



## Step by step guide for parents

**Login to Connect at  
[connect.det.wa.edu.au](https://connect.det.wa.edu.au)**

Connect is an integrated online environment developed by the Department of Education WA for staff, students and parents in public schools. Your secure login details to Connect include a **P-number** and **Password** and will be **emailed** by your child's school.

# Connect: Login

1

## connect.det.wa.edu.au

Type the **Connect website address** into your browser.

2

## User name and password

Your **user name (P-number)** and **password** will have been emailed to you by your child's school. Type these details into the **text boxes**.

3

## Appropriate Use

Tick the **'I have read ...'** box to agree to use the Department's online services in an appropriate way.

4

## Parent/responsible persons

Click the **Parents/Responsible Persons – Appropriate Use** link to access the specific Terms of Use for Connect.

5

## Forgot Password

Click the **Forgot Your Password** link if you can't remember your login details.

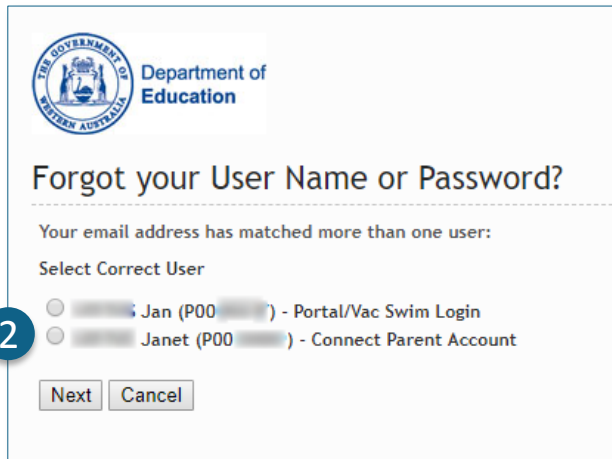
The screenshot shows a web browser window with the URL connect.det.wa.edu.au. The page header includes the Department of Education logo and the text 'Single Sign-On'. The main heading is 'Sign In'. Below this, there is a prompt: 'Enter your Single Sign-On user name and password to sign in'. There are two input fields: 'User Name' with the value 'P0123456' and 'Password' with a masked password. A checkbox is checked with the text 'I have read and understand the Appropriate Use of Online Services information.' Below the checkbox are 'Login' and 'Cancel' buttons. At the bottom, there is a link for 'Forgot Your Password?' and a 'What is this?' link. On the right side, there is a section titled 'Appropriate Use of Online Services' with a warning about the use of departmental services and a link to 'Parents/responsible persons - Appropriate Use'. A 'Copyright Statement' section follows with a warning about copyright. The page also includes a footer with the Department of Education logo and a Creative Commons license.

# Connect: Forgotten user name or password

1

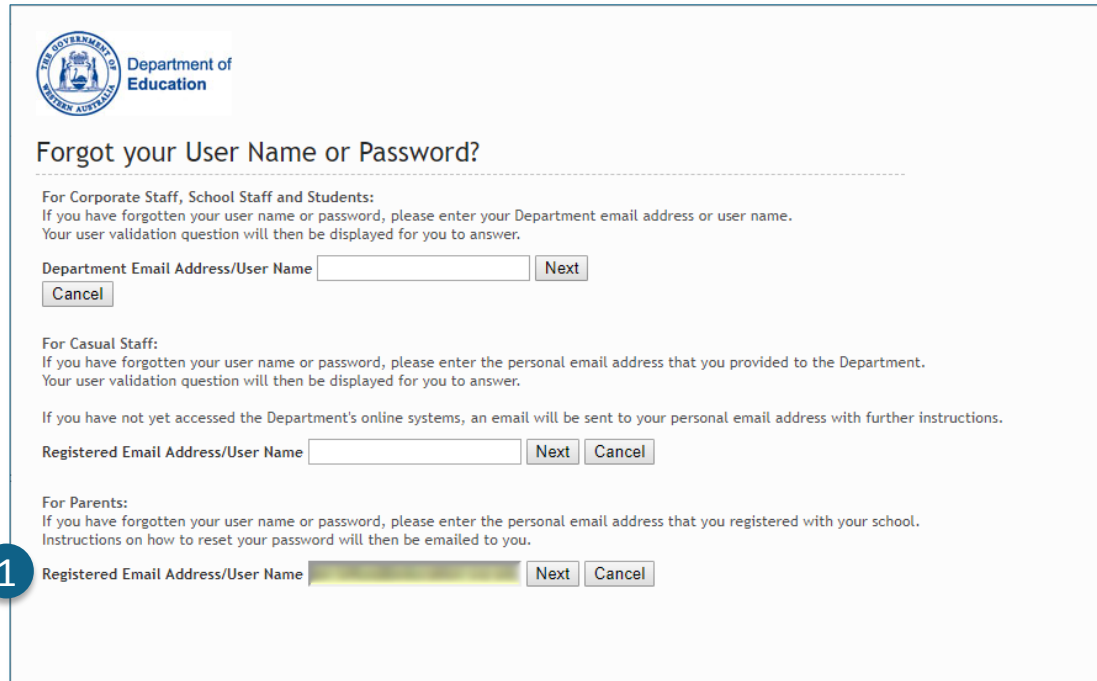
## Registered email address

Type your email address (the one registered at your child's school) and click **Next**.



