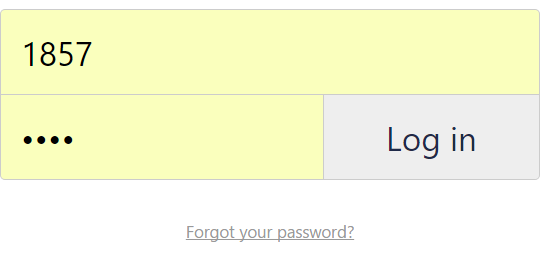
**A Guide to using Parent-Coneqt @ Irene McCormack Catholic College**



This guide will assist you in moving around Parent Coneqt and accessing essential features.

**Please Note:** *You should have received a username and password from the front office. If you have not yet received these details, please email* [*support@imcc.wa.edu.au*](mailto:support@imcc.wa.edu.au) *and your username and password will be email to you.*

Make sure your password is NOT A SECURE PASSWORD used for other logins as it is viewable by administration staff at the College. There is a password reset button under the logon box. Click on that to have a *“reset password”* link sent to your email address

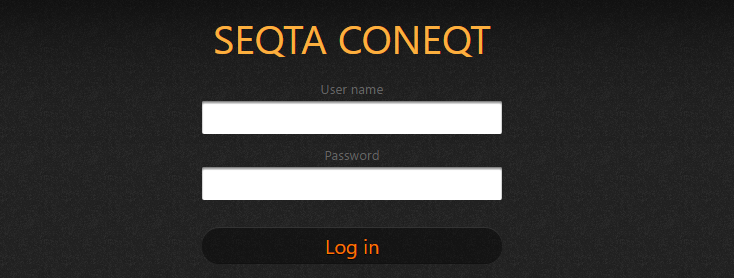


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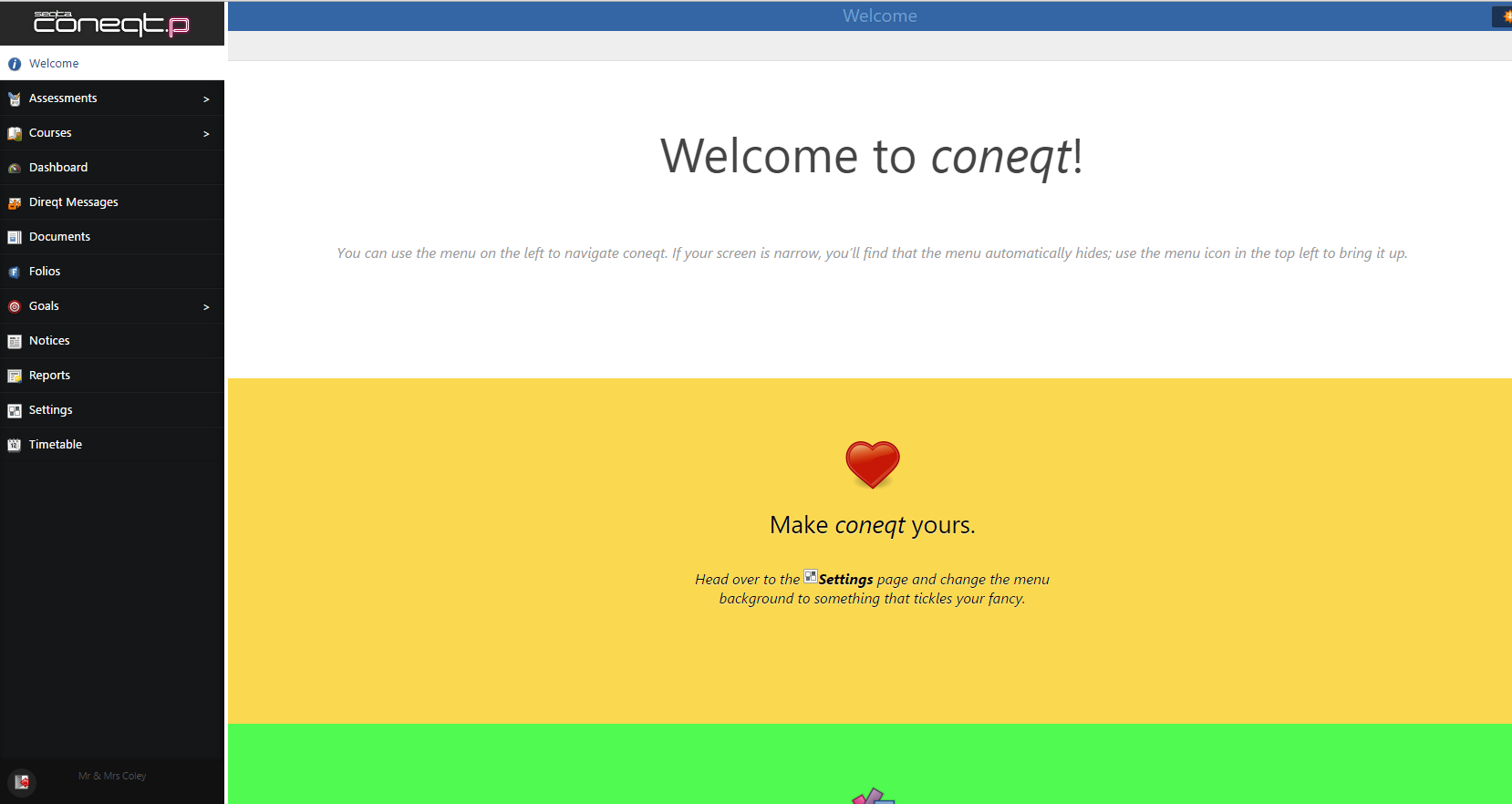
# 1. Logging In

