

HOW TO SET UP MULTI-FACTOR LOGIN

LOG IN TO YOUR COLLEGE ACCOUNT

To continue, visit one of the above services. At the following page, enter your username and click Next:



At the next page, enter your username and the password

that was provided to you. Click Sign In:

A 6-digit SMS verification code will be sent to your mobile phone:



Type the code in the Enter Code box, and click Next:

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SMS Auther	ntication
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Enter Code	
	Sent
Do not ask for a code o	in this device again
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	Back to sign in

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Note: if you have not received a 6-digit SMS code, press Re-send code to request another one:

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Optional: you may be prompted to reset your password. If you are, please choose a new password that follows the requirements, and type it in both boxes, then click Reset Password:

You will now automatically be redirected to the application.

RESET YOUR COLLEGE ACCOUNT PASSWORD

To reset your school account password, visit Edumate.

Note: if you are logged in already, please log out and close

your browser before progressing with the next steps.

Once you are logged out, visit Edumate again. On the login page, click Forgot password:



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Password	
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Enter your username and click Next:

A 6-digit SMS verification code will be sent to your mobile phone:



Type the code in the Enter Code box, and click Next:

Choose a new password that follows the requirements, and

type it in both boxes, then click Reset Password:

Optional: if you are asked to enter another verification code, please check your mobile phone for the 6-digit SMS

code. Enter it and click Next:

Your password has been reset, and you will now be redirected to the application.

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Usemame	
jsmith@gmail.com	
A code will be sent to yo	ur registered mobile.
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A code has been s mobile: (+6	ent to your registered 1 XOX XOX (184)
Enter Code	
	Sent
Do not ask for a cod	de on this device again

Back to sign in

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FREQUENTLY ASKED QUESTIONS

I FORGOT MY USERNAME

Please call school reception at (02) 4684 2577 and confirm what your username is.

I FORGOT MY PASSWORD

Please follow the password reset instructions above.

I HAVE A NEW MOBILE PHONE OR NUMBER AND I'M NOT GETTING THE SMS CODES ANYMORE

Please call school reception and tell them you have changed your mobile phone number. Once they make the change, please wait for 1 hour and try to log in again.

I AM UNABLE TO LOG IN, AND WHEN I TRY TO RESET MY PASSWORD, I DON'T GET AN SMS CODE

You may have changed your email address with the school. Please call school reception to confirm your details.



COLLEGE APP

NEWSFEED

Correspondence from the College (replaces emails and SMS notifications).

CALENDAR

Check what is coming up for your child on the College Calendar.

TO-DO

Give permission for excursions and special events.

ABSENCE

Be notified of your child's absence and record reason.

ACADEMIC

Years 7-12 - check your child's upcoming assessment tasks and exams.

TIMETABLE

View your child's timetable for any given day.

EVENTS

Check the upcoming events for your child, this will include the information regarding excursions which you have previously given permission for under To Dos.

SETTINGS

Please ensure you check **NOTIFICATIONS ARE ON**





The College App can be downloaded and installed from both the Apple App Store & the Google Play Store

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