The screenshot shows the 'Forgot your User Name or Password?' page. It features the Department of Education logo and the title. Below the title, it states 'Your email address has matched more than one user:'. Underneath, it says 'Select Correct User' and lists two options with radio buttons: 'Jan (P00 ) - Portal/Vac Swim Login' and 'Janet (P00 ) - Connect Parent Account'. At the bottom, there are 'Next' and 'Cancel' buttons. A blue circle with the number '2' is overlaid on the left side of the screenshot.

2



The screenshot shows the 'Forgot your User Name or Password?' page. It features the Department of Education logo and the title. Below the title, it says 'For Corporate Staff, School Staff and Students: If you have forgotten your user name or password, please enter your Department email address or user name. Your user validation question will then be displayed for you to answer.' There is an input field for 'Department Email Address/User Name' with 'Next' and 'Cancel' buttons. Below that, it says 'For Casual Staff: If you have forgotten your user name or password, please enter the personal email address that you provided to the Department. Your user validation question will then be displayed for you to answer.' There is an input field for 'Registered Email Address/User Name' with 'Next' and 'Cancel' buttons. Below that, it says 'For Parents: If you have forgotten your user name or password, please enter the personal email address that you registered with your school. Instructions on how to reset your password will then be emailed to you.' There is an input field for 'Registered Email Address/User Name' with 'Next' and 'Cancel' buttons. A blue circle with the number '1' is overlaid on the left side of the screenshot.

1

## User name and password

If you have registered for other Department of Education WA online services (such as VacSwim) in the past you may have more than one P-number. Select the **Connect Parent Account** option and click **Next**.

2

An email will be sent to your nominated email address allowing you to reset your password.

# Connect: Home Page

## Navigation Bar

1

Use the **tabs** across the top to access different parts of Connect. Return to the home page by clicking on the Connect **logo**.

## Logout

2

Click on the **icon at the far right** to securely sign out of Connect.

## All your children's classes

3

See all the Connect Classes for each of your children in the **Classes** box. Click on a **Class name** to go to that class.

## Change Password

4

Click **Change Password** to reset your password and access other profile options.

## School Space

5

Click the **name of the School Space** to see the latest notices and information from the school.

## Next Event

6

See upcoming school and class calendar events and deadlines for all your children.

The screenshot shows the Connect Home Page interface. At the top is a navigation bar with tabs for 'Classes', 'My Children', 'Class Notices', and 'My Connect', and a logo on the far right. Below the navigation bar is a 'Welcome to Connect's New Look' banner with a 'Learn more' button. To the right of the banner are links for 'Change Password', 'Terms of Use', and 'My Spaces'. Under 'My Spaces', two school names are listed: 'Australia Terrace Primary School' and 'Swan Valley Secondary College'. Below this is a 'Next Event' section showing 'Character Expose - Exam Preparation' with a deadline of '3:00 PM Friday, 21 Sep'. Further down is a 'Next Submission' section for a 'Mobile Phone Worksheet' due '3:30 PM Today', marked as 'Overdue'. At the bottom is a 'Connect Help' section with links for 'Student Flyer - Primary' and 'Student Flyer - Secondary'. The main content area is divided into 'Classes' (showing children's names and class names like 'Library', 'Room 14', 'Whole School', 'Year 5/6 Interschool Sport') and 'Latest Information' (showing a 'Last Newsletter for Term 3' notice).