On a Web browser, go to <https://parents.imcc.wa.edu.au> and you will see the following screen:

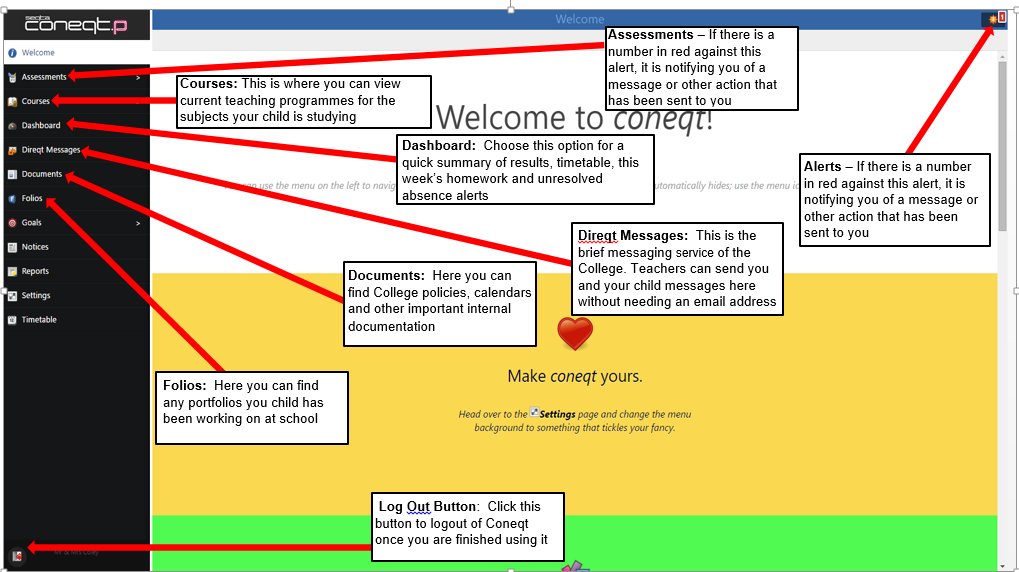


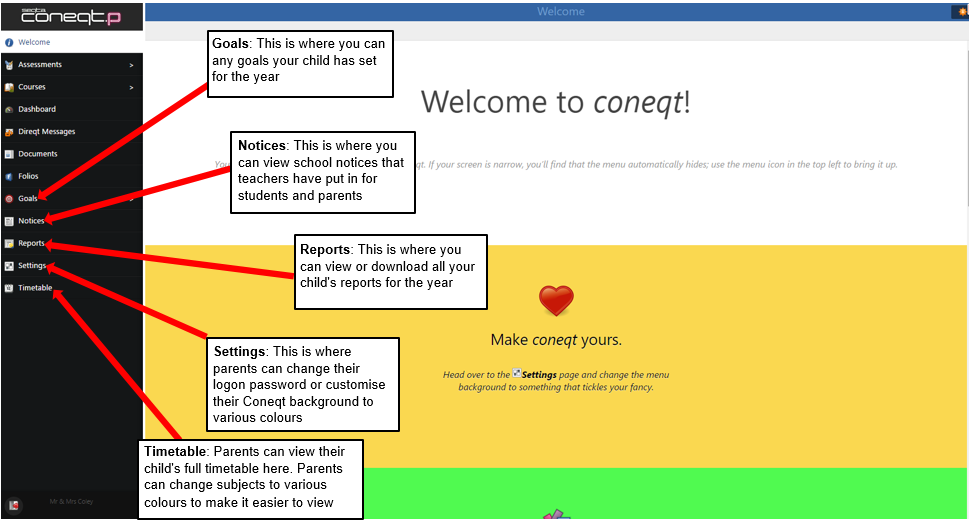
Log in using the credentials you have been given by the IMCC IT department.

