Introducing The Parent Portal

Parents can now access school-related information about their daughters / sons through an online Parent Portal. The Parent Portal is an extension of the College’s current student management system.

The information parents can access through the Parent Portal includes family information and contact details, current timetables, daily classes, reports, calendar, attendance records and, in some cases, class assignments/homework. Parents can also communicate with teachers directly from the Parent Portal pages if they have questions or comments.

This is another way we are increasing opportunities for parent-school communication.

Included below are some frequently asked Parent Portal questions and their answers. If you have any other questions, please send an e-mail message to: parentportal@ignatius.vic.edu.au

How do I log in to the new Parent Portal?

With this letter you will find a username and password for the Parent Portal.

Go to the College web site (www.ignatius.vic.edu.au) and select Parent Portal under PORTAL (top right navigation menu).

Access the portal by filling in your username and password.

What if I encounter problems using the Parent Portal?

Please send an email describing the issue to: parentportal@ignatius.vic.edu.au

The College’s I.T. staff will assist you.

What internet browser does the Parent Portal work best in?

The Parent Portal is designed to work in all browsers, though tends to perform slightly better in Google Chrome.

What equipment or software is needed to use the Parent Portal?

You will need to use a computer that has access to the Internet. For some documents, you may also need Adobe Reader, which is a free document reader available for download on the Internet at http://get.adobe.com/reader/

How do you handle lost or forgotten passwords?

Please send an email requesting your password to parentportal@ignatius.vic.edu.au

Include all contact details (including your contact phone number) for verification purposes.

Who can I speak with about my children’s attendance record?

You can call your daughter / son’s Homeroom Teacher at (03) 5251 1136.

What if I need to update personal information (phone numbers, address, etc)?

Please call the School main office on (03) 5251 1136.
www.ignatius.vic.edu.au - access to the Parent Portal

The Parent Portal Log in screen

Use the Username and Password supplied by the College to log-in

‘Help’ button takes you to our ‘Portal Help’ page where you will find a number of resources that will help you if you have any questions
The Parent Portal ‘landing’ page

The Parent Portal landing page displays a daily timetable for each student you have at the school as well as their attendance on the day.

The list of areas open to Parents to view

The Portal Help ‘landing’ page

Acceptable Use Policy
Enquiry
General Information
Update Email Address