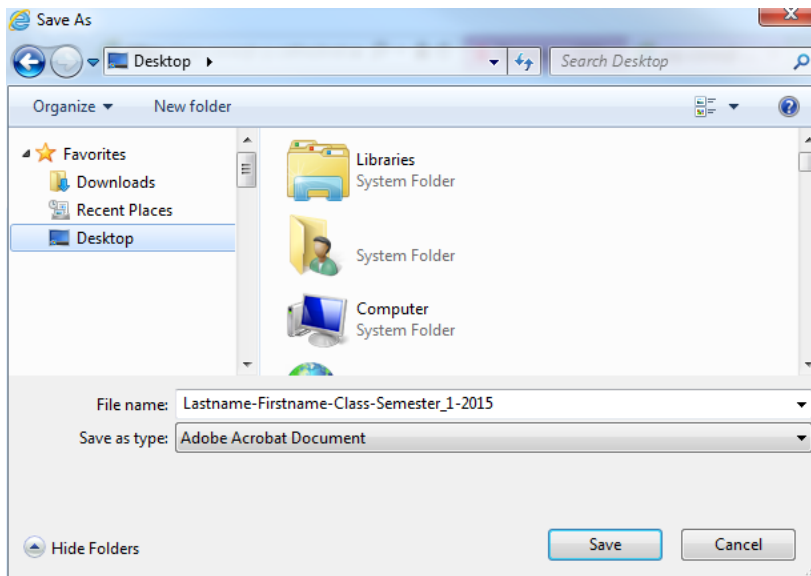


9. Follow these steps to save all reports visible for your child/children

10. From within **Internet Explorer**, clicking your child's semester report will **open a popup box** asking what you would like to do with the report



11. Click the **Save As** option and follow the prompts to choose the location you'd like to save the report to



12. Follow these steps to save all reports visible for your child/children.