The main page will look this once you have logged on.



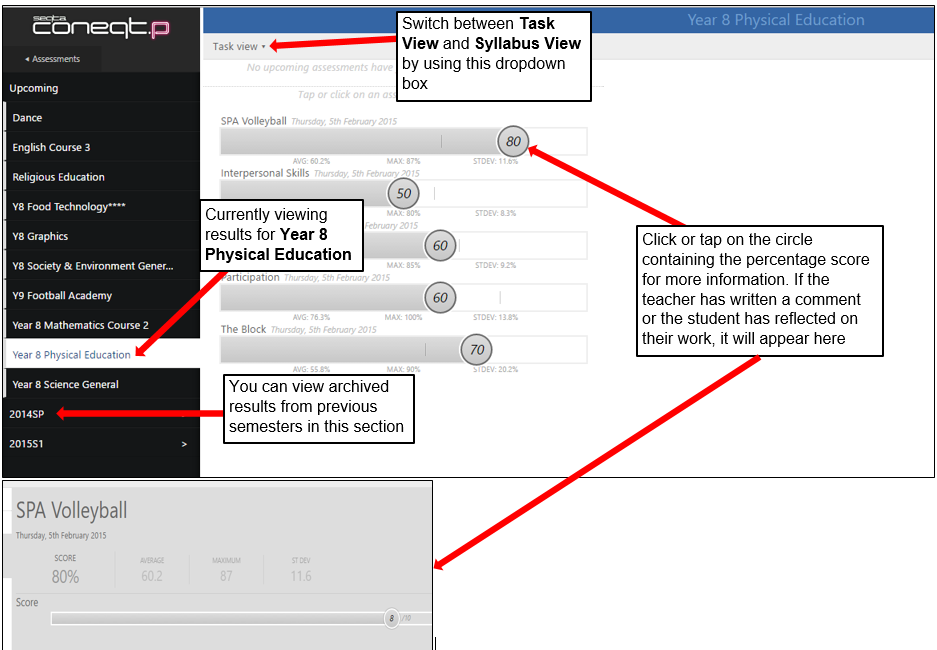
# 2. Moving Around the Menu



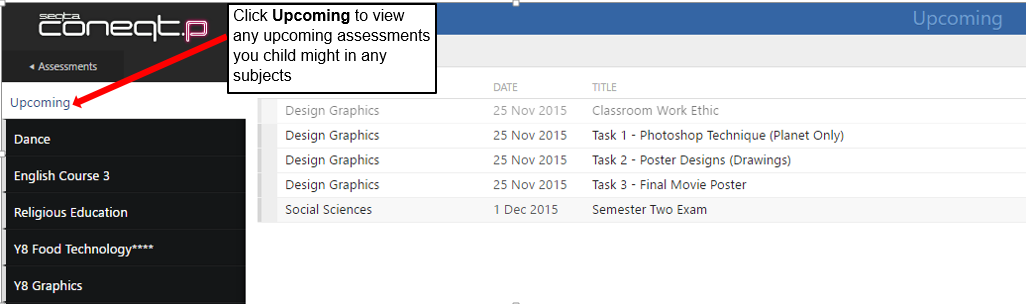


# 3. Assessments

The Assessments View gives access to your child’s recent assessments and marks. If you have more than one child at Irene McCormack Catholic College, you will need to select which child’s marks to view before proceeding to the screen below.

