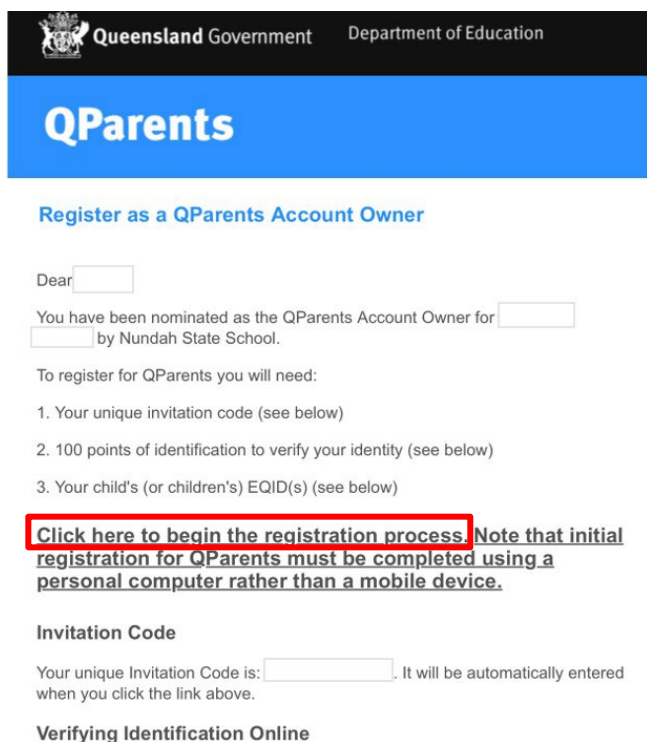


QParents Step by Step Setup Guide

This guide is to assist you through the steps to complete verification, set up your account and link your children to your QParents account.

Note: If you already have created an account, then you just need to log in to your QParents account and 'add another student' (see from Step 11).

1. Find the email invitation from no.reply@qparents.qld.edu.au and click on the link to 'begin the registration process'. If you cannot click the link, search QParents in your internet browser and then click 'Register your interest'.

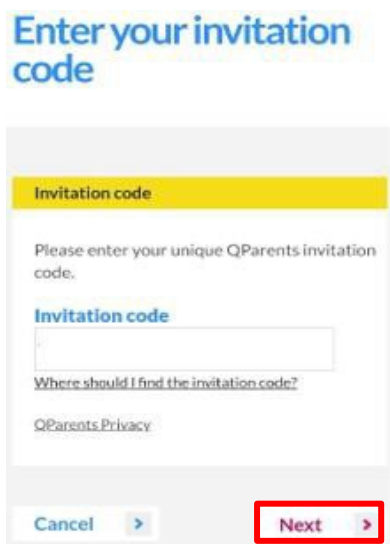


The screenshot shows the top of the QParents registration page. It has a black header with the Queensland Government logo and 'Department of Education'. Below is a blue bar with the 'QParents' logo. The main content area is white and titled 'Register as a QParents Account Owner'. It includes a 'Dear' field, a message stating the user is nominated as the account owner for Nundah State School, and a list of requirements for registration: a unique invitation code, 100 points of identification, and the child's EQID(s). A red box highlights a note: 'Click here to begin the registration process. Note that initial registration for QParents must be completed using a personal computer rather than a mobile device.' Below this is the 'Invitation Code' section with a text input field and a 'Verifying Identification Online' section.

Parents can now set up a [QParents](#) account using any mobile device. Once registered, you can choose to use the [QParents External link](#) app on your tablet or smartphone, or via the mobile browser. Refer to [registration and access External link](#) for more information.

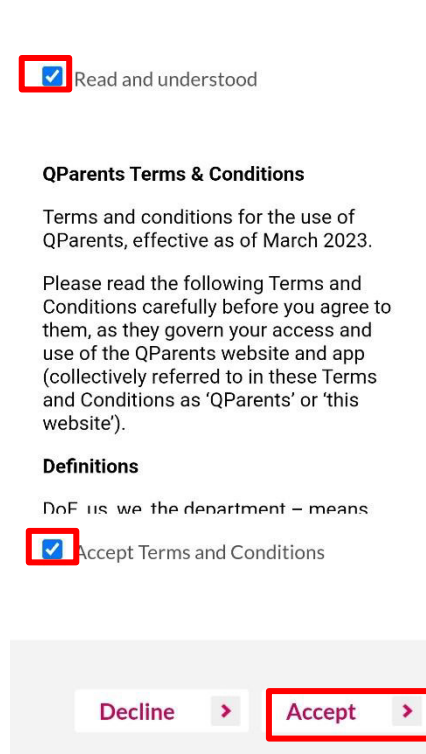
If you experience issues in the setup, please seek the support of the school.

2. If you clicked the link, the invitation code will already be entered. If you need to enter it yourself, this code is in the email invitation. Once the code is entered, click 'Next'



The screenshot shows the 'Enter your invitation code' page. It has a blue header with the text 'Enter your invitation code'. Below is a white box with a yellow header 'Invitation code'. The text inside says 'Please enter your unique QParents invitation code.' and 'Invitation code' in blue. There is a text input field. Below the input field is a link 'Where should I find the invitation code?'. At the bottom of the white box is a link 'QParents Privacy'. At the bottom of the page are two buttons: 'Cancel' and 'Next'. The 'Next' button is highlighted with a red box.

3. Read and accept the Privacy statement and Terms and Conditions. There are 2 boxes that need to be checked. Then you can click 'Accept'



☒ Read and understood

QParents Terms & Conditions

Terms and conditions for the use of QParents, effective as of March 2023.

Please read the following Terms and Conditions carefully before you agree to them, as they govern your access and use of the QParents website and app (collectively referred to in these Terms and Conditions as 'QParents' or 'this website').

