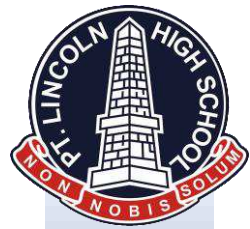


SEQTA Parent Portal PLHS 2016



HOW TO ACCESS AND USE THE PORT LINCOLN HIGH SCHOOL PARENT PORTAL (SEQTA.ENGAGE)

Step 1: Open browser

In your web browser type the following into your address bar: <http://www.plhs.sa.edu.au>, then click Engage (top right side) You will then see a similar login screen to below.

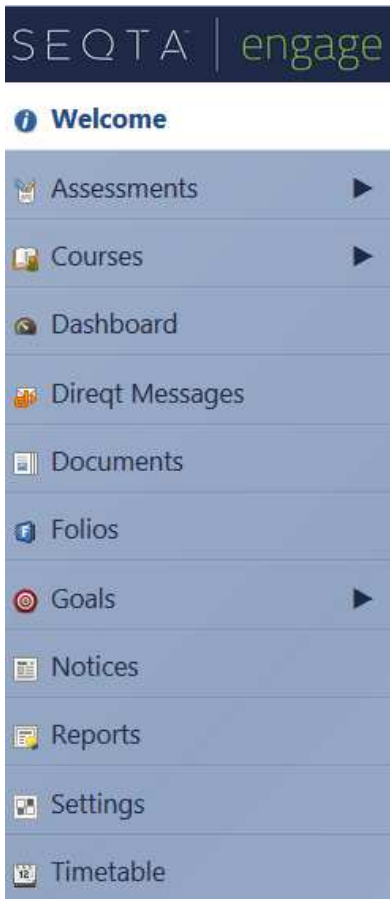
User name
Password
Log in
[Forgot your password?](#)



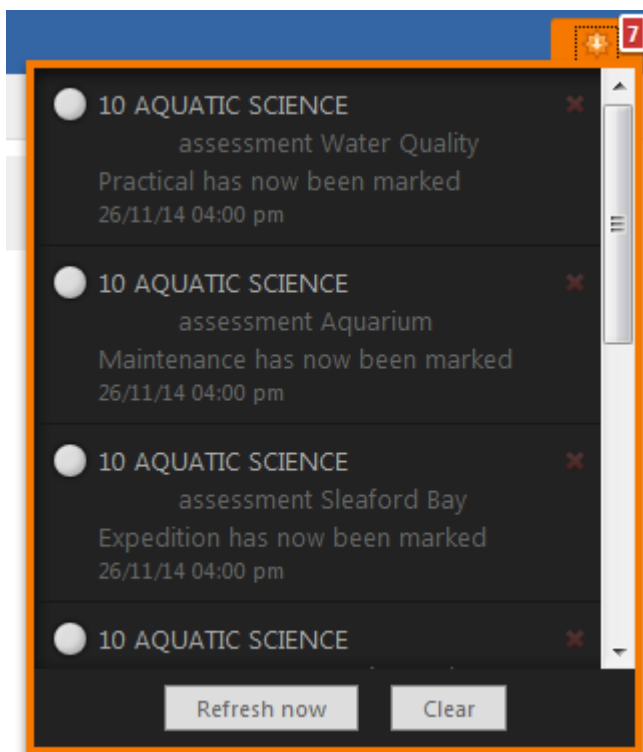
Once logged in you will see the following home page

Username: your email address
Password: will be emailed out
This can be changed

Following page has a breakdown of each option display above



Assessments	View any assignment's that have been marked by the teacher
Courses	View teachers plan for each lesson / term
Direct Messages	Messages from Students / Teachers
Documents	
Folios	
Goals	View student goals
Notices	Any notes or news from PLHS
Reports	View end of Term / Semester Report Cards
Settings	Change access password
Timetable	View student timetable information

