



Parent Portal – Logging in for first time

Step 1: Parents will receive an automatic email from ‘No Reply ePortal’ as follows:

Dear User Name,

Please click [this link](#) in order to activate and log into the ePortal. Please note that this link will expire on 00/00/0000 at 00:00xx.

If you click this link after it has expired, please follow the prompts on the ICON ePortal page that you are sent to.

Kind regards,
CEV ICON Team

Click on **the link** within the email – this takes you to the ePortal for activation of your account:

Step 2: Create and confirm your own password

Follow the instructions on the right hand side of the screen to create the relevant complexity of your new password. As your password meets the requirements of the password complexity you will see red crosses change to green ticks.

New Password

Confirm New Password - Passwords match ✓

Reset Password Cancel

High Password Complexity Policy

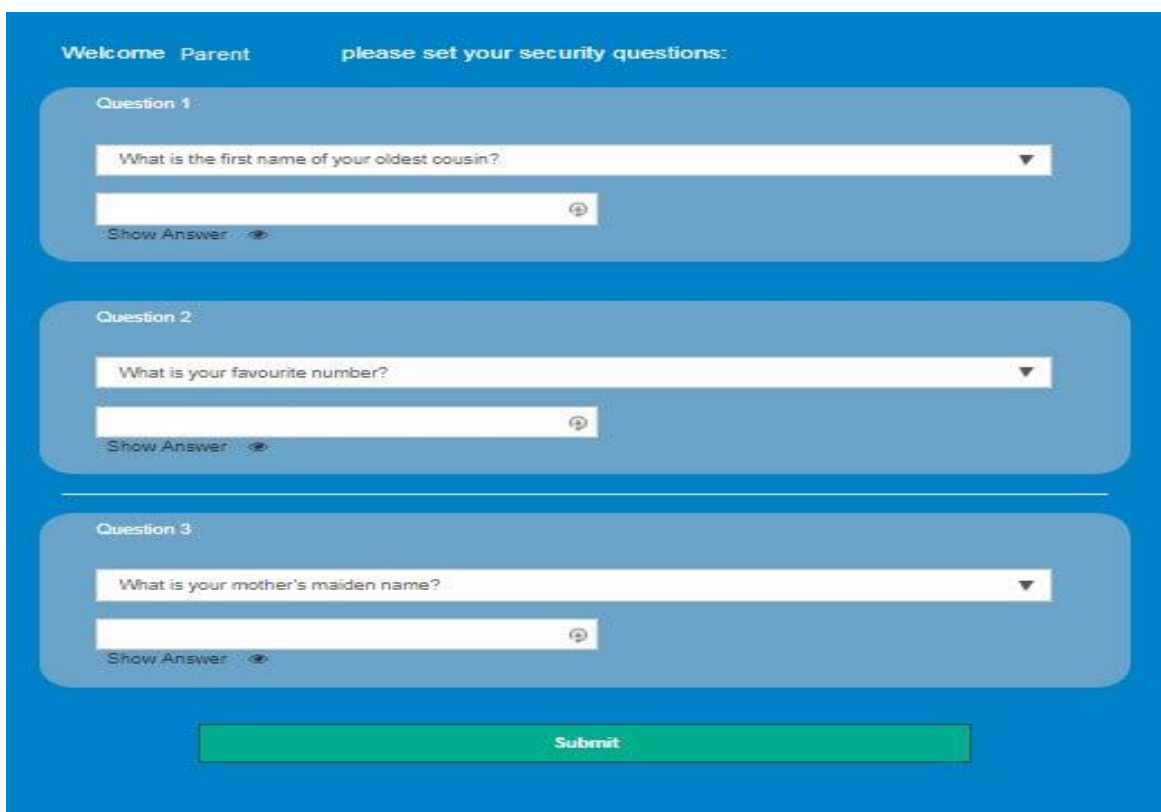
- ✓ Must contain at least 1 upper case letter
- ✓ Must contain at least 1 lower case letter
- ✓ Must contain at least 1 number
- ✓ Must contain at least 1 special character (#@\$%& etc)
- ✓ Must not contain your full first name or surname
- ✓ Must be at least 8 characters in length

Please Note:

- ⊗ Must not match any of your last 3 passwords

Make a note of your password and keep in a safe place. Click the **Reset Password** button:

Step 3: Set up your Security Questions



Welcome Parent please set your security questions:

Question 1:
What is the first name of your oldest cousin?
[Input field]
Show Answer

