OVERVIEW

This document is for parents who have already verified their details and are able log in to the ICON ePortal. The following information is provided as the new upgrade of the ICON ePortal has a new look and feel.

PART A: Logging in

PART B: My Details

PART C: Update Password

PART D: Forgot Password

BEFORE YOU BEGIN

- The new address / URL for the ICON ePortal is now https://icon.cev.vic.edu.au/

PART A: Logging in

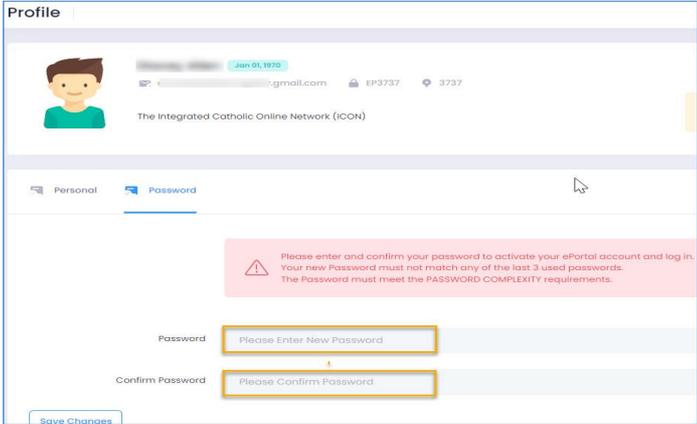| Steps	Details
1. Using your browser, log in and bookmark https://icon.cev.vic.edu.au/ i. Login with your email that is already registered with your child's school. ii. Enter your password that you used in the previous eportal.	
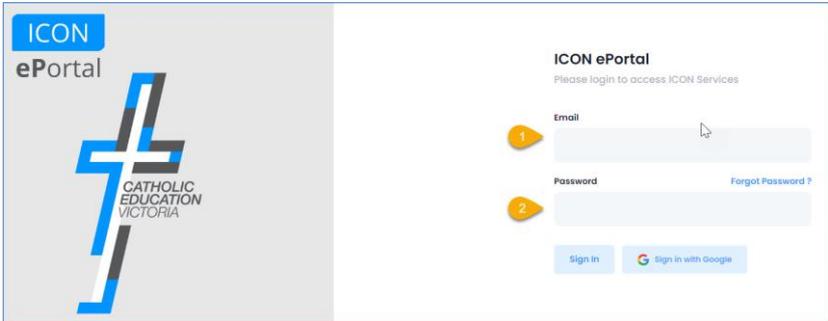
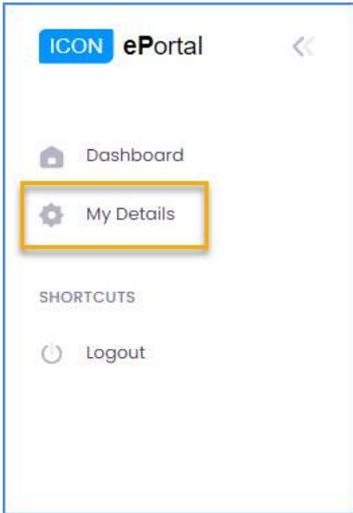| Steps	Details
2. The Dashboard for a parent will have the school's name and a tile called Community Portal. Click on the Community Portal tile to update information, pay fees or access student reports.	
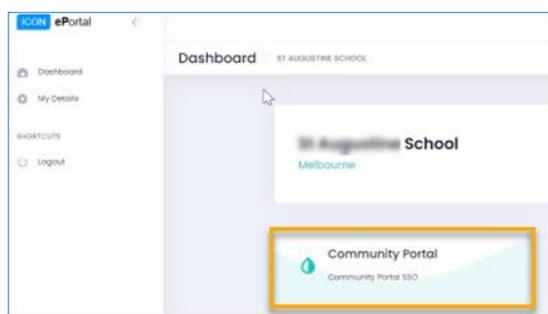
PART B: My Details

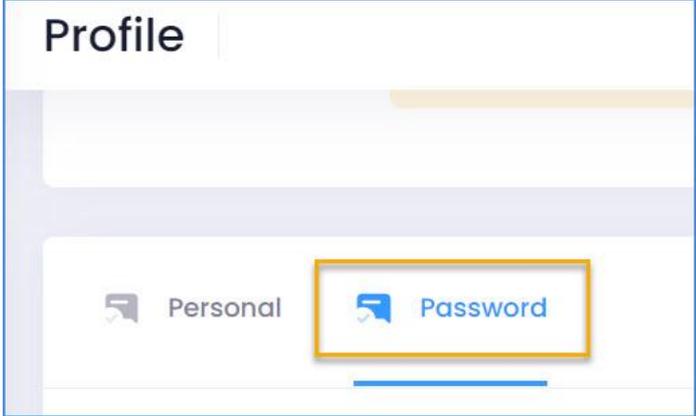My Details contains a section with personal information and a section to change your password

