



## Parent Portal – Instructions for First Time Users

An initial login to the Parent Portal requires you to verify your identity and setup a password. This document will run you through the process.

### Note

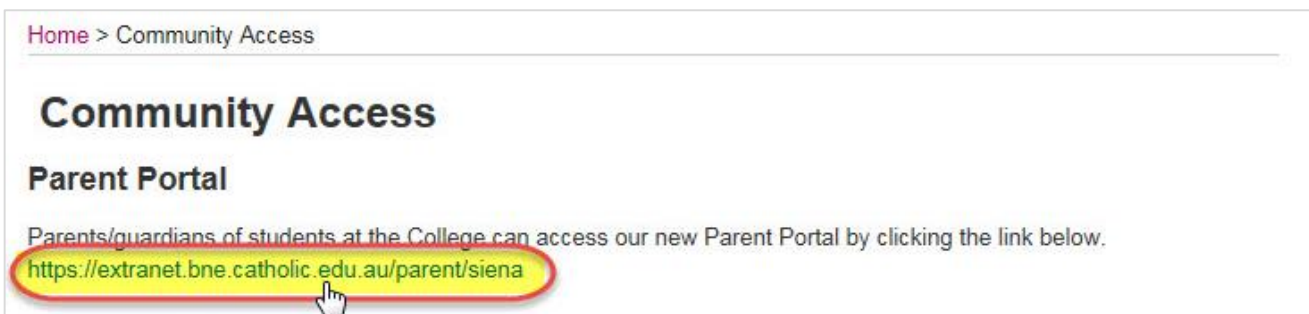
- If you have already logged onto our Parent Portal, disregard the following steps and use your current password to logon (refer to the [Parent Portal – Instructions for Existing Users](#) document on the College website).
- If you have another student at a Brisbane Catholic Education School and that school is using the Parent Portal, disregard the following steps and use your email address and existing password to log onto our Parent Portal (refer to the [Parent Portal – Instructions for Existing Users](#) document on the College website).

### Steps to access the Parent Portal for the First Time

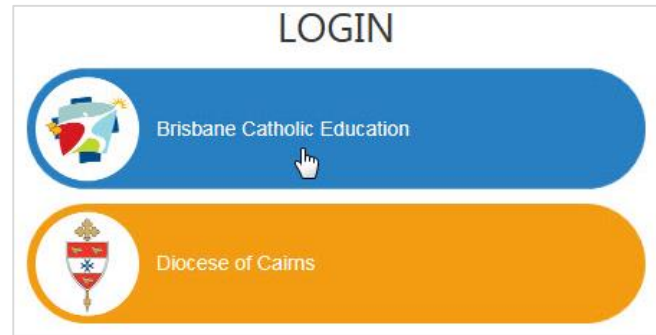
1. Navigate to the College website - [www.siena.qld.edu.au](http://www.siena.qld.edu.au).
2. Click on the **Community Access** tab on the menu bar.



3. Click on the link under the Parent Portal heading - <https://extranet.bne.catholic.edu.au/parent/siena>.



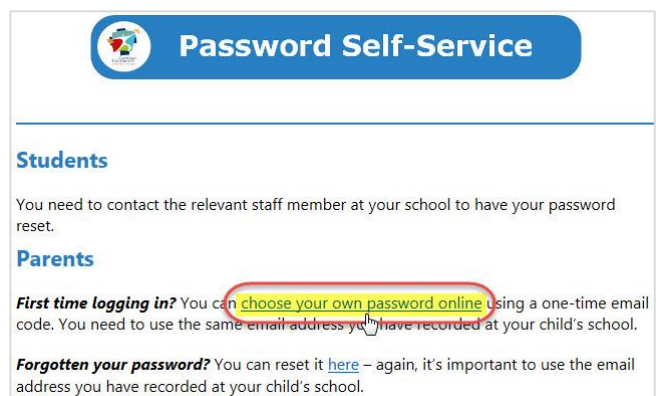
4. In the **LOGIN** screen, click on the **Brisbane Catholic Education** option.



5. At the bottom of the screen, click on **Forgotten Password/First-Time Login**.

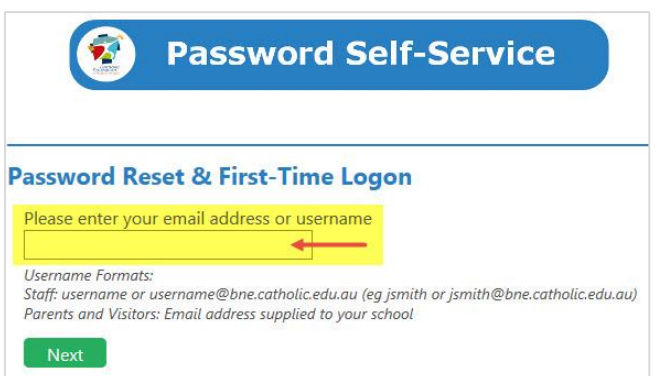


6. You will be met with the **Password Self Service** screen. Select the **choose your own password online** link under the **Parents** heading.



7. Enter the email address you have provided to the College as your preferred email address into the **Please enter your email address or username** field and click **Next**.

This will send a security code to that email address.





8. Check your Email Account for an email with the Verification Code.

Enter the verification code into the **Security Code** field on the **Password Self Service** screen and click **Next**.

**Password Self-Service**

**Verify Your Identity: Email Verification**

Enter your security code below. A security code was sent to the email address registered with Freshman Catholic Formation.

