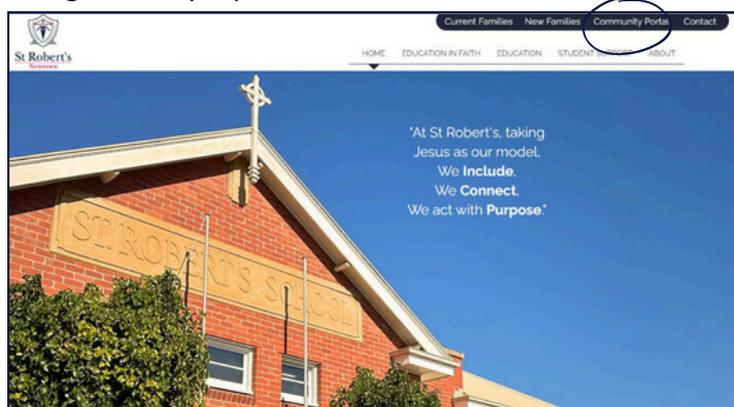
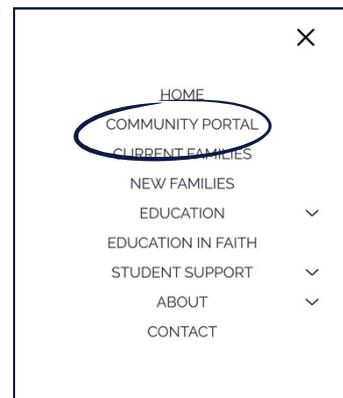


Step 1: Click on the 'Community Portal' tab

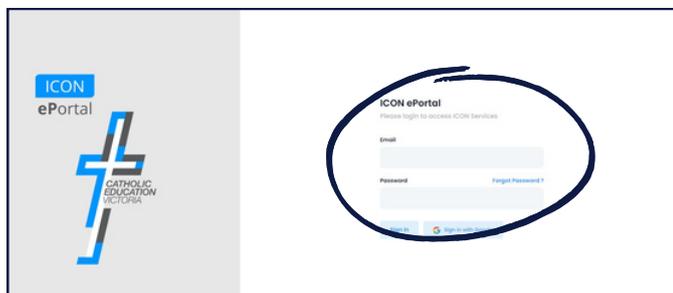
Using on desktop



Using on mobile



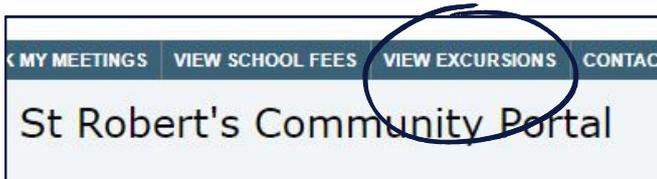
OR
from
the
menu



Step 2: Sign in to the Community Portal using your login details. Your username is the email address provided to the School. Please click 'forgot password' if you do not remember.



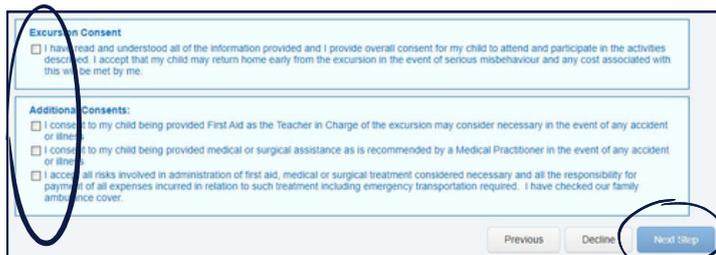
Step 3: Once logged in, the dashboard has loaded, click on the 'Community Portal' tab.



Step 4: 'Welcome to the St Robert's Community Portal' home page will be displayed. To view all upcoming Excursions for your child, click the 'View Excursions' tab.

Excursion	Date	RSVP	Consent	Payment Received	
St Robert's Feast Day	07/06/2024	07/06/2024	✘	N/A	Open

Step 5: Select which child you would like to provide consent for from the tab and click on 'OPEN'.



Step 6: Once you have read all of the Excursion details, tick the consent boxes and click on the next tab to submit.

FINISHED

Your consent form has now been completed.

*** IMPORTANT ***

Please ensure your student & family information is up to date in the portal
 For further queries, please email: portalsupport@srnewtown.catholic.edu.au