Parent Portal:

**Step 1.** Create a new parent portal login by navigating to: [http://parent.lism.catholic.edu.au](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**Step 6:** Once logged in amend any contact details that are out of date or incorrect

![Image of Schoolworx parent portal](image)

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

![Image of Schoolworx student profiles](image)

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

![Image of Schoolworx parent portal](image)

**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.

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

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 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.