



St Robert's
Newtown

Community Portal

Logging in for first time

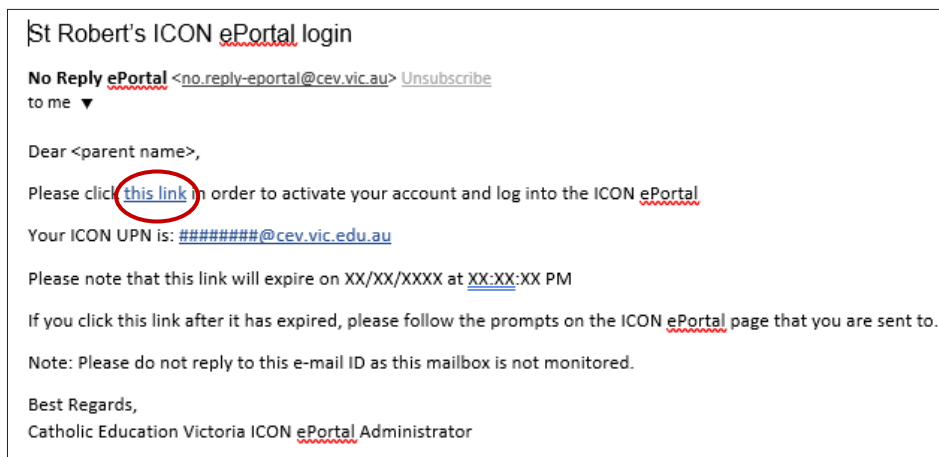
ICON recommends that families use a laptop or desktop computer when undertaking activation and set up of account due to the nature of the tasks required it is a more user- friendly option.

Please note: Parents who do not have an email registered with St Robert's or have a 'y7' or 'yahoo' email address will be provided login details by St Robert's and will need to follow the instructions for **Option 2.**

Option 1:

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

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



Step 2: Create and confirm your own password

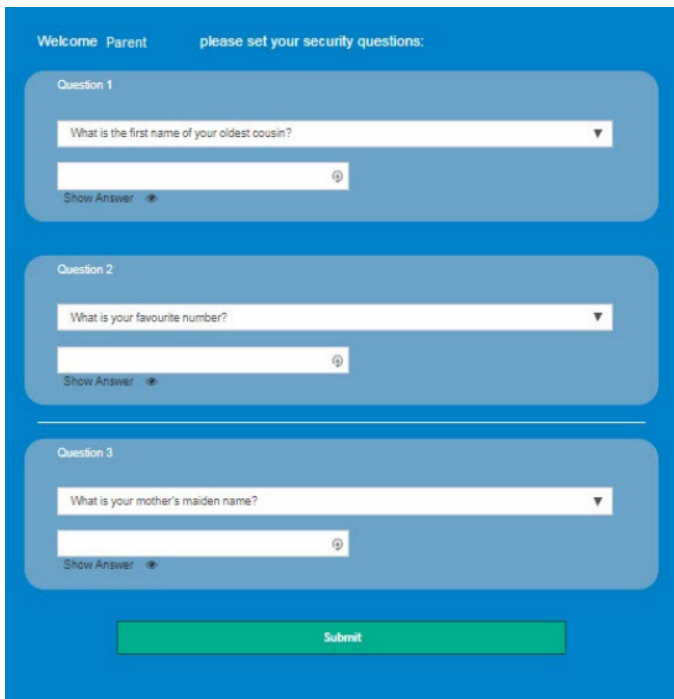
Follow the instructions on the right-hand side of the screen to create the relevant complexity of your new password. As your password meets the requirements of the password complexity you will see red crosses change to green ticks.



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

Step 3: Set up your Security Questions

The following **Security Questions** screen appears:

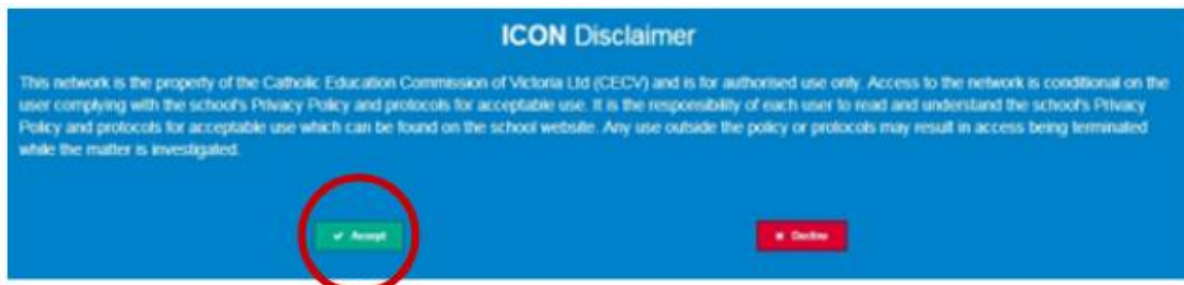


In each of the question fields (1, 2 and 3), select a question from the drop-down list and then enter the **Answer** field below it. The answer entries are not case-sensitive.