7

## Next Submission

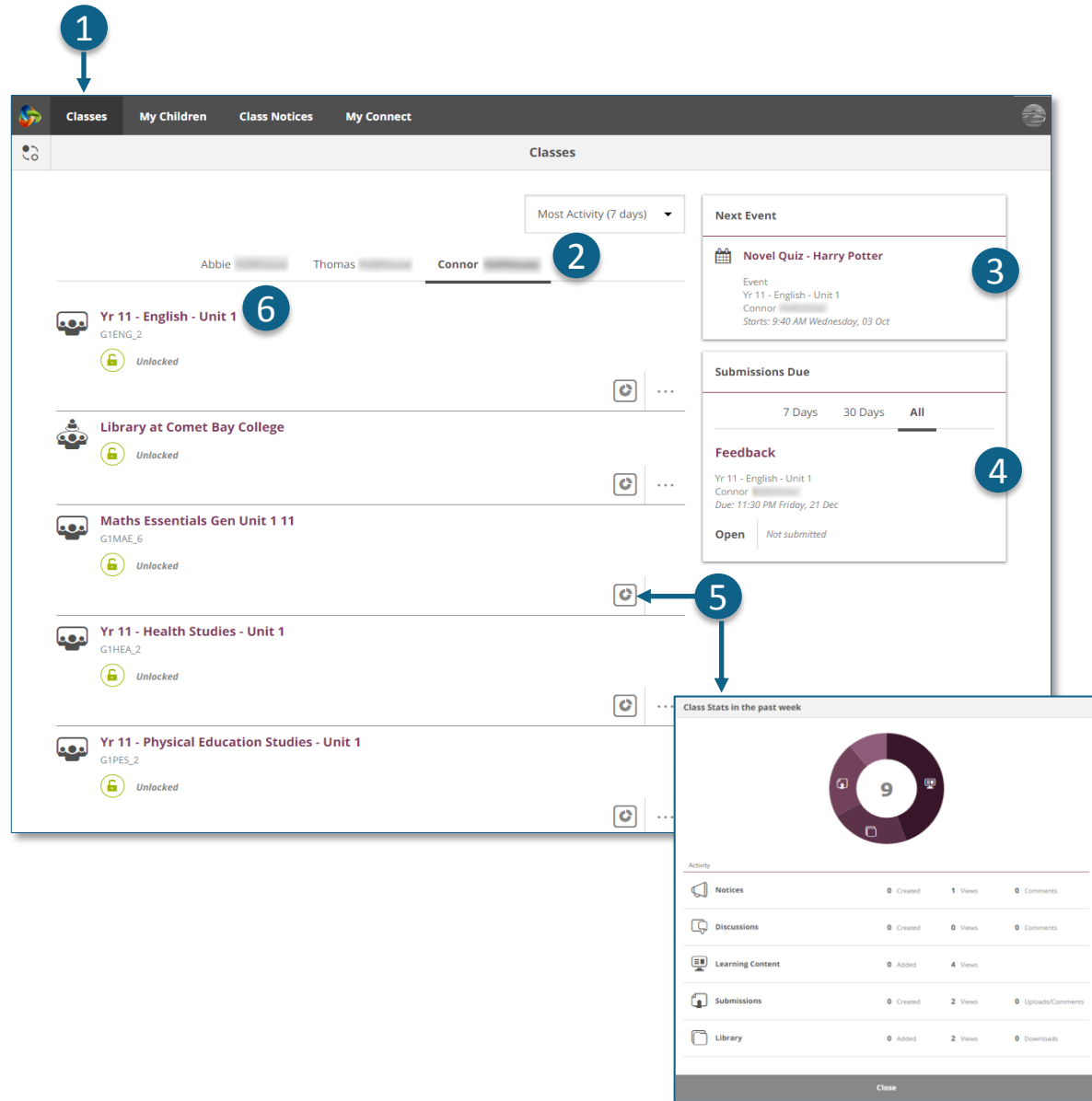
View the next submission due. Click the **More** button to see additional submissions.

8

## Latest Information

See the latest notice from a class or school space.

# Connect: Classes



## Classes

1

Click on the **Classes** tab to access the started Connect classes for your children.

## My Children

2

Click on the **child's name** to see their classes.

## Next event

3

See up to three upcoming events for any of your children from any of their Connect class calendars

## Submissions Due

4

See any assignments due for any of your children from any of their classes.

## Class Stats

5

View statistics on recent activity in each of your children's classes.

## Classes

6

Click on a class name to go into the class.

# Connect: Classes

The screenshot shows the 'Yr 11 - English - Unit 1' class page. A dark purple sidebar on the left contains a menu with items: Summary, Grid, Notices, Content, Discussions, My Marks, Submissions, and Library. The main content area is titled 'Summary' and includes a 'Latest Notice' section with a message about 'Year 11 English task 1 results and feedback now on Connect'. Below this is a 'Class Gallery' with three images: a red pen, a chalkboard with 'NEWS' written on it, and a hand holding a book titled 'What would the theme song to your life be?'. A 'Next Event' calendar for September is shown, with the 26th highlighted. To the right of the calendar is a 'Links' section with items like 'SCSA Course Outline', 'Guide to WACE requirements', 'Year 11 General Unit 1', 'Read Theory', and 'OLNA practise test'. Below the links is a 'Class Stats' section showing 2 Notices, 3 Discussions, 2 Visitors (Week), and 24 Learners. At the bottom is a 'Teachers' section listing Luke, Joel, and Jason.

1 Yr 11 - English - Unit 1

2

3

4

5

1

## Class Name

The name of the class is displayed at the top.