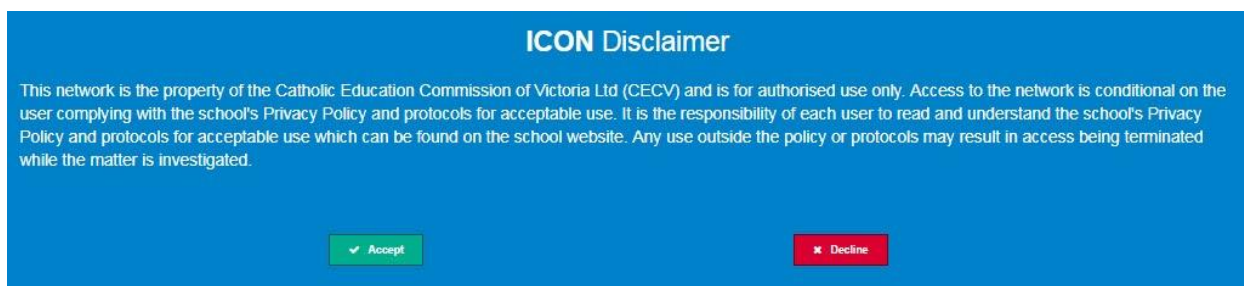
Question 2:
What is your favourite number?
[Input field]
Show Answer

Question 3:
What is your mother's maiden name?
[Input field]
Show Answer

Submit

When the answers to all three questions are complete, click **Save Changes**

Step 4: The following Disclaimer appears on the screen once you have been successful. Click the **Accept** button.

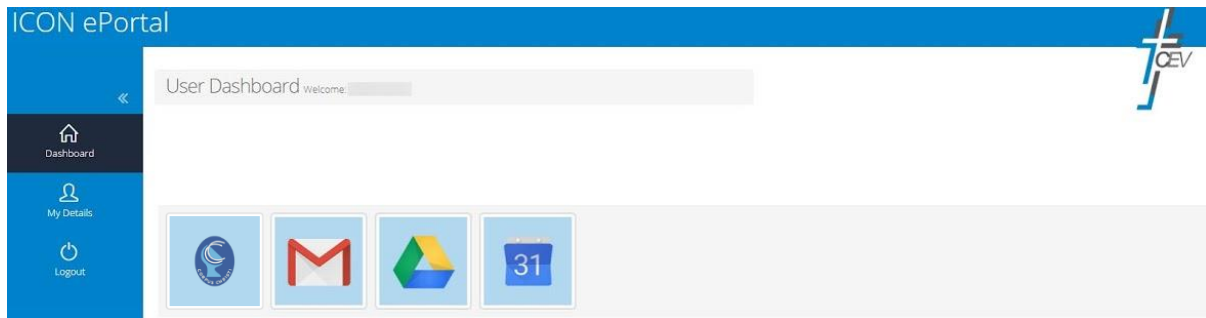


ICON Disclaimer

This network is the property of the Catholic Education Commission of Victoria Ltd (CECV) and is for authorised use only. Access to the network is conditional on the user complying with the school's Privacy Policy and protocols for acceptable use. It is the responsibility of each user to read and understand the school's Privacy Policy and protocols for acceptable use which can be found on the school website. Any use outside the policy or protocols may result in access being terminated while the matter is investigated.

Accept Decline

Step 5: You will then see the ICON ePortal User Dashboard. Click on the School Logo to open the Parent Portal

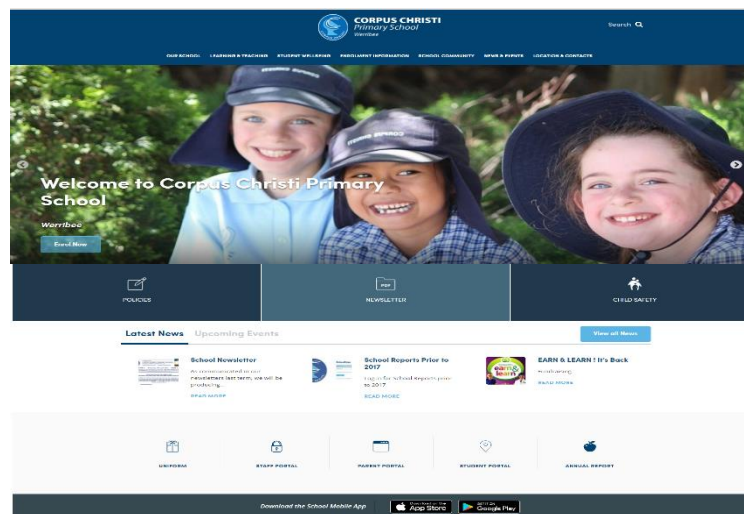


Please note :

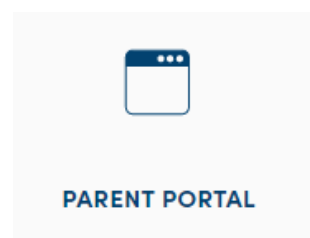
You will receive an email advising you that your password has been changed.

To Access the Parent Portal

Go to our school website: www.ccwerribee.catholic.edu.au



Scroll down and click the **Parent Portal** icon.



*****Instructions and Guides to assist you are available on the school website access by clicking the Parent Portal icon.***