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

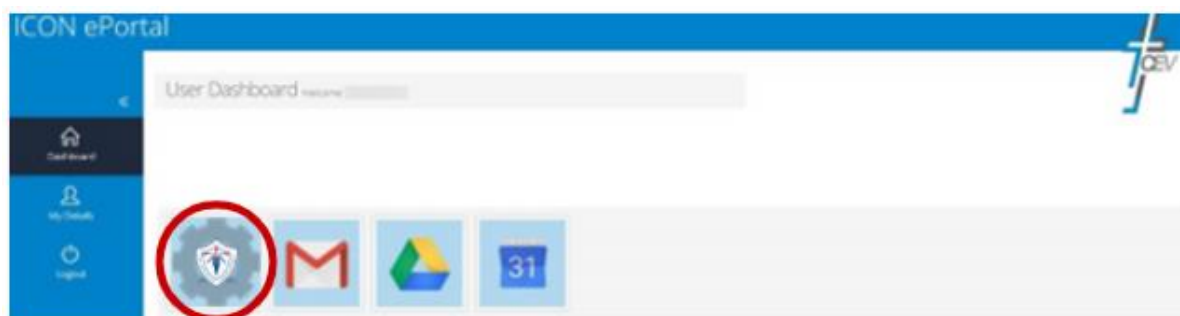
Step 4: The following Disclaimer appears on the screen once you have been successful.

Click the **Accept** button.



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.

How do I access the St Robert's Community Portal in the Future?

For steps on how to access the Portal in the future please go to page 7 for instructions. You will need your username (which was provided in your account activation email) and your password which you created in account activation process above.

Option 2:

Step 1: Parents who do not have an email registered with St Robert's or have a 'y7' or 'yahoo' email address **will receive login details via email** from St Robert's. This includes the ePortal address, username and a temporary password.

portalsupport@srnewtown.catholic.edu.au

Subject: ePortal log in details

Dear <parent name>,

Please click [this link](#) in order to activate your account and log into the St Robert's Community Portal.

Your Username is: [#####@cev.vic.edu.au](#)

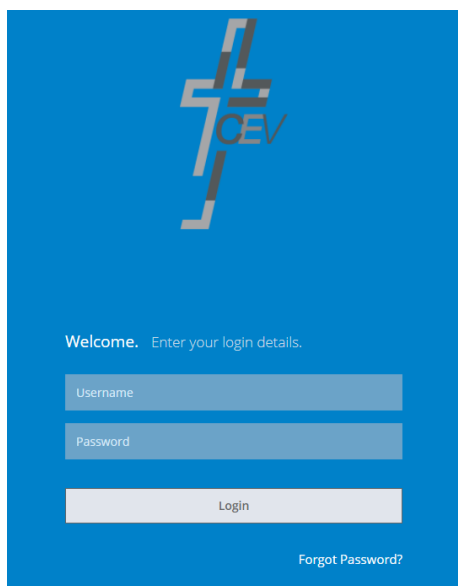
Your Temporary Password is: #####

If you click this link and it has expired, please reply to this email requesting a new temporary password.

Best Regards,
St Robert's Community Portal Support

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

Enter your **username** and **temporary password**. Click the **Login** button.



Welcome. Enter your login details.

Username

Password

Login

[Forgot Password?](#)

To log in for the first time you will need to **change your temporary password**.

Step 2: Create and confirm your own password

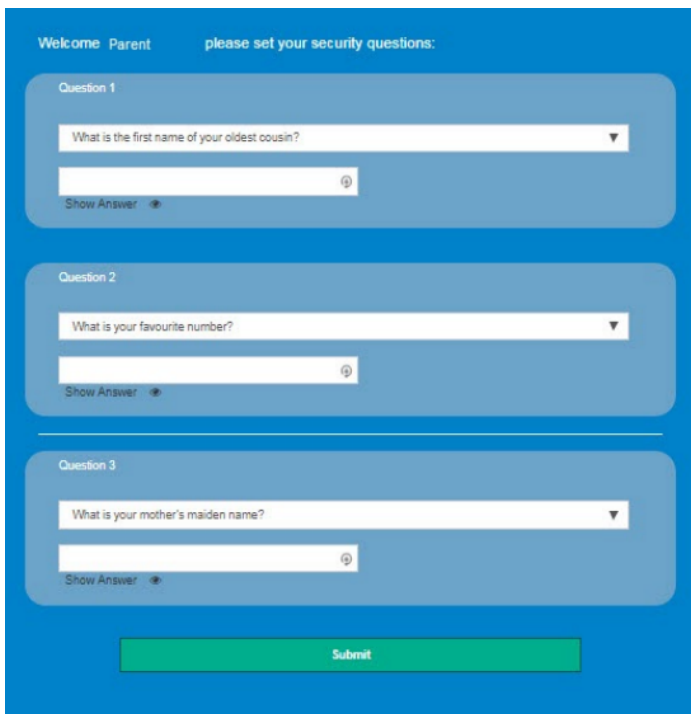
Follow the instructions on the right-hand side of the screen to create the relevant complexity of your new password. As your password meets the requirements of the password complexity you will see red crosses change to green ticks.