2

## Switch classes

Click the **Switch** icon to change to another class.

3

## Class Tools Menu

The **menu** on the left lets you select which area of the class to see.

4

## Class Calendar

Days marked with a dot have events entered. Click the **day** to see the event details.

5

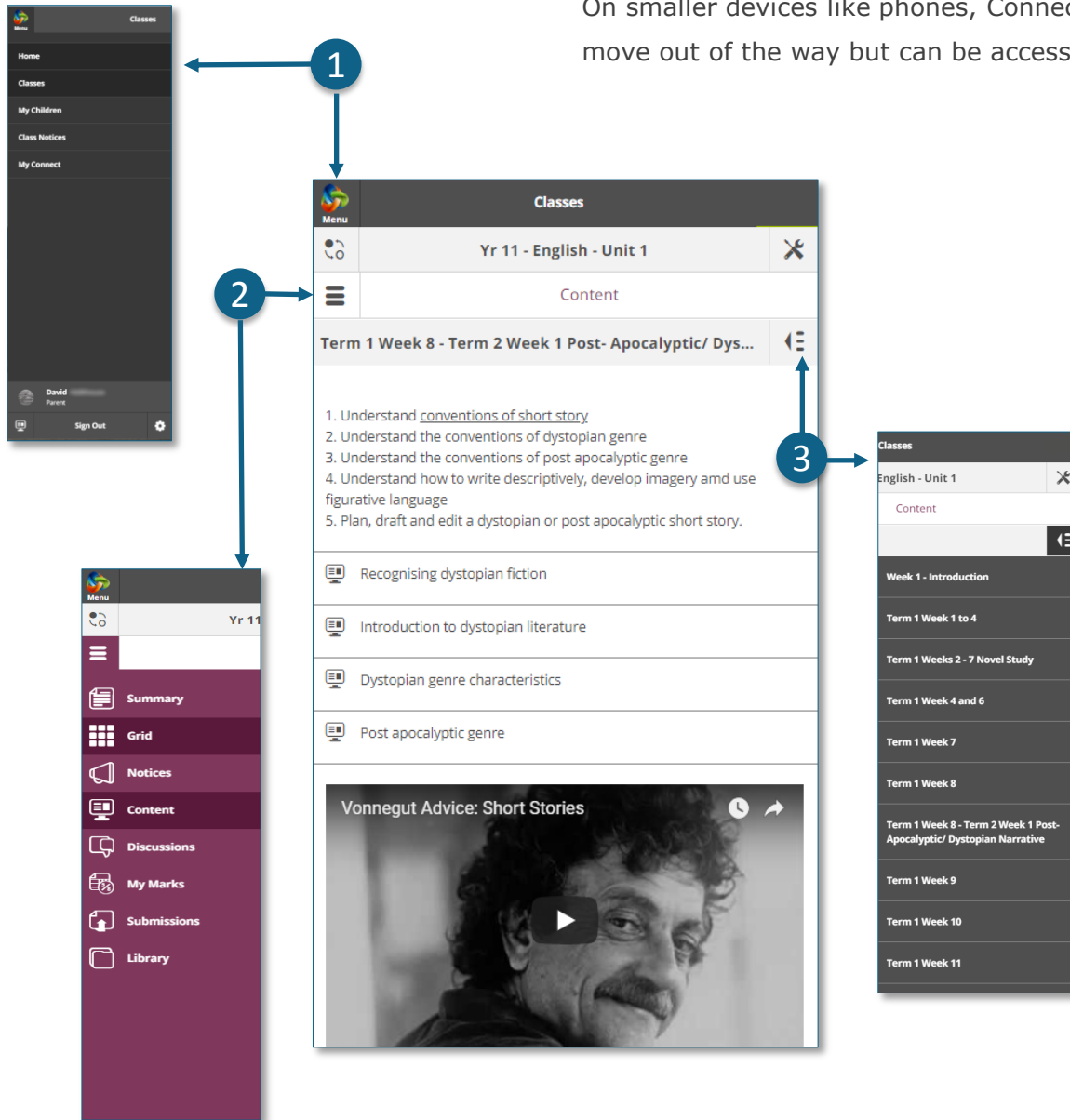
## Email Class Teachers

The class teachers are displayed at the bottom of the Summary page. Click on a **name** to **email** the teacher.

# Connect: On small devices

## Responsive Design

On smaller devices like phones, Connect will change the way it displays information. Menus will move out of the way but can be accessed with just a click if you need them.



### Main Menu

- 1 Click the **Connect** logo to return to the home page or select another area of Connect to view.

### Tools Menu

- 2 Click the **Tools Menu** icon to access the tools for the School Space or Class you are in.

### Additional menus

- 3 Some areas of a class may have an additional menu to help you navigate through class Content or Discussions. Click the **Arrow** icon on the **right** to pop out the menu.

