

20 January 2017

Dear Parents and Caregivers

Ambrose Treacy College introduced a Learning Management System in 2015 through a software package called SEQTA. The parent portal for this information is [SEQTA engage](#).

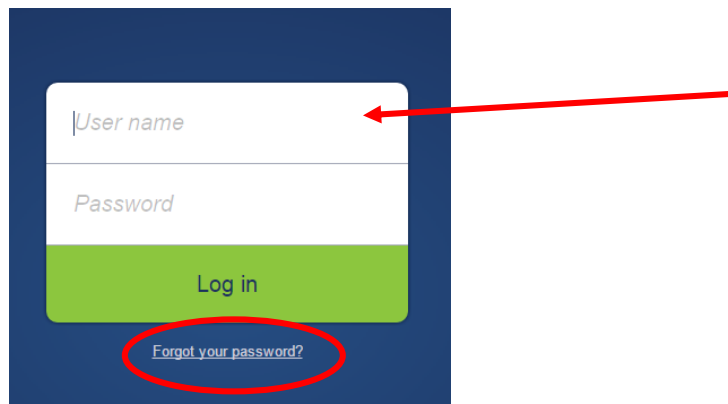
The [SEQTA engage](#) parent portal will provide you with access to:

- Welcome – parents will see a version of the College calendar with key dates/event/information.
- Assessments – your son’s assessments in each subject plus upcoming assessments will be highlighted.
- Courses – course outline swill be available for your son’s subjects.
- Dashboard – your son’s homework, Timetable and pastoral notes are displayed under this tab.
- Documents – important information for parents including Assessment Planners, Booklists, Policies, Tuckshop, School Locker and more
- Portals – under this tab you will be able to see your son’s student splashpage, plus various portals for Co-curricular activities and parent resources.
- Reports – your son’s reports will be able to be accessed online.
- Settings – you can change your password here.
- Timetable – your son’s timetable is also displayed here.

Accessing SEQTA engage

As [SEQTA engage](#) is a web-based application, you will need to access the portal from your web browser via Parent Lounge located on the ATC website.

1. Open your preferred web browser (eg. Internet Explorer, Safari, Chrome or Firefox) and go to the ATC website (www.atc.qld.edu.au). Select *Parent Lounge*, in the top right hand corner of the ATC homepage, and the login screen will appear.
2. To then access [SEQTA engage](#) you will be asked for a username. **Your username is your registered email address with the College.**
3. To retrieve your password please select “**Forgot your password?**”



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The following screen will appear and you will need to enter your email address registered with the College in both "User name" and "Email address". Press "Reset my password".

An email will now be sent to your email address with a link to reset your password. **The link expires in one hour.**

The following screen will appear for you to enter your desired password. Once entered, press "Reset my password and login".

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Once logged in, under the "Documents" tab you will find 2017 SEQTA engage Parent User Guide to assist you in navigation.

The College will be hosting a Parent IT Evening on **Thursday 23 February 2017**.

If you require further assistance, please contact helpdesk@atc.qld.edu.au

Kind Regards



Mr David Gardiner
Deputy Principal



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