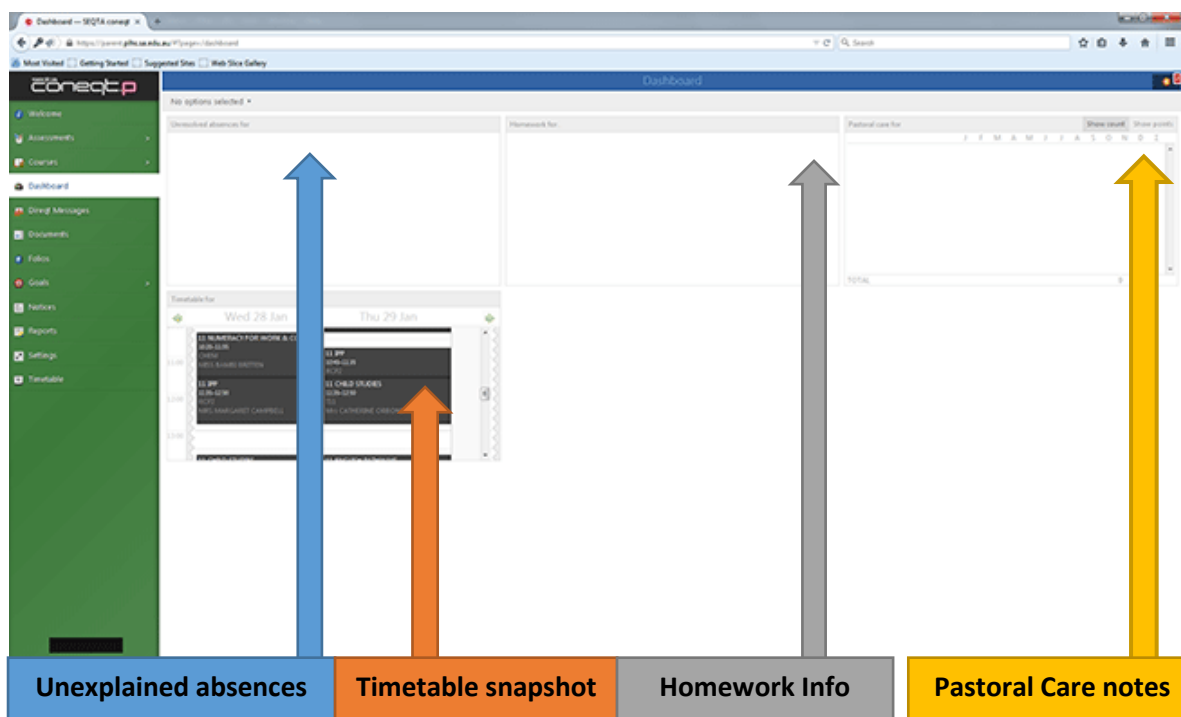


Located top right

The notification bar informs you of any updates to the students file, and shows you if any new Direct Messages have been received

Step 2: Dashboard

This page is the breakdown of unexplained absences, home work, time table snapshot, and any pastoral care notes from Teachers and School Staff.





Step 3: Timetable

View student's full timetable. Hint: you can click on each subject for more information

MISS BAMBI BRITTEN	MR CHRIS MCGOWN		MS SUE-ELLEN	Mrs CATHERINE
11 ENGLISH PATHWAYS 10:45-11:35 MRS JOANNA TIFFEN	11 CHILD STUDIES 10:45-11:35 Mrs CATHERINE	11 NUMERACY FOR WORK... 10:20-11:35 MISS BAMBI BRITTEN CHEM	11 IPP 10:45-11:35 MRS MARGARET	11 AQUACULTURE A 10:45-11:35 MR CHRIS MCGOWN
11 AQUACULTURE A 11:35-12:50 MR CHRIS MCGOWN AQUA	11 DANCE A 11:35-12:50 MS SUE-ELLEN SHEPHERDSON RDNC	11 IPP 11:35-12:50 MRS MARGARET CAMPBELL RCP2	11 CHILD STUDIES 11:35-12:50 Mrs CATHERINE ORBONS TI 1	11 ENGLISH PATHWAYS 11:35-12:50 MRS JOANNA TIFFEN R34
11 DANCE A 13:40-14:30 MS SUE-ELLEN	11 IPP 13:40-14:30 MRS MARGARET	11 CHILD STUDIES 13:40-14:30 Mrs CATHERINE	11 ENGLISH PATHWAYS 13:40-14:30 MRS JOANNA TIFFEN	11 NUMERACY FOR WORK... 13:40-14:30 MISS BAMBI BRITTEN
11 IPP 14:30-15:20 MRS MARGARET	11 NUMERACY FOR WORK... 14:30-15:20 MISS BAMBI BRITTEN	11 ENGLISH PATHWAYS 14:30-15:20 MRS JOANNA TIFFEN	11 AQUACULTURE 14:30-15:20 MR CHRIS MCGOWN	

11 NUMERACY FOR WORK & COMMUNITY LIFE A

13:40-14:30
L5
CHEM
MISS BAMBI BRITTEN



Use this button to contact the teacher direct using the Direct Message system

Use this button to colour code each subject to make it easier to find a subject

4. Conclusion

This document has been made as a quick guide on how to use SEQTA.Engage Parent portal for the Port Lincoln High School. We also have an Introduction video on our website, this video will go into more detail on each section.

- Please make sure your email contact information is correct with the School
- For any password related issues please contact the school and we can reset it for you

Updated May 2016