Parent Portal & ACT Digital Account ID Requirements

Dear Families,

In Term 2, Evelyn Scott School will be introducing Parent Portal - a new, secure online platform used to share student information between you, your child's teachers, and our school.

Using the Parent Portal on your mobile phone, tablet or computer, you will be able to:

- notify us if your child is sick or explain an absence
- book parent-teacher interviews
- receive academic reports
- receive our school newsletter
- receive messages from your child's teachers
- make payments
- access the school calendar and your child's student timetable.

Before you can access Parent Portal, you will need to create or have access to an **ACT Government Digital Account** and complete the level 2 identity verification process.

The mobile number, first and last names for your Digital Account must be an exact match for those the school uses to contact you. If you already have a Digital Account in which any of these are different from what's on the school's records, you can:

- contact the school to have your mobile number in the school records changed, so you can use your existing Digital Account (recommended), or
- make a new Digital Account just for use with Parent Portal.

You can sign up now for your ACT Government Digital Account and complete the Identity Verification process at any time to get ready for our launch of parent Portal in early Term 2.

To complete the Identity Verification process for your Digital Account, you must provide the details of **one primary** AND **one secondary Australian identity document** (e.g. Drivers Licence number, Medicare Number). These identity document details will be verified against your account name and Date of Birth, using the Australian Government Document Verification Service (DVS).

Primary identification documents

- Australian Birth Certificate
- Australian Citizenship Certificate
- Record of Australian Immigration Status (ImmiCard)
- Australian Visa
- Australian Driver Licence
- Australian Change of Name Certificate
- Australian Marriage Certificate
- Australian Passport (current or expired up to 2 years)

Secondary identification documents

- Current Australian Medicare Card
- Australian Passport (if it is not used as the primary document)
- Centrelink Concession Card
- Australian Driver Licence (if it is not used as the primary document)

Both primary and secondary identity documents must be in the same name. Details of these identity documents will be verified, using the Australian Government Document Verification Service (DVS) to confirm your first name, last name and date of birth.

If any of the documents have a different name or an incorrect date of birth, you will need to contact the issuing authority for the document (e.g., Medicare, Australian Passport Office, etc) to have it reissued with corrected details.

If you are unable to complete the identification process, it means we will not be able to give you access to Parent Portal when it launches. Please be assured that the school will continue to share all information made available in the Parent Portal with you using existing channels.

Prior to the launch of Parent Portal at Evelyn Scott School in Term 2, we will continue to communicate with families regarding instructions to sign up, including registration links and individual access codes. These links and codes are not yet available but will be shared with you soon.

If you have any questions regarding Parent Portal, please contact our school or visit the ACT Education Directorate website via the following link: Parent Portal – Frequently Asked Questions

We look forward to sharing this exciting platform with you over the coming months.

Kind Regards,

Jackie Vaughan

Principal

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