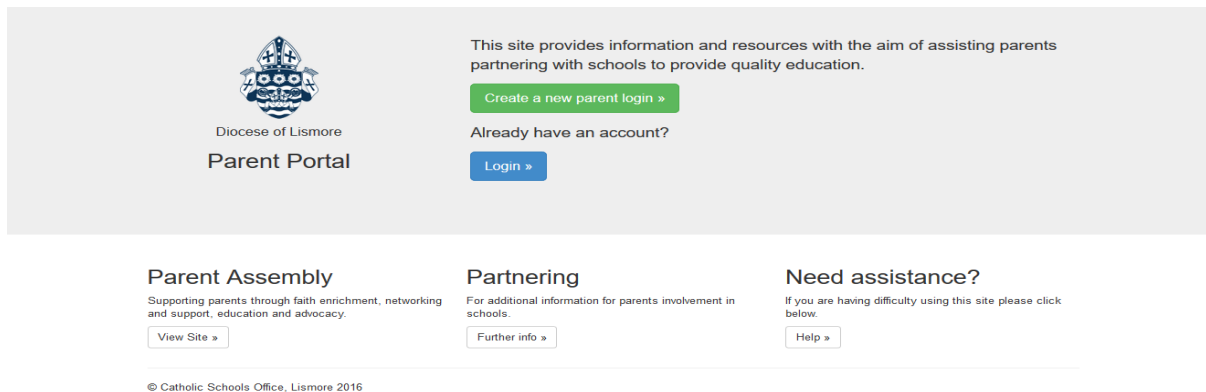
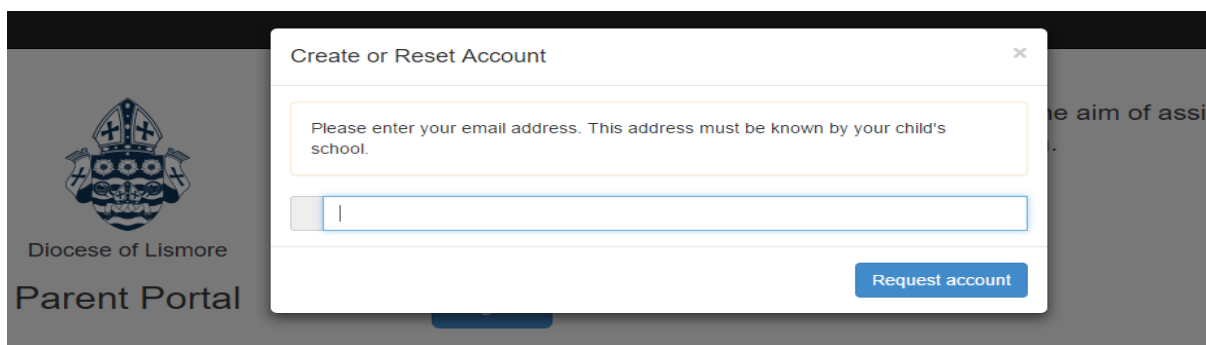


## Parent Portal:

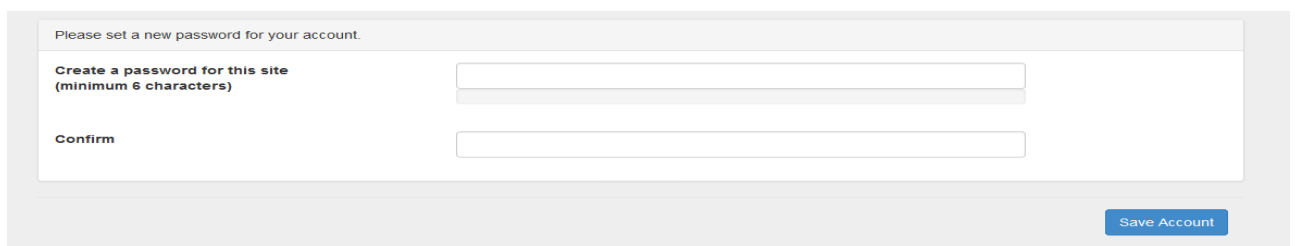
**Step 1.** Create a new parent portal login by navigating to: <http://parent.lism.catholic.edu.au> and selecting the green button. Create a new parent login.