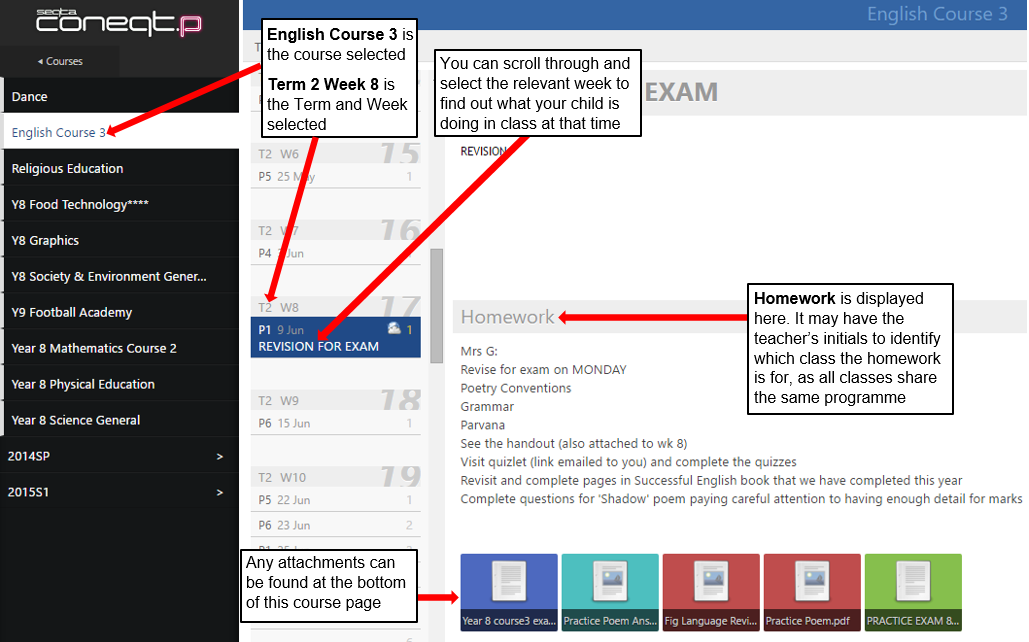


Clicking on **Upcoming** at the top of the subject list will show all upcoming assessments for all subjects. Individual teachers can set assessment dates in Coneqt but they may NOT be accurate. Check the Assessment Outline in the programme or with the teacher themselves.



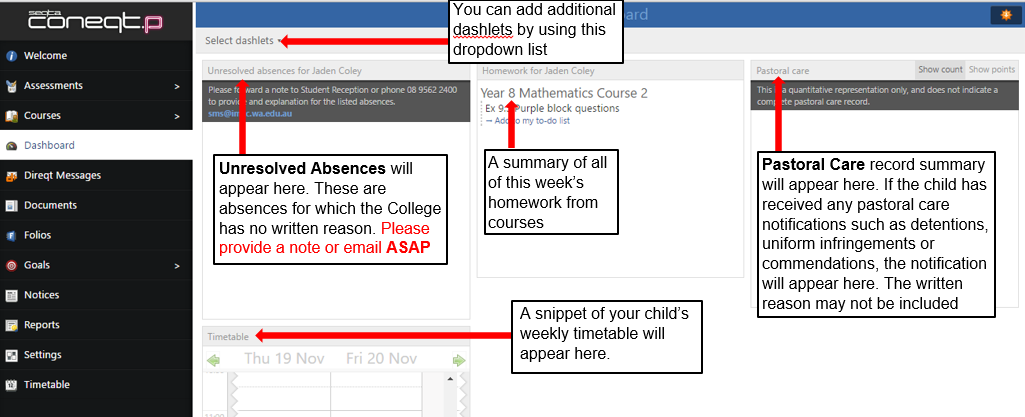
# 4. Courses

Courses refer to the teaching programmes available to students on Coneqt. Students use this layout to access resources and homework.



# 5. Dashboard (The Summary)

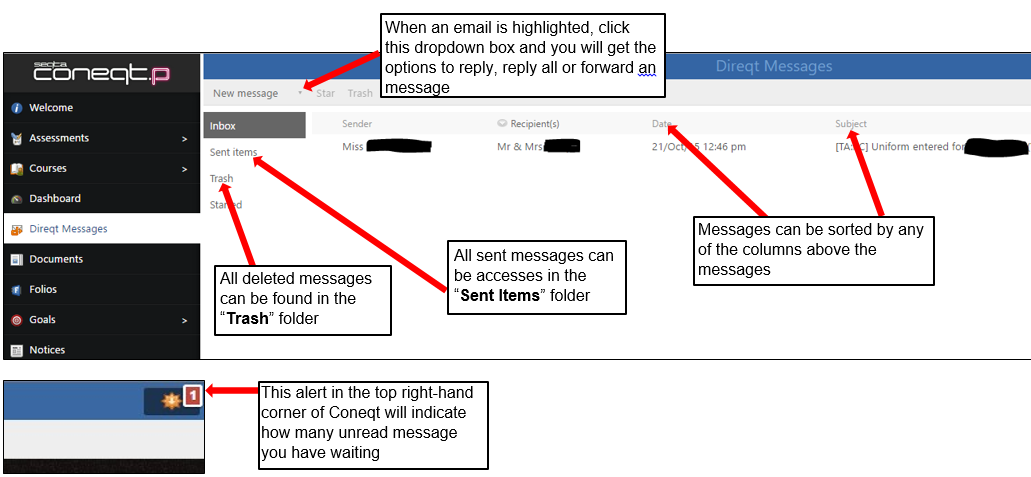
The Dashboard is a screen that contains a summary of information about your child and should be the first place you check to get an overall ‘view.’ If you have more than one child, their information is displayed on the same page.



