![Brisbane Catholic Education logo] **Brisbane Catholic Education**
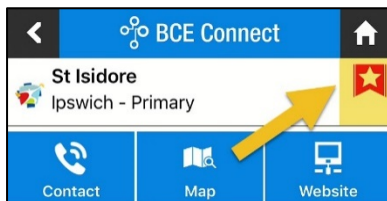teaching · challenging · transforming

# Setting up your account

A guide to getting started with your BCE Connect and Parent Portal account.

## 1. Download BCE Connect



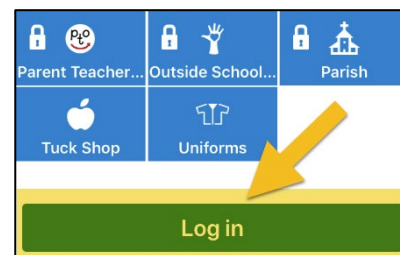## 2. Favourite your school



**Favouriting** your school in BCE Connect enables you to receive Push Notifications from the school and makes it easier to navigate back to the school by adding a shortcut on the home screen of the app.

## 3. Create an account



Select the first-time logging in option 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**.
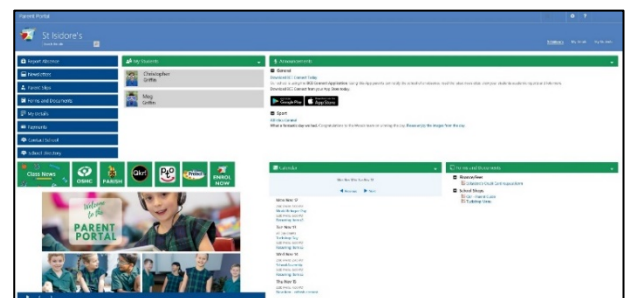
## 4. Log in



**Log in** 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. Visit the Parent Portal



The **Parent Portal** offers a more feature rich experience for Parents.