**Step 2:** Use an email account known to the school to create or reset your account.

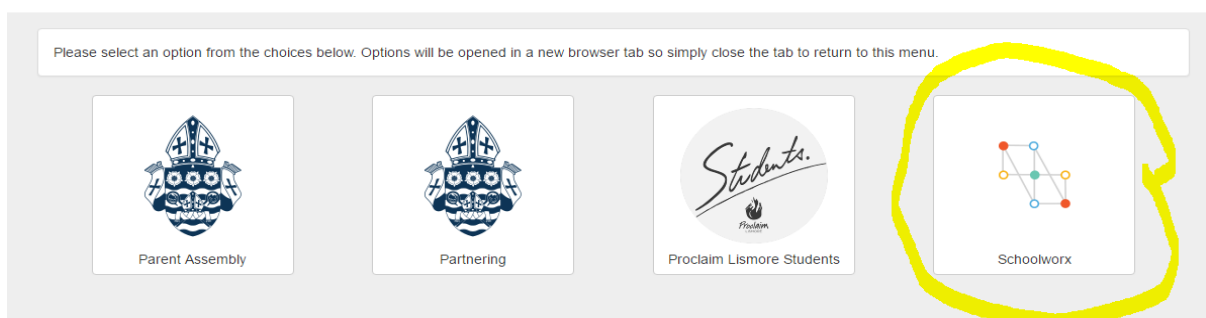


**Step 3:** Request the account (blue button) then check your email account for a reply and set a new password for the account.



**Step 4:** Confirm the password and save the account.

**Step 5:** Log in to the Parent Portal again and select Schoolworx from the options displayed



OR

**Step 5** (alternate) Log in to the Schoolworx parent portal directly  
<http://schoolworx.lism.catholic.edu.au/parentportal>

**Step 6:** Once logged in amend any contact details that are out of date or incorrect

**Additional Details Required**  
Complete all fields below.

Email :

Person :  Mr  Ms  Other

Title :

GivenName :

FamilyName :

Mobile :

HomeTelephone :

**Step 7:** Select Submit and continue to the next screen.

**SCHOOLWORX: Managing Learners**

Logout ▶ Parent Portal ▶ Welcome

**Welcome Mr. Bob ZARATE**

**Options**

**Student Profiles Available**

- [Christopher Abdel-Mesih](#) [My Relationship: Parent]
- [Cory Abdel-Mesih](#) [My Relationship: Parent]

**Step 8:** Select your child and continue to the parent portal (sample below)

**Welcome to Billy ZARATE school profile**

Photo not found

View details for Billy:

- Timetable
- Calendar to see what's on
- Classes and Teachers
- Merits and Awards
- Discipline
- Absences from school
- Reports
- Activities for this term
- Naplan Results (Year 7 to 9 only)
- Parent/Teacher Interviews

**Details about the school that Billy is attending**

School : Valley Heights High School, NSW  
Location : Main St, Valley Heights, NSW  
School Email : support@schoolworx.com.au  
Phone : (02) 8893 4100 [+612 8893 4100]  
Fax : (02) 8893 4199 [+612 8893 4199]  
Valley Heights College on the Web : [Website](#)

**School Calendar**  
November 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1 Nov	2	3	4	5	6
	Melbourne Cup Day					

**Step 9:** Select a link on the page. In this example use Parent/Teacher Interviews

**Step 10:** To make a parent interview select the **make/review** bookings link

The screenshot shows the top navigation bar of the SCHOOLWORX system with the title 'SCHOOLWORX : Managing Learners'. Below the navigation bar, the breadcrumb trail reads 'Logout > Parent Portal > Billy ZARATE > Interview Times'. The main heading is 'Parent/Teacher Interview Times for : Billy ZARATE'. A blue link 'Make/Review Bookings' is visible. Below the link, a message states 'No interview bookings have been made.'

**Step 11.** Select the interview day and time from the options available using the drop down.

The screenshot shows the 'Preview Appointments for Parent/Teacher Interviews for : Ez' page. The navigation bar includes 'Logout > Parent Portal > [redacted] > Add Interview Appointments'. A yellow banner states 'Appointment bookings will open on Monday, 28th November 2016 at 7:00pm'. A blue link '[View Interview Appointments]' is present. Below this, the text reads 'Interviews appointments for Parent/Guardian - Date : Monday, 30th January 2017'. A table with two columns, 'Class Details' and 'Interview Appointment Bookings', is shown. The table contains one row with '6D - 6D' in the first column and 'Number of classes: 1' in the second column. The name of the class is redacted.

Note: If the sessions are yet to open or the closing date is reached then you will be prompted. It is not possible to see all the interview time slots available on all days in one view.

**Additional Notes:** Catholic Schools Office staff who are also parents need to use their full username eg [zsmith@lism.catholic.edu.au](mailto:zsmith@lism.catholic.edu.au) and are advised to also use an incognito or private browsing window to access the parent portal as a parent. The browser cache may also need to be cleared.

**Step 12:** Log out when done.