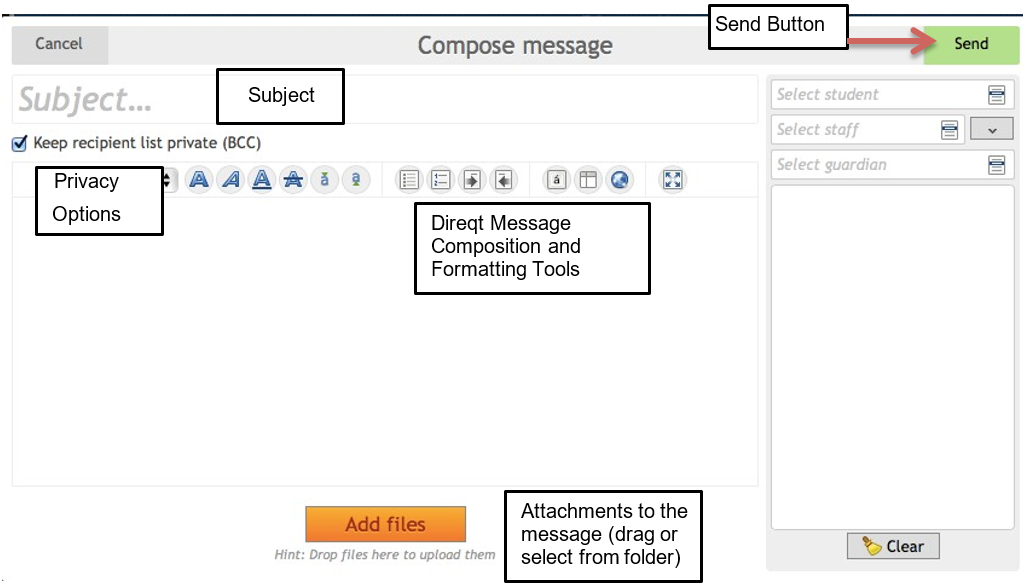
**6. Direqt Messages**

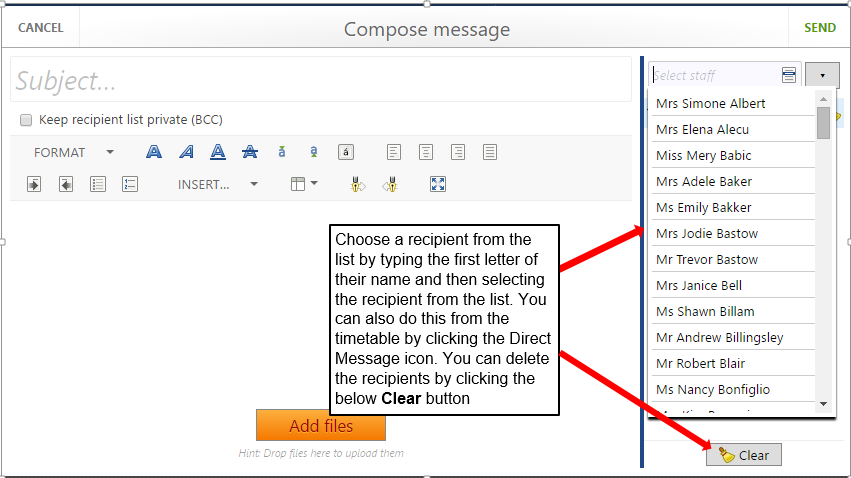
Direqt Messaging is the College’s ‘in-house’ messaging system. Parents tend to use Direqt Messages for informing teachers of absences and contact regarding homework or meetings. Teachers log in to Coneqt each day, but there may be a delay in replying.

It works and appears very much like a simple email system – but it is separate to email and not the same as emailing a teacher. Please keep this in mind when using Direqt Messages.



To write a new message, click **New Message** in the top left corner.

