Your child's educational journey in your hands

QParents

Access your child's student information online and stay connected to your school.

Anywhere, anytime:

- report cards and assessment
- timetables and class times
- attendance records
- invoice and payment details
- online payments and much more

Visit qparents.qld.edu.au

Register online for QParents then scan to download the free iPhone app

Queensland Government

QParents
Secure online parent portal

QParents

The QParents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Behaviour information
- Academic report cards
- Class timetables
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating student details, including medical conditions and address
- Enrolment details

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way.

It won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us.

The benefits of QParents

Convenience and time savings for parents

- ➢ Parents can view or update their child's details without having to contact the school
- ➢ Secure 24/7 online access.
- ➢ Available anytime, anywhere — access QParents on your smart phone, tablet or computer.

Greater transparency of information

- ➢ Improves accountability between parents and schools by providing parents with timely access to their child's information online.
- ➢ Allows parents to engage more deeply in their child's schooling

Improved administration efficiencies for schools

- ➢ Allows schools to streamline their administrative processes and cut down on printing

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What is a QParents Account Owner (QPAO)?

The school will nominate one parent or legal guardian for each student to be the QParents Account Owner (QPAO). The QPAO will be able to register for QParents to access and manage the student's information online. A student's QPAO will be able to view the student's information and submit requests to update some of the student's details.

The QPAO will also be able to invite other people (such as another parent or family member), to view the student's information. Once invited, these people can register for QParents as "delegated viewers". A delegated viewer can see the student's details, but cannot make updates.

Registering for QParents

You will receive an invitation email or letter from us containing your unique invitation code. Simply follow the instructions in that email or letter to complete the QParents account registration process.

If you do not want to register, you can just ignore the invitation and your child's student information will not be available to anyone through QParents. Or, if you want another parent to be the QPAO, you can advise us and we will send them an invitation email or letter with their own unique invitation code.

Identity verification

When registering as a QPAO, you will need to verify 100 points of identity documents online. The 100 points can be made up of documents in the following list:

Australian Passport	50 pts	Australian Marriage Certificate	40 pts
Australian Driver Licence	50 pts	Australian Citizenship Certificate	40 pts
Australian Birth Certificate	50 pts	Change of Name Certificate	40 pts
Medicare Card	20 pts	Australian Visa (foreign passports)	20 pts

If you only have 60-90 points of the above ID documents you can still register for QParents, but you will need to attend the school for an additional check after you have registered online.

If you don't have sufficient documents, you might like to nominate another parent as the QPAO.

For more information on the online identity verification process, see https://qparents.qld.edu.au/#/help

Where does the information about my child come from?

All of the information that is presented in QParents comes from the IT system that is used by all Queensland state schools. Schools will continue to manage student information in this system, and the information will be extracted and presented in QParents.

Will my child's information be secure?

Yes. QParents is a secure portal that meets strict industry standards. Only people with the right to access information about their child will be given an account; no one else.

If you don't want to register for QParents, your account will not be created and your child's information will not be made available through QParents.

Help and contact information

For more information see https://qparents.qld.edu.au/#/about

For help, visit https://qparents.qld.edu.au/#/help or call 13 QGOV (13 74 68)

QParents

Your child's educational journey in your hands

Would you like to:

check your child's timetable on your phone, tablet or computer?

access your child's report cards online?

pay school invoices online with a credit card?

notify the school of your child's absences and monitor attendance?

engage more closely with your child's school?

Visit qparents.qld.edu.au to find out more.

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Registration Process for parents

Please note: Your registration progress cannot be saved. Before you begin your registration, you will need to have on hand:

1. *Your QParents invitation email*
2. *100 points of ID documents* (or 60-90 points: see item 1)
3. *Your child/children's EQID (Education Queensland identification number)* (see item 3)

1 Click on the link in the QParents invitation email.

> ### Register as a QParents Account Owner
>
> Dear John
>
> You have been nominated as the QParents Account Owner for Janie Citizen by Purple State School. To register for QParents you will need:
> 1. Your unique invitation code
> 2. 100 points of identification to verify your identity online
> 3. Your child's (or children's) EQID(s)
>
> **click here to begin the registration process** @

2 You will be taken to the QParents portal with your unique invitation code already entered. Click 'Next'.

> ### Invitation code
> Please enter your unique QParents invitation code.
>
> Invitation code [   ]
>
> What is this?
>
> **Next >**

3 Read the Privacy Statement and the QParents Account Owner terms and conditions. If you agree to these, tick the 'Read and understood' check-boxes for both and click 'Accept'.