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

Step 3: Set up your Security Questions

The following **Security Questions** screen appears:



In each of the question fields (1, 2 and 3), select a question from the drop-down list and then enter the **Answer** field below it. The answer entries are not case-sensitive.

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

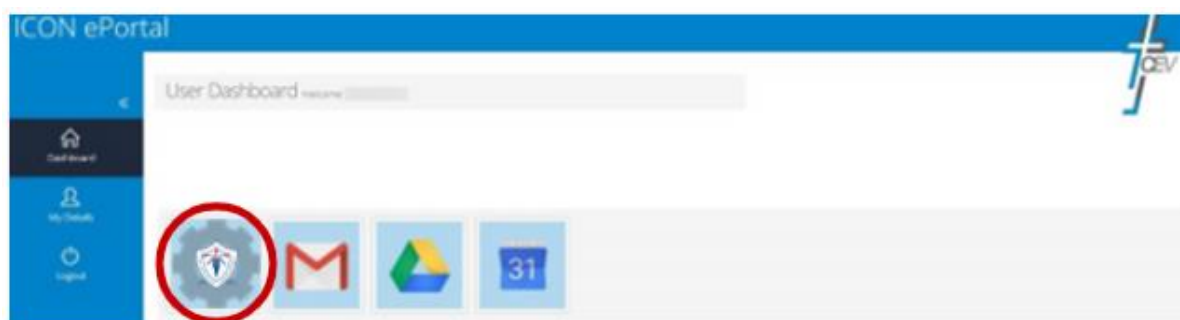
Step 4: The following Disclaimer appears on the screen once you have been successful.

Click the **Accept** button.



Step 5: You will then see the ICON ePortal User Dashboard.

Click on the **School Logo** to open the Community Portal.



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

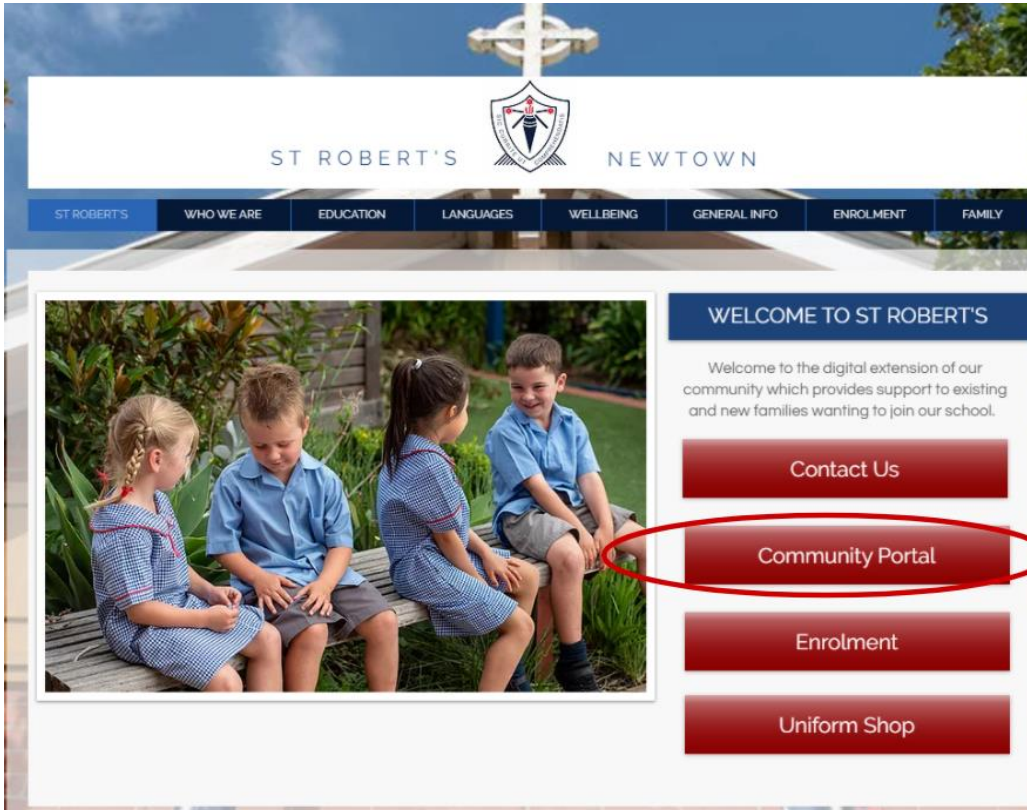
How do I access the St Robert's Community Portal in the Future?

For steps on how to access the Portal in the future please go to page 7 for instructions. You will need your username (which was provided in your account activation email) and your password which you created in account activation process above.

To Access the St Robert's Community Portal

Go to our school website: <https://www.srnewtown.catholic.edu.au/>

Click the **Community Portal** button on the **St Robert's** home page.



Enter your username (which was provided in your account activation email) and your password which you created in account activation process. Click the **Login** button.

A screenshot of the St Robert's ICON ePortal login page. The page has a blue background with a large white cross logo containing the letters 'CEV'. Below the logo, it says 'Welcome. Enter your login details.' There are three input fields: 'Username', 'Password', and a 'Login' button. A 'Forgot Password?' link is located at the bottom right.