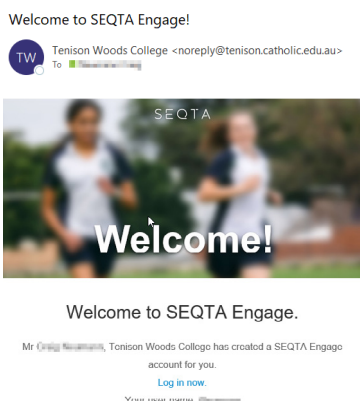


## 1. WELCOME EMAIL

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



## 2. ACCESSING SEQTA ENGAGE - CONNECTING FROM YOUR PC OR BROWSER ON DEVICE

You can connect to SEQTA Engage on your PC or from a web browser directly from the individualised email you have received from the College.

Clicking on the blue highlighted Log in now will take you to the Log in screen shown below. At this point you can create your own unique Username and Password. If your screen shows blank once pressing Set up your account now please copy and paste the link into Chrome



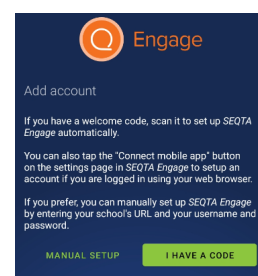
PLEASE NOTE: our personalised email is a onetime email to all parents/caregivers. You will only have one week to complete this process. The College will send reminders to all parents/caregivers prior to this closure date. Having set your username and password you will be taken to the welcome page of SEQTA Engage.

A link to the Tenison Woods College SEQTA Engage Log In is available on the College website:

<https://tenison.catholic.edu.au> or can be accessed directly via <https://engage.tenison.catholic.edu.au>

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

Before you can access SEQTA Engage through a mobile app you need to have already set up your SEQTA Engage account. Simply download the app from the appropriate store on your device - Apple Store or Google Play - and log in directly to SEQTA Engage. Tap next until the screen shown right appears.



Choose the 'I have a code' option, enter your username and password. It may bypass this step and log you straight in.

To manually set up, choose the 'Manual Setup' option.

Enter in the TWC SEQTA Engage address:

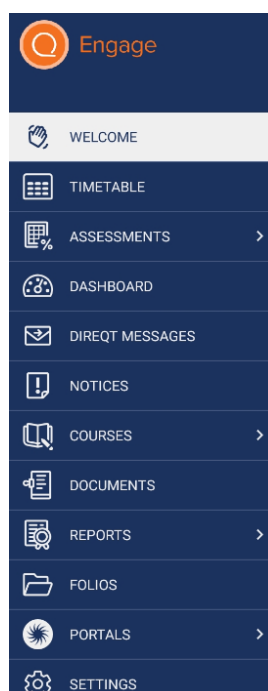
[engage.tenison.catholic.edu.au](https://engage.tenison.catholic.edu.au) and then enter your log in details.

## 4. TROUBLESHOOTING

If you experience any difficulties accessing SEQTA Engage or have any questions, please email the College at:

[connect@tenison.catholic.edu.au](mailto:connect@tenison.catholic.edu.au)

## 5. QUICK NAVIGATION OVERVIEW



**Timetable:** The ability to see timetables for each child. You can customise the appearance and keep track of when particular lessons occur.

**Assessments:** Probably the most important part of our system This is where upcoming assessment details can be found. It will also show students (and you) live grades for each subject.

**Direqt Messages:** Message your child/ren's teachers

**Notices:** These are notices for students across the College.

**Courses:** An overview of each course that your child is enrolled in. Teachers will display semester overviews here, as well as lesson plans.

**Reports:** PDF copies of future reports are here. All academic reports will also be generated and placed here. Please note, we will not be sending home hard copy reports unless requested.

**Portals:** Important information on BYOD Setup, Newsroom, Policies and the College's Portal@TWC links