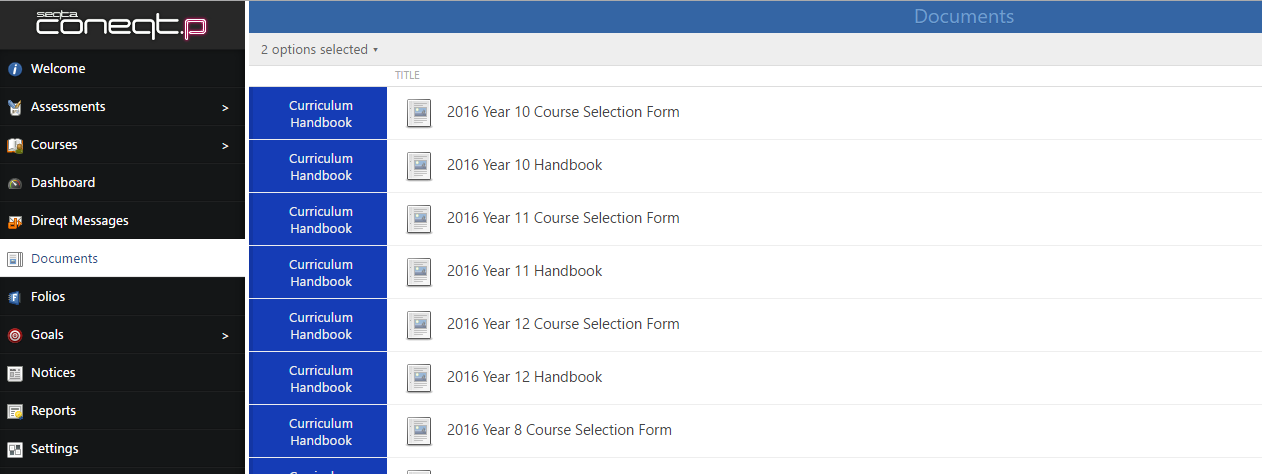




# 7. Documents

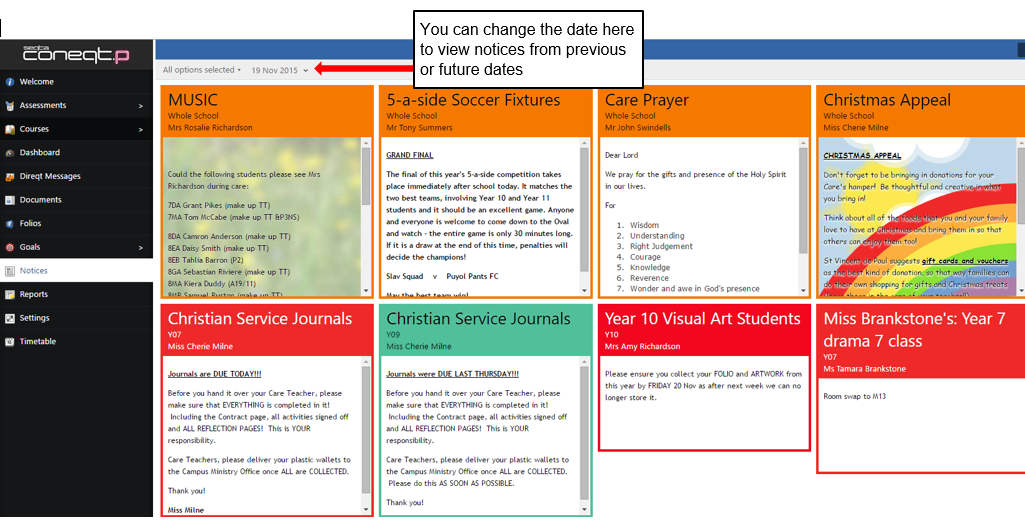
Documents contain all of the procedures and policies of the College as relevant to parents. Many other documents are also placed here for parents. These include: booklists for the following year, calendars, help documents and exam information.

Documents are usually in **PDF format** and can be downloaded by clicking or tapping on the blue text title.



# 8. Notices

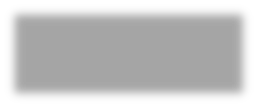
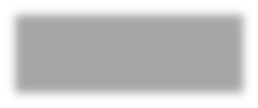
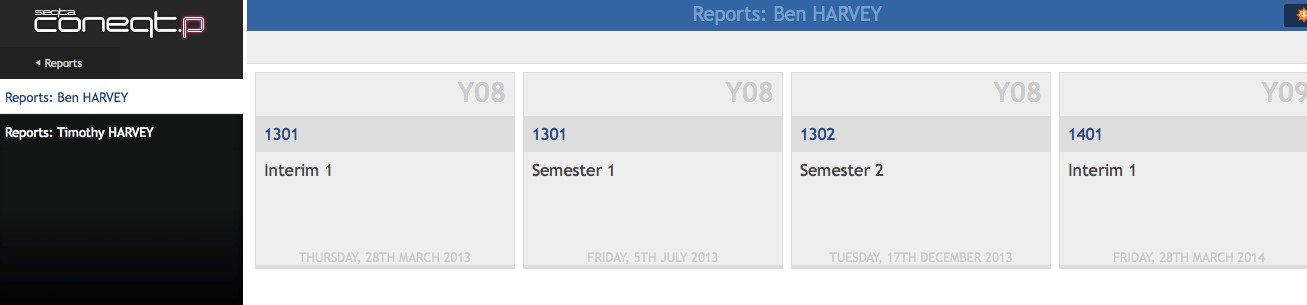
Notices are the ‘daily bulletin’ of the College and are read to students in Pastoral Care Group. Students are also expected to check the Notices for anything that relates to them. Notices allow parents to keep in touch with the day-to-day activities of the College.