# Connect: My Children

1

## My Children

Click the **My Children** tab to view information about each of your children.

2

## Switch Children

Click the **Switch** icon to change between your children.

3

## Overview

By default you will see the **Overview** section. Click other sections such as **Attendance**, **Reports** or **Assessment Outlines** to see additional information.

Note: Not all these sections may be visible to all parents. Schools determine which information is available.

4

## Attendance

Click in the **Attendance** box or **section** to see a week by week view.

5

## Classes

Click on a **class name** to navigate to the class.

6

## Teachers

Click on a **teacher's name** to send an email to the teacher.

The screenshot shows the 'My Children' page for a user named Connor. The interface includes a top navigation bar with 'Classes', 'My Children', 'Class Notices', and 'My Connect'. A sidebar on the left contains 'Overview', 'Attendance', 'Reports', and 'Assessment Outlines'. The main content area is divided into 'User Activity' (listing login events), 'Attendance' (showing 26 authorised and 26 unauthorised absences), 'Classes' (listing various units like 'Library at College', 'Maths Essentials Gen Unit 1 11', etc.), and 'Teachers' (listing Ronald, Simon, Jason, Luke, and Christopher). A 'Week 1' and 'Week 2' view is shown at the bottom, displaying a grid of attendance status (Present, Authorised absence, Unauthorised absence) for each day of the week. Numbered callouts 1-6 point to specific elements: 1 points to the 'My Children' tab, 2 to the 'Switch' icon, 3 to the sidebar, 4 to the 'Attendance' section, 5 to a class name, and 6 to a teacher's name.



# Connect: Student reports

**1 My Children**  
Click the **My Children** tab to view information about each of your children.

**2 Switch Children**  
Click the **Switch** icon to change between your children.

**3 Reports**  
Click the Reports section to see the reports for the current year.

**4 Reports from previous years**  
Open the **Year Menu** to view the years for which reports are available. This may differ from school to school.

**4 Selecting a year**  
Click on a **year** to view the reports published for that year.

**5 Reports by Semester**  
The reports will be listed by semester. Click on a **report** to download it. The report can be viewed on screen or sent to a printer.

The screenshot shows the 'My Children' tab selected in the top navigation bar. A callout '1' points to the 'My Children' tab. Below the navigation bar, the user's name 'Connor' is displayed. A callout '1' points to a refresh icon. The main content area is titled 'Reports' and shows a list of reports for the year 2017. A callout '3' points to a hamburger menu icon. A callout '4' points to a year selection menu showing '2017' and '2016'. A callout '2' points to the 'Reports' section in the left-hand navigation menu. A callout '5' points to a PDF report titled 'Australia College - 2017 Term One Progress Report' under the 'Semester 1' section.

# Connect: Assessment Outlines

1. My Children

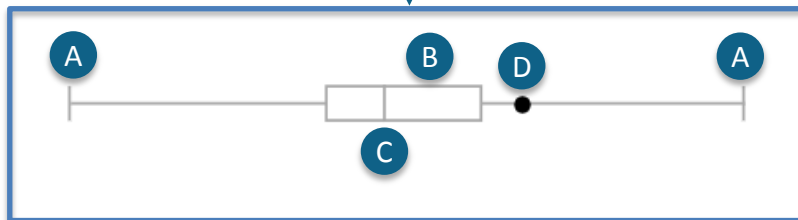
2. Switch

3. Assessment Outlines

4. 75.3% B

5. Expand/Collapse

6. Comparison Graph



**1 My Children**  
Click the **My Children** tab to view information about each of your children.

**2 Switch Children**  
Click the **Switch** icon to change between your children.

**3 Assessment Outlines**  
Click the **Assessment Outline** section to open the Assessment Outlines for the current year.

**4 Total Percent and Grade**  
Overall achievement will be displayed as a percentage. If the end of semester report has been finalised, a grade may also be displayed.

**5 Expand the Assessment Outline**  
Click the expand/collapse icon to see more details about an Assessment Outline.

**6 Comparison Graph**  
Beneath the overall achievement and each task, a small graph displays the range of achievement across the class.

- A** The **line** represents the top and bottom marks.
- B** The **box** demonstrates the majority of students.
- C** The **vertical line** is the average mark.
- D** The **dot** represents the achievement of your own child.

# Connect: Class Notices

## Class Notices

1

Click the **Class Notices** tab to view notices from all your children's classes with the most recent at the top.

2

### Number of notices per page

Click the **down arrow** to select how many notices to display on a page.

3

### Page number

Click the **down arrow** to select which page to view.

4

### Forward and back

Scroll through the pages using the **forward** and **back arrows**.