Steps	Details
1. Your personal details can be found in **My Details** on the top left-hand side of the vertical navigation under Dashboard	
2. After clicking on my details. The first tab that opens is **'Personal'** which displays information including Name, Email, Gender, Date of Birth and when the you last changed your password. **NOTE:** You cannot change any details in the ePortal. To change details e.g., email, contact the school's **Administration Staff** to update your details in ICON. Once the new details (email address) are in the system it will flow through to the ePortal	

	where it can be viewed in My Details.	
3.	The second tab is called **'Password'** This is where parents can update their password in line with the password rules. (Refer to Part C).	

PART C: Change your password

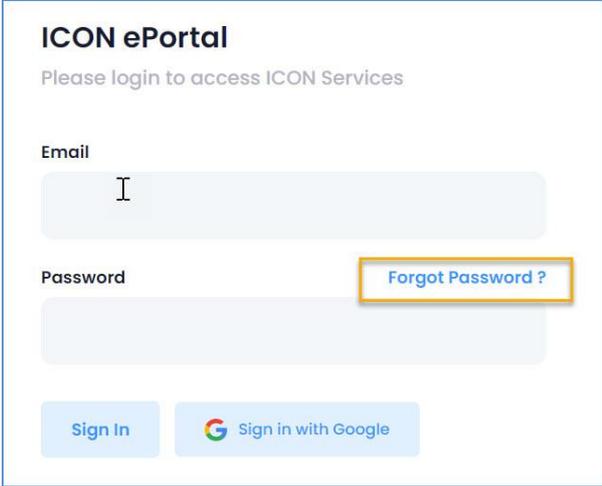All parents can change their password in the ICON ePortal. This is done in the My Details section of the ePortal.

Steps	Details
1. From the ICON ePortal landing page click 'My Details'	

2. Click the Password tab	**Profile** 🔲 Personal 🔲 **Password**
3. Note: Before you change your password, please read the password complexity rules	⚠️ Please enter and confirm your password to activate your ePortal account and log in. Your new Password must not match any of the last 3 used passwords. The Password must meet the PASSWORD COMPLEXITY requirements.

4. Change your password
   i. Enter new password
   ii. enter new password again to confirm
   iii. *Save* changes
	`
	① Password — Please Enter New Password
	② Confirm Password — Please Confirm Password
	③ Save Changes
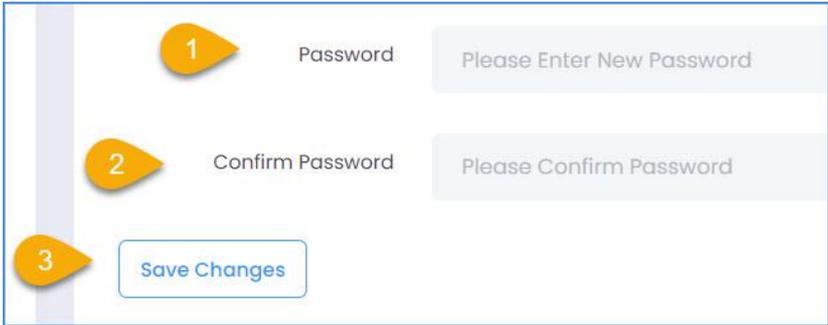
5. When creating a new password, follow the creation of password rules. All fields must turn **green** by the time you have finished entering your new password**.**	al ❌ Password must be over 6 characters ❌ Password must contain a number ❌ Password must contain an uppercase letter ❌ Password must contain a lowercase letter ✔️ Password must not contain First Name. ✔️ Password must not contain Last Name. ✔️ Password must not contain UPN.
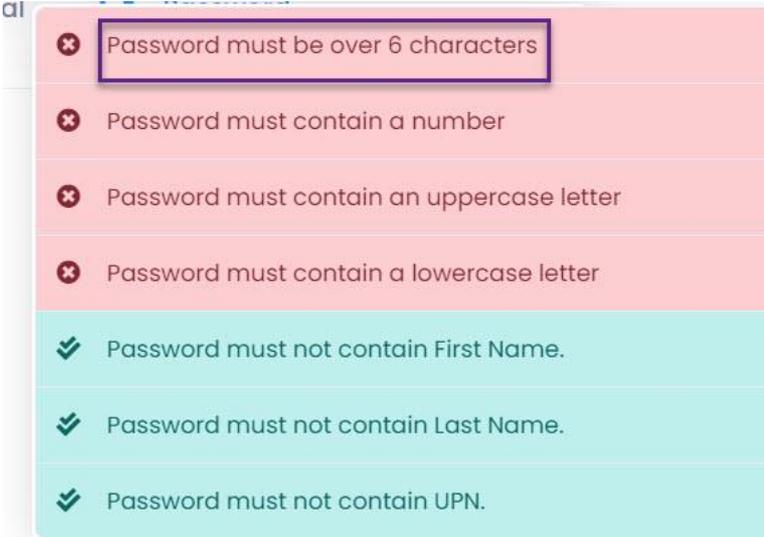
PART E: Forgot your Password