# 9. Reports

As Irene McCormack Catholic College uses electronic reporting, you will need to access your child’s reports from this section. Reports are issued as downloadable PDF documents so they can be printed at your discretion.

If you have more than one child at the College, you will need to select the child for whom you wish to view the report before proceeding to the screen below.



Depending on the length of time at the College, you will be able to access past reports from this screen as well. The most recent report is to the right of the screen (Year 9 Interim 1). Click or tap on the grey box for the desired document and the report will immediately download. This document can then be saved or printed.

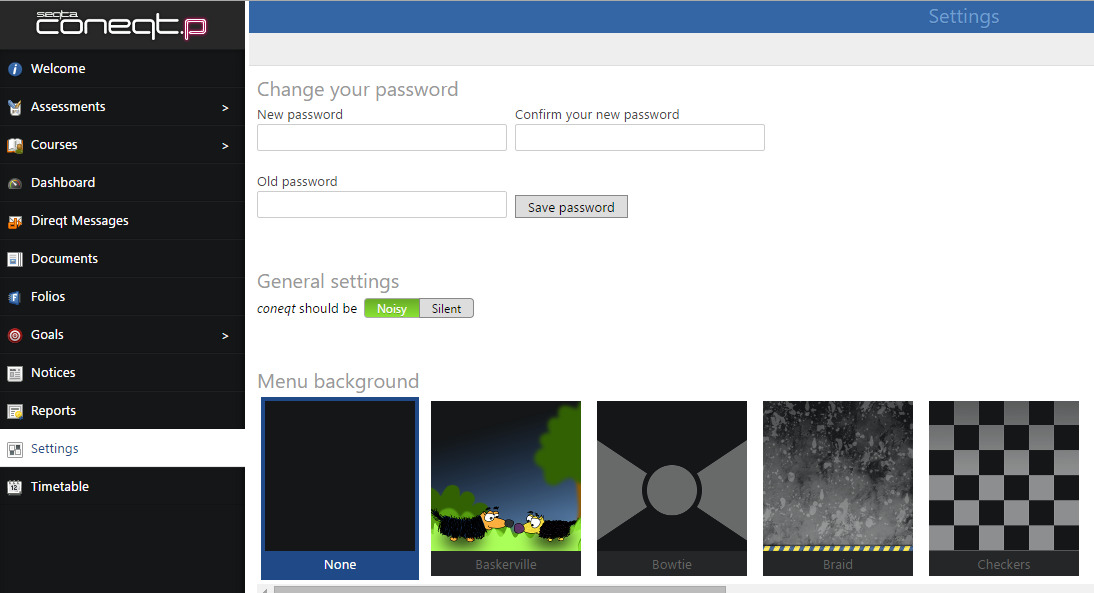
If your child leaves the College (including completion of Year 12), you will lose access to Coneqt for that child. It is important that you download and save/print copies of all reports for future reference.

This is your responsibility as this information is difficult to retrieve once the enrolment period is over.

# 10. Settings

Settings is where you can change your login password and alter the background colour. You can also turn off audio alerts when a new message is received.