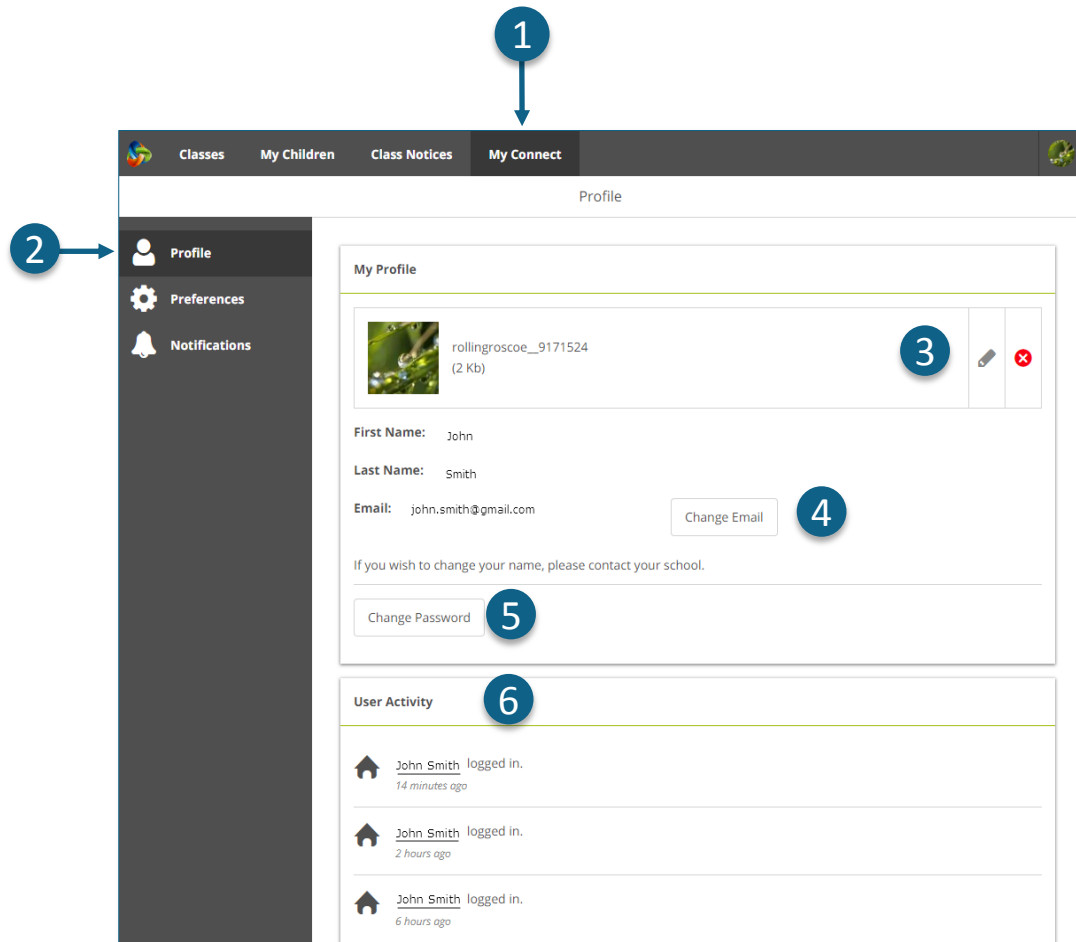
5

### Open a notice

Click on the title of a notice to open it.

The screenshot shows the 'Class Notices' tab selected in the top navigation bar. Callout 1 points to the 'Class Notices' tab. Callout 2 points to the 'Items per page' dropdown menu set to 12. Callout 3 points to the 'Page' dropdown menu set to 1. Callout 4 points to the navigation arrows (back, forward, first, last). Callout 5 points to the title 'CAT Task - Well-being' of a notice in the first card. The interface displays a grid of six notice cards, each with a title, teacher name, date, and a 'Follow' button. The first card is highlighted with a blue circle around its title.

# Connect: My Connect Profile



## 1 My Connect

Click the **My Connect** tab to manage your profile, password, preferences and notification settings.

## 2 Manage your profile

Click the **Profile** section to select an avatar, change your password and send a notification to the school if you change your email address.

## 3 Select, edit or remove an image

Click the **Add Avatar button** to select from a range of images. Use the **edit** pencil to change the image you have selected or click the **cross** to delete it.

## 4 Change your email address

Notify the school when you change your email address. The school will receive a notification to update their system.

## 5 Change your password

Click the Change Password button to reset your password.

## 6 View your recent activity

See a list of your recent activity in Connect.