Definitions

DoF is the department – means

☒ Accept Terms and Conditions

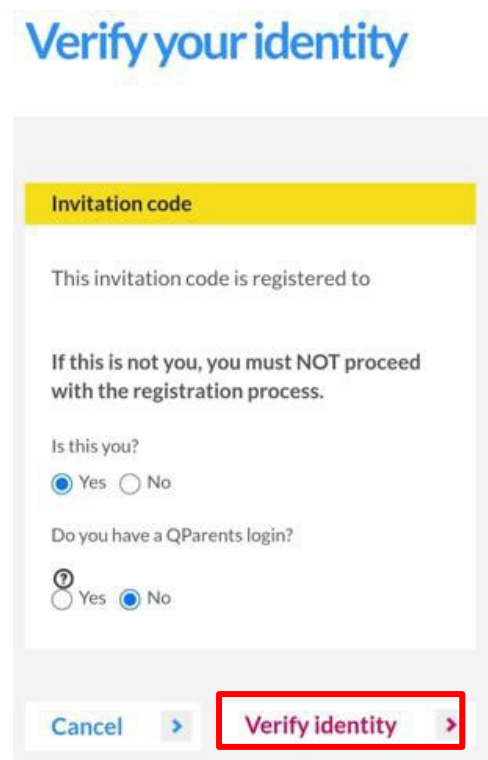
[Decline](#) > [Accept](#) >

ID Verification

4. Complete the tick boxes in response to the questions.

Please note: If the name shown is incorrect in any way eg: spelling, please contact the school office and do not continue with the registration process.

Once you have clicked the boxes as indicated, select 'Verify Identity'



Verify your identity

Invitation code

This invitation code is registered to

If this is not you, you must NOT proceed with the registration process.

Is this you?

☒ Yes ☐ No

Do you have a QParents login?

☐ Yes ☒ No

[Cancel](#) > [Verify identity](#) >

5. At this point you have 2 options:
- Complete the online verification by inputting details about the ID documents on the left hand side.
 - Skipping online verification to continue with account set up. ***If you choose this option, you will then need to complete ID verification in person via the school office.***

If choosing to skip verification, or having difficulty with option A, click the button 'NOT ENOUGH ID'.

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.

0 % 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

Medicare Card (20 points)

Australian Passport (50 points)

Australian Visa (Foreign Passport) (20 points)

Australian Citizenship Certificate (40 points)

Australian Birth Certificate (50 points)

Australian Marriage Certificate (40 points)

Australian Change of Name Certificate (40 points)

Having trouble completing your verification?

NOT ENOUGH ID?

2

Start entering the details below.

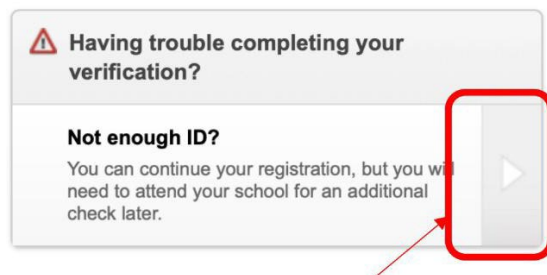
Click 'Submit Details' after each source is entered.

Please select a source from the list on the left

greenID

by VERIFY

In the dialogue box that appears, click the arrow pointing to the right.



Create an account

6. Enter the email address you would like to use to receive email notifications for your QParents account. This will also be the username to log in to QParents.
7. Set a password and confirm the password.
8. Enter your mobile number. This will be used for 2 factor authentication.

Once you enter your mobile number, you will be sent a code.

Enter the code and press submit.

To validate your details, an SMS with a 6 digit code has been sent to '

Code

Didn't receive a code?

[Send another code via SMS](#)

Alternatively, you can register without providing a mobile number.

Cancel > **Submit >**

Account details

Email address

Confirm email address

Password

Confirm your password

Mobile phone number

Cancel > **Submit >**

9. You will now receive a prompt to check your email. You can close the website, and follow the instructions in the new email.

CHECK YOUR EMAIL!

An email has been sent to you. You must click on the link in that email to activate your account.

You will then be able to log in to QParents using the email address and password you have entered above.

Be aware that this step must be completed within 30 days or your registration request will expire and you will need to start again.

Return to Home Page >

10. Find the new email and click the link to 'Activate your account'



11. Enter the email and password you provided. Then click 'Login'

This is a screenshot of the QParents login page. At the top, a light blue box contains the text 'YOUR EMAIL HAS BEEN CONFIRMED!' and 'You can login to your account below.' Below this, a message states: 'It may take a moment or two to activate your account. If login doesn't work right away, please wait a moment and try again.' The main section is titled 'Login' in a yellow header. It contains two input fields: 'Email address' and 'Password'. Below the password field is a link that says 'Forgotten your password?'. At the bottom, there is a disclaimer: 'This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.' A 'Login' button with a right-pointing arrow is located at the bottom right of the form area.

Add a student

12. Once you have logged in, select 'Add a Student', then enter your child's details:
 - a. EQID – This will be emailed to you, can be obtained from the school office or found on any previous invoice or report card.
 - b. Year level – Choose from the drop down list – For Pre-Prep students, choose Prep
 - c. School: select Ascot State School
 - d. Press 'Submit'

Add student

Adding a new student to your account will allow you to view the student's information. You will also be able to submit changes to some of the student's details.

Details of student to be added

EQ ID

[What is this?](#)

Year level

[Which year level should I select?](#)

School

[Which school should I select?](#)

< Back

Submit >

Once you have added your child, the school will then have to approve your account.

Please note: If you skipped ID verification in Step 5, you will need to present ID to the school at this point.