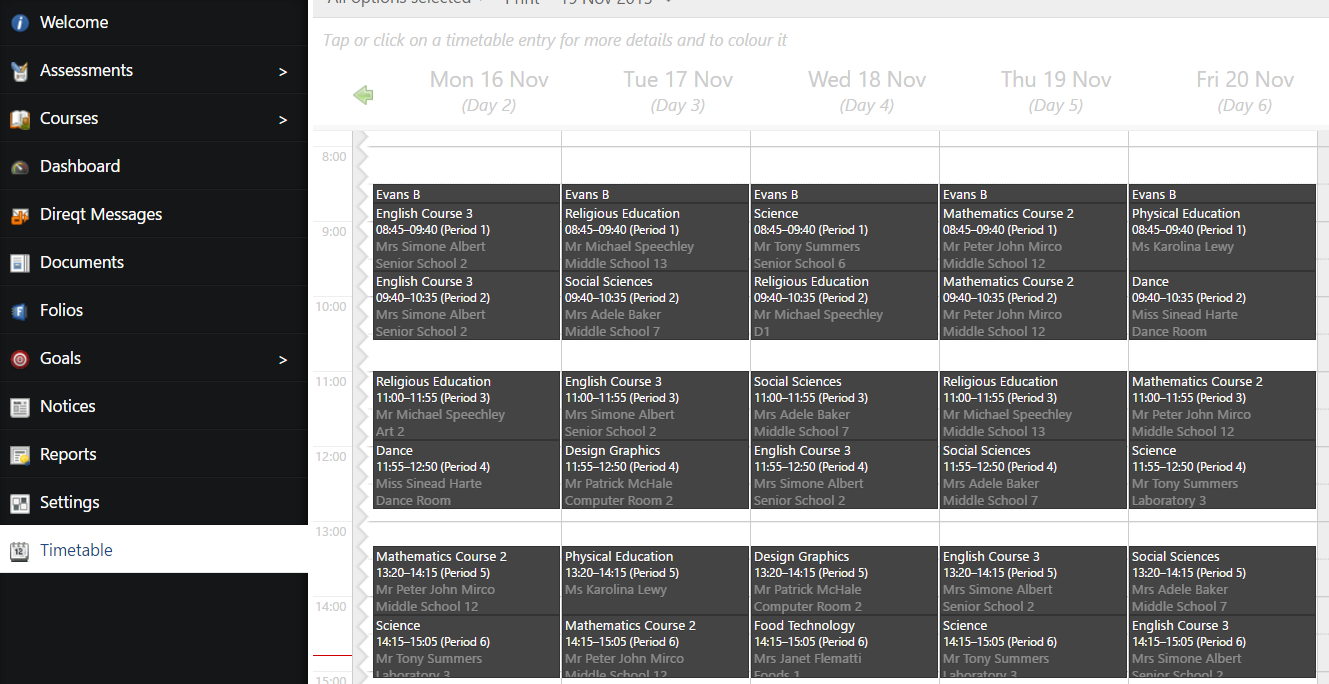
*Please make sure the password you choose for Coneqt is not a password used for anything secure, as it can be read in plain text by our administration staff should they ever need to reset your account.*



# 11. Timetable

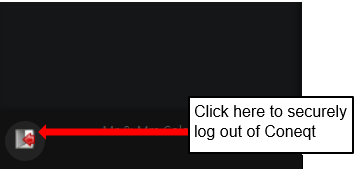
The Timetable tab allows you to view a full-colour school timetable for your child. Irene McCormack Catholic College operates on a 5-day timetable (classes are the same each weekday). If you have more than one child enrolled at the College, you will need to select the appropriate child’s name before their timetable appears.

The Timetable view will also tell you the lesson times and your child’s teacher for each subject. If a timetable entry is clicked, more details are available, along with the ability to colour the timetable, send a Direqt Message to the class teacher and view the attendance of the child.



# 12. Logging Out

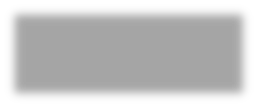
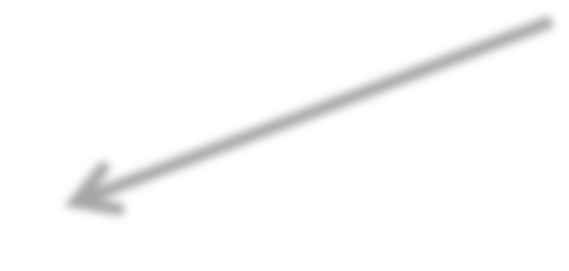
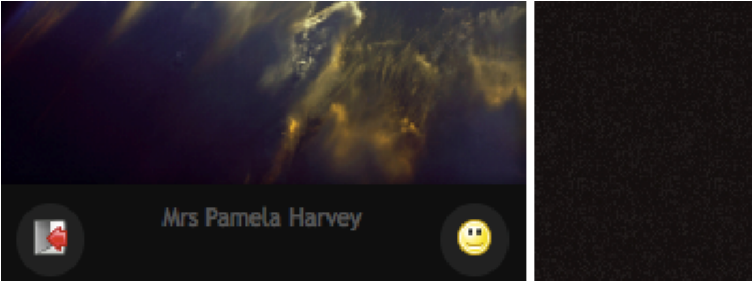
Log out of Coneqt securely by choosing the **Exit** button in the bottom left corner.



# 13. Troubleshooting

Many parent queries regarding Coneqt are to do with missing passwords. **We can look up your password for you**, but please keep it in a safe place.

The feedback button goes directly to SEQTA (the software company) andnot Irene McCormack Catholic College.If your request or feedback concerns your child please report it to the Irene McCormack Catholic College Administration.



If Coneqt won’t accept your password, try deleting your history and/or cookies in your Internet browser and trying again.

# List of Supported Browsers

Firefox v. 29

Internet Explorer 9, 10 and 11

Safari on iOS (iPad)

Chrome for Mac, Windows iOS, Android

As a website, Coneqt is accessible anywhere there is an Internet connection. It is particularly handy for students who need to catch up on missed work. As always, this is the child’s responsibility, but knowing what’s coming up is certainly a big help.

For further information or assistance, please contact the IT department at support@imcc.wa.edu.au