# Connect: My Connect Preferences

**1 My Connect**  
Click the **My Connect** tab to manage your profile, password, preferences and notification settings.

**2 Preferences**  
Click the **Preferences** section to choose how Connect displays information for you.

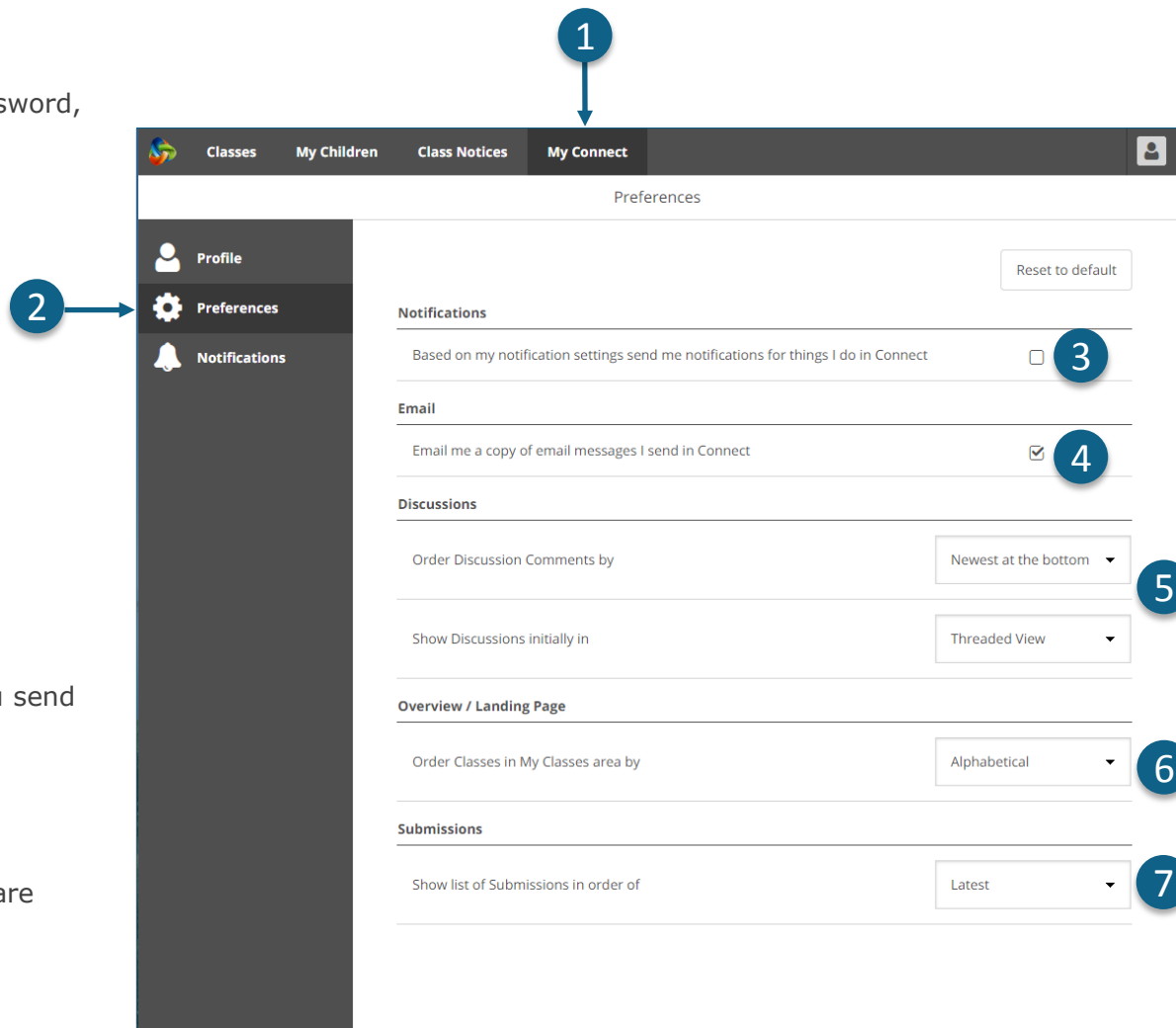
**3 Notifications**  
Tick this box if you would like emails to be sent to you when you add a comment to a Notice.