All parents can reset their password if it is forgotten. There are two ways to reset your password:

- Reset your password yourself
- Contact your school ePortal Administrator and ask them to reset it.

Steps	Details
1. To reset your own password, **click** 'Forgot Password'	
2. **To reset your password** i. Enter your *email address* you use for logging into the ePortal. ii. Click *submit*	
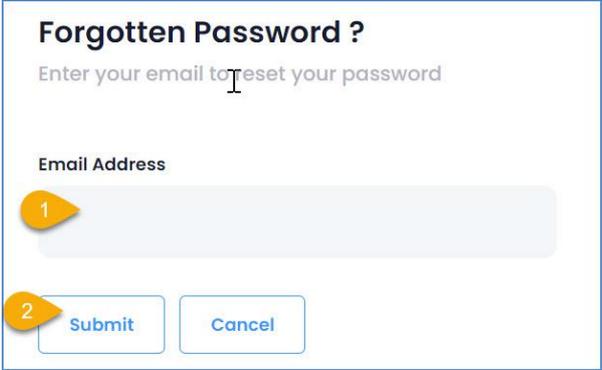
3. You will then receive an email including a link to reset your password in the form of a blue button that reads 'CLICK HERE'

ICON
ePortal
Password Reset
By ICON ePortal Admin

Dear ▮▮▮▮▮

We cannot simply send you your old password. A unique link to reset your password has been generated for you. To reset your password, click link below and follow the instructions.
Please click on the link below to validate your information:

CLICK HERE
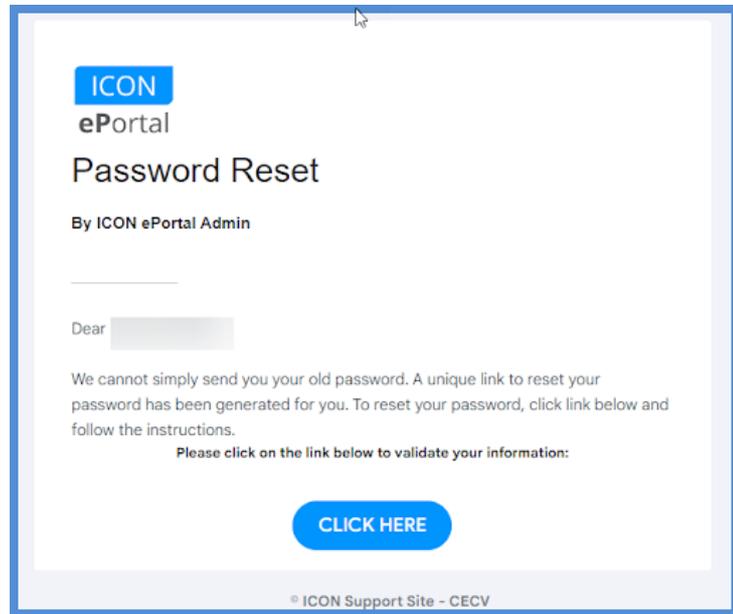
© ICON Support Site - CECV |
| 4. This will take you back to a password reset page. Where you will be able to change your password by entering a new password and confirming the new password. |

Profile

[avatar] ▮▮▮▮ Jan 01, 1970
✉ ▮▮▮▮.gmail.com 🔒 EP3737 📍 3737

The Integrated Catholic Online Network (ICON)

Personal   **Password**

⚠ Please enter and confirm your password to activate your ePortal account and log in. Your new Password must not match any of the last 3 used passwords. The Password must meet the PASSWORD COMPLEXITY requirements.

Password   [Please Enter New Password]

Confirm Password [Please Confirm Password]

Save Changes |