4 Select 'Yes' if you are the person linked to the code you entered, then click 'Verify identity'.

> ### Invitation code
> This invitation code is registered to **John Citizen**
> **If this is not you, you must NOT proceed with the registration process.**
>
> Is this you?
> ● Yes ○ No
>
> → **Verify identity**

5 You will now need to enter details from your identity documents.

1. Select the first document you will use.
2. Enter the requested details—they can be found on your identity document. When you have done this, click 'Submit details'. (see item 2)
3. Repeat steps 1 and 2 until you have reached 100 points. Then click 'Finish'.

> ### Verify your identity
> To verify your legal identity, you will need to provide 100 points of ID using a combination of identity document types from the list below.
>
> [50% VERIFIED   ]
>
> **1** Select which sources of identification you wish to use from the list below.
> TELL ME MORE
>
> Driver's Licence (50 points) — Select your State
> ○ NSW ● QLD ○ SA ○ VIC ○ WA ○ ACT ○ NT ○ TAS
> Medicare Card (20 points)
> Australian Passport (50 points)
> Australian Citizenship Certificate (40 points)
> Australian Birth Certificate (50 points)
> Australian Marriage Certificate (40 points)
>
> ⚠ Having trouble completing your verification?
> VIEW OPTIONS
>
> **2** Start entering the details below. Click 'Submit Details after each source is entered.
>
> ### Queensland Driver's Licence (50 points)   TELL ME MORE
> Please provide your QLD driver's licence details so we can confirm them with the QLD Government. Your licence details will be submitted to the Australian Government Document Verification Service.
>
> * MANDATORY FIELD
>
> Licence number *
> First name *   Middle name *   First name *
> Date of birth (DD/MM/YYYY) *
>
> ☑ I agree that my above information is checked with the issuer or Official Record Holder

> ## Item 1: **ID**
> The following documents can be used to verify your identity online. Each identity document is worth a certain number of points. You need to have enough documents to reach 100 points.
>
> | Document | Points |
> |---|---|
> | Australian Passport | 50 Pts |
> | Australian Drivers Licence | 50 Pts |
> | Medicare Card | 20 Pts |
> | Australian Birth Certificate | 50 Pts |
> | Australian Marriage Certificate | 40 Pts |
> | Australian Citizenship Certificate | 40 Pts |
> | Change of Name Certificate | 40 Pts |
> | Australian Visa (foreign passports) | 20 Pts |
>
> If you only have 60-90 points of the above ID, you can still register. However, you will need to attend your school for a further check later.

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Item 2: ID HELP

If you are having trouble verifying a birth certificate or marriage certificate, the following tips might help:

1. You must be referring to a full birth certificate, not an extract.
2. Make sure you enter your name as it appears on the birth or marriage certificate, even if your name has changed.
3. Click on the question mark ❷ next to the field you are having trouble with to see an example document.
4. Please see our help guide if you are still having trouble: http://qparents.qld.edu.au/#/help

6 You should now create your account. Make sure you use the 'Create an Account' form on the left of the screen.

1. Enter the email address you want to use with QParents. It should be one you check regularly.
2. Enter a password of your own choice. It must be at least eight characters long and contain at least one number and one special character.
3. Enter your password again.
4. Enter your mobile phone number.

Create an account

Email address	
Password	
Confirm your password	
Mobile phone number	

Cancel >   Submit >

7 An email is sent to the email address you entered in Step 6. Click on the link in this email to verify your email address and activate your account. The email must be verified within 30 days of registration, or you will need to register again.

You are taken to the QParents login page. Log in using your email address and the password you chose in step 6.

Login

| Email address | |
| Password | |

Login >

8 You now need to add your students. Enter the EQID (see item 3), school year, and school name, then click 'submit'.
If you have been nominated as the QParents Account Owner for another child, click 'Add another student' and repeat this process. Once you have added all your students, your registration and account set-up is complete.

Details of student to be added

EQID	
	What is this?
Year level	
	Which year level should I select?
School	
	Which school should I select?

< Back   Submit >

Item 3: EQID

Every school student has an EQID. It consists of 10 numbers and one letter. You can find it on your child's student ID card (the numbers under the barcode), report cards, or school invoices, among other documents.

9 A final check is conducted at your child's school before approval. You will be notified by email when this check is complete and you will then have access to all of the features in QParents.

Enjoy!

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