Security Code:

Next Cancel

9. Ensure the **Password Reset** option is selected and enter your desired password in both fields before clicking **Next**.

**Password Self-Service**

**Login Assistant You were successfully authenticated.**

Account Unlock: Keep Your Current Password

Password Reset: Choose Your New Password and Unlock Your Account

(Resetting password for \_\_\_\_\_)

Enter a new password:

Re-enter the password:

Next Cancel

10. Congratulations, you have now successfully set your password for the Parent Portal.

**Password Self-Service**

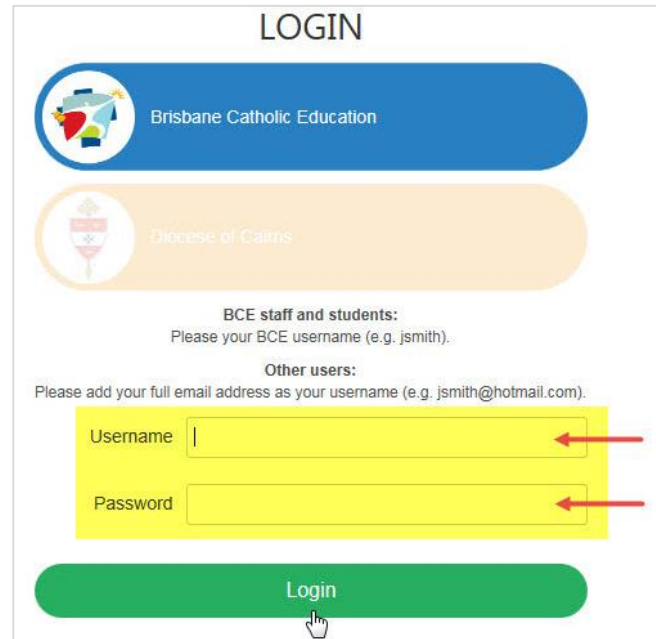
**Success: Your password was reset**

You can now use your new password to log in.

11. Close the browser window and open a new browser.
12. Repeat **steps 1 – 4** above.



13. Enter your email address in the **Username** field and password you just setup in to the **Password** field and click on **Login**.



**LOGIN**

Brisbane Catholic Education

Diocese of Cairns

**BCE staff and students:**  
Please your BCE username (e.g. jsmith).

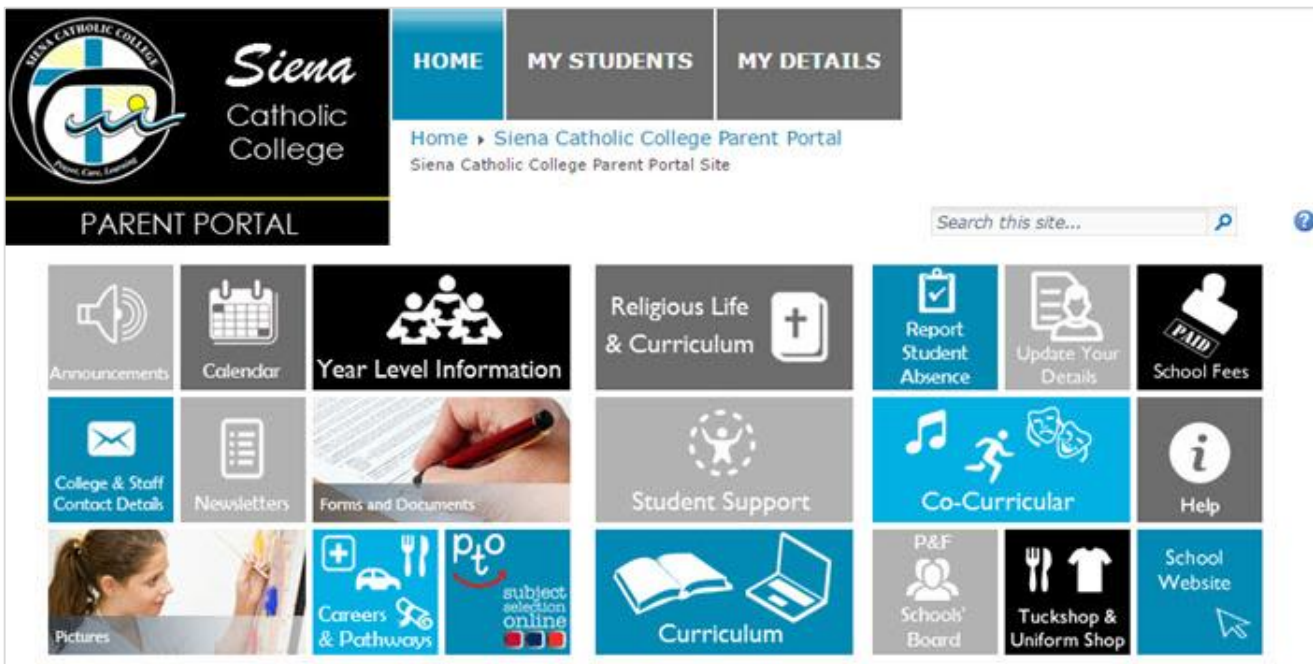
**Other users:**  
Please add your full email address as your username (e.g. jsmith@hotmail.com).

Username

Password

Login

14. You will be directed to the **Siena Catholic College Parent Portal** homepage.



**Siena Catholic College**

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Siena Catholic College Parent Portal Site

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