

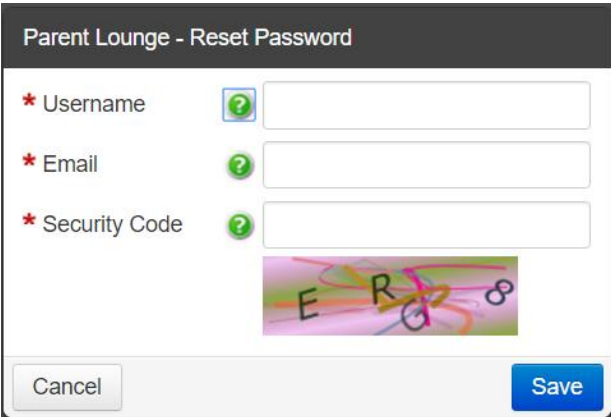








Registering to use Parent Lounge for the first time

(Once your child commences)

<p>Step 1</p>	<p>Start your web browser and go to online.brisbanechristiancollege.com.au</p> <p>When this page opens up → click on Parent Lounge</p>	
<p>Step 2</p>	<p>Click on 'Forgot Password'</p> <p>(After you have logged on for the first time, use this screen when logging on thereafter.)</p>	
<p>Step 3</p>	<p>You will be prompted for information via a popup like the one displayed →</p> <p>Enter your Username (Parent Code): _____</p> <p>You will be able to find your Parent Code on your billing statement in future.</p> <p>Enter one of the addresses you supplied on the application form:</p> <p>_____</p> <p>_____</p> <p>Enter the security code as displayed in the popup box and then press Save.</p>	
<p>Step 4</p>	<p>An email will be sent to your email account with instructions for logging into your account. If you have followed every step correctly and your email address is in our system, you will see this → when in the Parent Lounge.</p>	
<p>Step 5</p>	<p>It is important that you log on to Parent Lounge as soon as your child commences at the College. Here you will need to read and accept all IT terms and conditions. This allows our IT Department to issue IT access and/or devices to your child.</p> <p>Go to 'Excursions and Activities':</p> <p>Click on any 'ICT Services' or 'Electronic Device' links, and follow the prompts to (a) read the terms and conditions, (b) acknowledge that you accept them and (c) 'accept' the invitation.</p> <p>Always remember to save your record by clicking the Save tab.</p> <p>Any queries can be emailed to: tasshelp@brisbanechristiancollege.com.au</p>	<p> Read the terms and conditions</p> <div data-bbox="884 1742 1501 1877"> <p>Terms & Conditions  </p> <p>Cost <input type="text" value="\$0.00"/></p> <p>Accept / Decline </p> </div> <p></p>