15th March 2023

Dear Parents,

Re: ACCESSING ELECTRONIC REPORTS

At the end of term, Interim Reports for Kindy Pre Primary to Year 6 will be available to parents online via SEQTA.

If you already use SEQTA to access reports for your children, you just need to check your log in for SEQTA Engage as early as possible. If you have remembered your username or email details but have forgotten your password, please click on the **Forgot your password?** link and an immediate email will be sent to your email registered with the school. Please note, the link will expire within one hour, so please action this immediately.

If you do not currently use SEQTA you will receive an email within the next two days. Please check your junk email. You will need to follow the instructions in this link to set up your account. It is recommended that you use your email address as your username.

If you have forgotten both your username/email and password or are having any difficulties, please email Alana Thyssen: alana.thyssen@cewa.edu.au as soon as possible.

Yours sincerely

Mauricio Da Silva

Principal

How to access reports

There are **three ways** in which you can access SEQTA ENGAGE:

1. Go directly to the school website and click on parents, then SEQTA login
2. Go directly to this link: https://starofthesea.coneqt-p.cathednet.wa.edu.au/
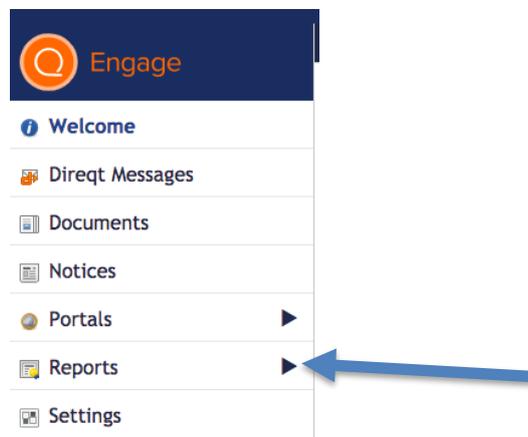3. Go to the SEQTA Engage app

Once you have logged in using your username and password you will see a menu on the left hand side. By clicking the Reports label you can access this semester's report.

1. If using the school website - Log onto the parent portal on the school website first

2. Log in using your username and password

3. Click on Reports.

4. You should now be able to view your child's report.

**We recommend you download your child's report for future reference. You are also able to print if desired by downloading the report