



1 WELCOME EMAIL

Your access to SEQTA Engage begins on receipt of an email from the school. This individualised email invites you to set up a SEQTA Engage account with the school. A copy of this email is illustrated below.



Welcome to SEQTA Engage

St Joseph's School has created a SEQTA Engage account for you

3 ACCESSING SEQTA ENGAGE - CONNECTING TO THE SEQTA ENGAGE MOBILE APP

PLEASE NOTE: our personalised email is a one-time email to all families. You will only have one week to complete this process. The School will send reminders to all families prior to this closure date.

Having set your username and password you will be taken to the **Welcome page of SEQTA Engage** as displayed below. The left-hand side of the page has a menu panel. When your child's report is made available, click on the 'Reports' tab, which will then display a pdf record that you can view, download, save and print.



Your PC or mobile device will need to be equipped with a pdf reader for you to be able to access your child's reports.

2 ACCESSING SEQTA ENGAGE - CONNECTING FROM YOUR PERSONAL COMPUTER (PC)

The SEQTA Engage website will open on your internet browser, as displayed below. You will be prompted to enter a 'Desired Username', please use your email address. Enter your preferred password and confirm. Click 'Log In'.

Set up your account

Enter the username and password you want to use to access SEQTA.

DESIRED USERNAME

DESIRED PASSWORD

CONFIRM PASSWORD

PASSWORD WARNINGS

PASSWORD SUGGESTIONS

SEQTA

4 TROUBLESHOOTING

If you experience any difficulties accessing SEQTA Engage or have any questions, please email the school: ingrid@stjopayn.catholic.edu.au

5 SEQTA ENGAGE APP

1. After creating your account, visit the Apple Store or Google Play Store and download the 'SEQTA



The SEQTA Engage App allows families to view and download Semester 2 Reports

2. Engage' app, as displayed below:



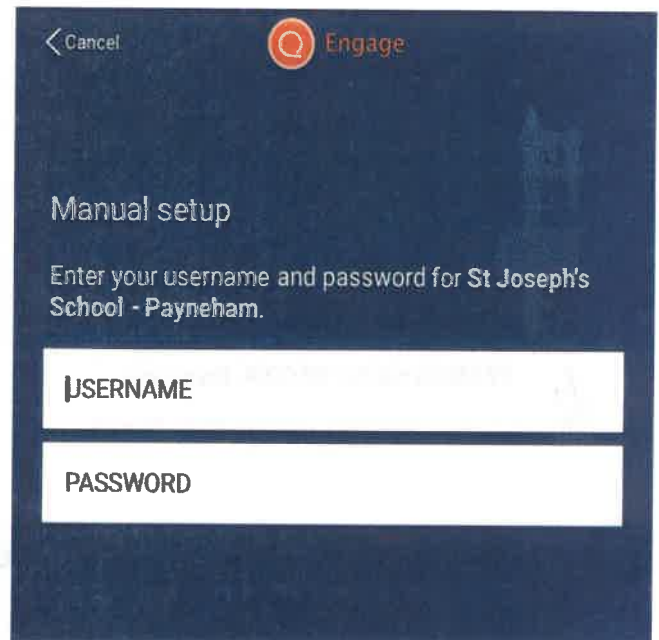
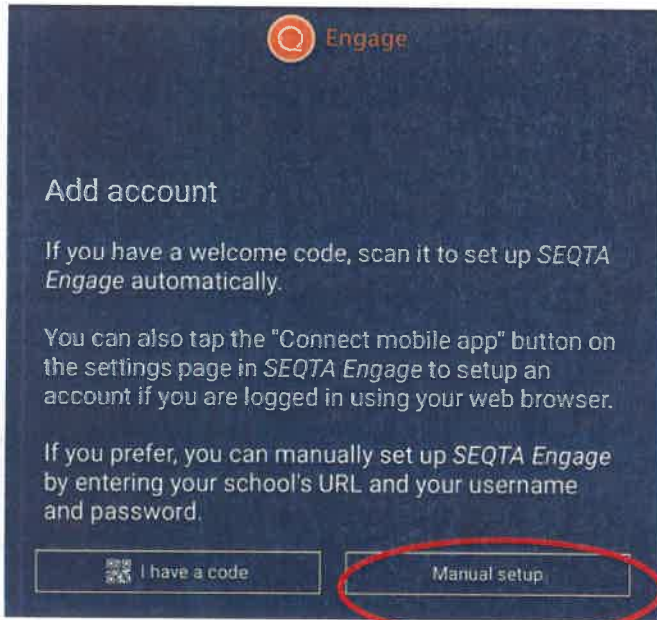
SEQTA ENGAGE

HOW TO LOGIN GUIDE



3. Download the App and click on it to open.
4. Once opened, you will be prompted to 'Add Account'. Select 'Manual Setup'

5. Enter your username as the email address you entered earlier, and password to continue.



5. Enter the school's unique SEQTA Engage address: engage.stjopayn.catholic.edu

