



SEQTA Engage

This term St Thomas' Primary School will be setting up SEQTA Engage. SEQTA Engage provides parents/guardians with access to student academic reports.

Academic reports that are generated by St Thomas' Primary School will be made available as PDF documents to parents/guardians on SEQTA Engage. Families with multiple children at a school will be able to view their children's information from the one SEQTA Engage account. Parents/guardians can only view students reports relating to their own child/children.

SECTION 1 - Welcome Email (Set up of Username and Password)

You will receive a welcome email to SEQTA Engage. This email will provide you with step by step instructions on how SEQTA Engage can be accessed. By following the prompts, you will be able to **create your own username and password**.

SECTION 2 - How is SEQTA Engage accessed?

SEQTA Engage can be accessed in two ways:

1. Through the URL on a computer <https://stthomas.coneqt-p.cathednet.wa.edu.au/>
2. Through the App* on a phone - the App is available for iOS and Android devices. Please see below for instructions on how to install the app or move on to Section 2.

Instructions on how to install the App?

Step 1: Download and install the *SEQTA Engage* app (parents)

- On the device you want to install the app, go to the App Store or Google Play
 - Download and install the app
 - App store: Click Get, then Install.
 - If prompted, type access code or use thumbprint, Click Open
- OR
- Google play: Click Install

Step 2: Configure the app by manually entering the required information

- Open the app
- Click Next until the Manual setup option displays
- Enter the school's URL: <https://stthomas.coneqt-p.cathednet.wa.edu.au/>
- Click Continue
- Enter the 'username' and 'password'
- Click Log in



SECTION 3 - STEPS to access SEQTA Engage

1. Open a web browser (Firefox, Chrome etc)
2. Enter the school's SEQTA Engage website

<https://stthomas.coneqt-p.cathednet.wa.edu.au/>

3. Enter username and password (this is set up from Welcome Email in Section 1 of manual)
4. Click Log in

SECTION 4 - What pages can be reviewed?

1. St Thomas' Welcome Page - The landing or Splash page, the first page a user will see when logged into SEQTA Engage.
2. Reports – This section will be where you can access your child's Academic report. If you have more than one child, multiple names will appear. Please click on one child to view the report and download to a home device.

At this time, your SEQTA Engage page will contain no reports. Reports will go live and be available to view and download during the last week of Term Two 2020.

If you have any further queries or require assistance, please contact Lisa Meyers at lisa.meyers@cewa.edu.au.

Kind regards

Mrs Lisa Meyers
Assistant Principal