**4 Email**  
Tick this box if you would like a copy of any emails you send to a teacher to be sent to your email inbox.

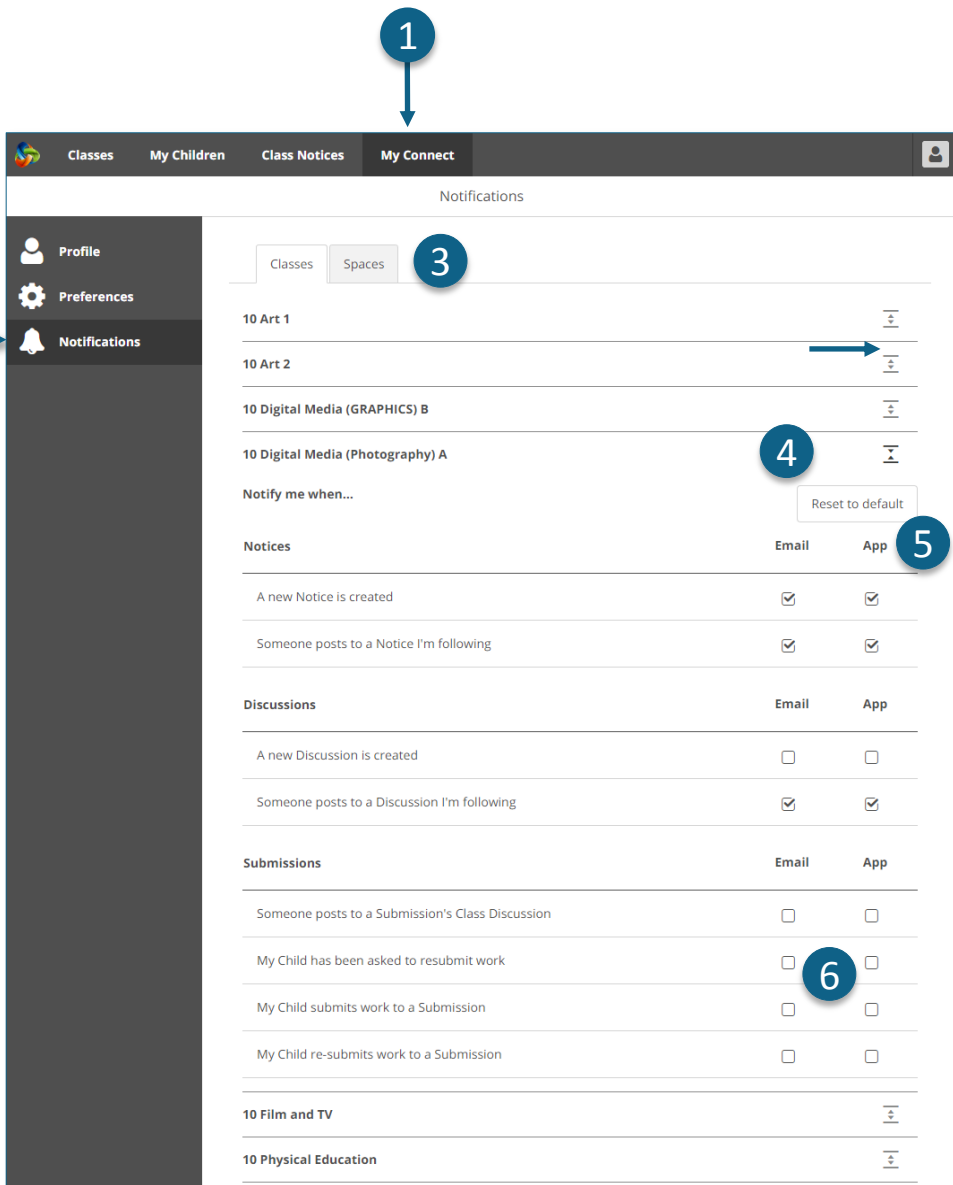
**5 Discussion Preferences**  
Click the down arrows to select how class discussions are ordered and displayed.

**6 Order Classes**  
Click the down arrow to select the order in which the classes are displayed on the Connect home page.

**7 Submissions**  
Click the down arrow to select the order in which class submissions are displayed in Connect classes.



# Connect: My Connect Notifications



## My Connect

Click the **My Connect** tab to manage your profile, password, preferences and notification settings.

## Manage your notifications

Click the **Notifications** section to select how information is sent to you from specific classes and school spaces.

## Classes or Spaces

Click either the **Classes** or **Spaces** tab to select which notifications you wish to modify.

## Expand Class Notifications options

Click the expand/collapse icon for each class or space to see the notifications options.

## Email or App

By default all notifications will come to you via the email address you have registered with your school. If you have downloaded the free Connect Now app (see **Connect Now** page) you can elect to receive push notifications on your mobile phone instead of or in addition to the email.

**Note: You won't see the App option until you have logged into the Connect Now app with your parent user name and password.**

## Submission Notifications

Tick the boxes to receive notifications when your child submits work to a class submission.

# Connect: Connect Now app for mobile devices

## Connect Now

1

Receive Connect notifications on your mobile device. Download the **Connect Now app** from the **Apple App Store** or **Google Play**.

## Login

2

Use your Connect **P-number** and **Password** to login to Connect Now.

## Push Notifications

3

You can elect to have notices appear as **Push Notifications** on your mobile device home screen.

## Opening Notifications

4

Tap the **push notification** or **open** the app to read notices.

## Notices

5

Tap a **notice** to open it and see more details including images and attachments.

## Connect Now Help

6

Click the **Connect Logo** to access the built-in help.

