17 June 2024

St Francis of Assisi
School

Dear Parents and Guardians,

This year your child's school reports will be available online. In our efforts to minimise paper usage and ensure timely access to your child's academic progress, we are transitioning to an online report card system. This format is in line with other Catholic schools in South Australia.

Reports will be issued through an online platform called SEQTA Engage. Today, you will receive a welcome email containing a setup link and instructions on how to set up your SEQTA Engage account. The link will be sent to the email address we have on file for you, and will expire after 7 days. If it appears that you have not received this link, please check your junk mail folder.

PLEASE NOTE: Currently, Semester 1 & 2 reports for 2023 will be visible in SEQTA Engage. Your child's Semester 1 report for 2024 will be released later this term. You will be notified via Audiri when reports have been released.

If you encounter any issues with setting up your SEQTA Engage account, please contact Assistant Principal Learning Diversity, Michelle Page: mpage@sfoa.catholic.edu.au

We believe that online access to reports will provide you with an efficient and eco-minded way to stay informed about your child's progress at school. We appreciate your continued support and partnership in your child's education.

We understand that some parents may prefer a printed report. If this is the case, please contact the school office and we will arrange for a hardcopy to be provided.

Kind regards,

Scott March
Principal

EMPOWERED BY HOPE — INSPIRED BY CURIOSITY

St Francis of Assisi School

SETTING UP YOUR ACCOUNT AND
ACCESSING SEQTA ENGAGE THROUGH A WEB BROWSER

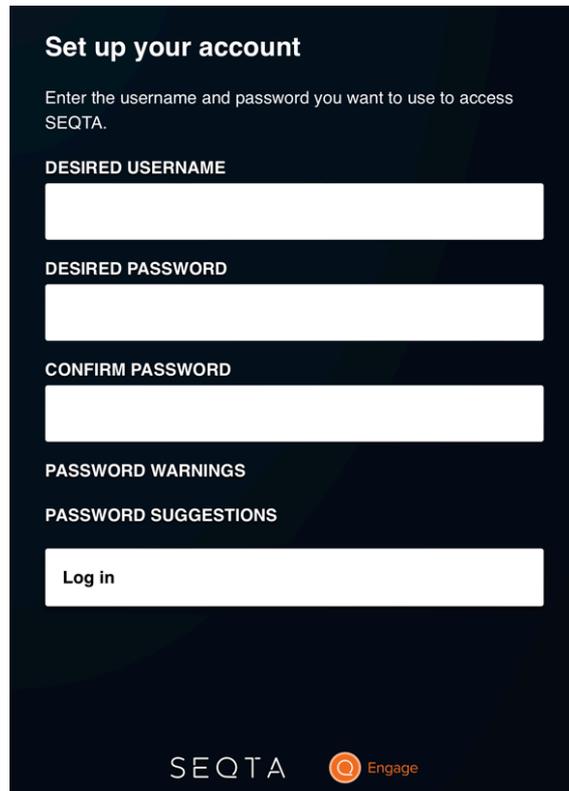**Step 1:** Open the **Welcome to SEQTA Engage!** email.

Click on the **Set up your account now** link.

Step 2: The SEQTA Engage website will open on your internet browser, as displayed below.

You will be prompted to enter a **Desired Username**. Please use your email address as your username.

Enter your **Desired Password** and **Confirm Password**.

Click **Log in**.

Step 3: Once logged in, you will be directed to the **Welcome Page**, as displayed below. A menu panel is located on the left-hand side of the page. Later this term, you will be notified via SeeSaw when your child's report has been made available. At this time you can click on the **Reports** tab, which will then display a PDF report card that you can view, download, save and print.
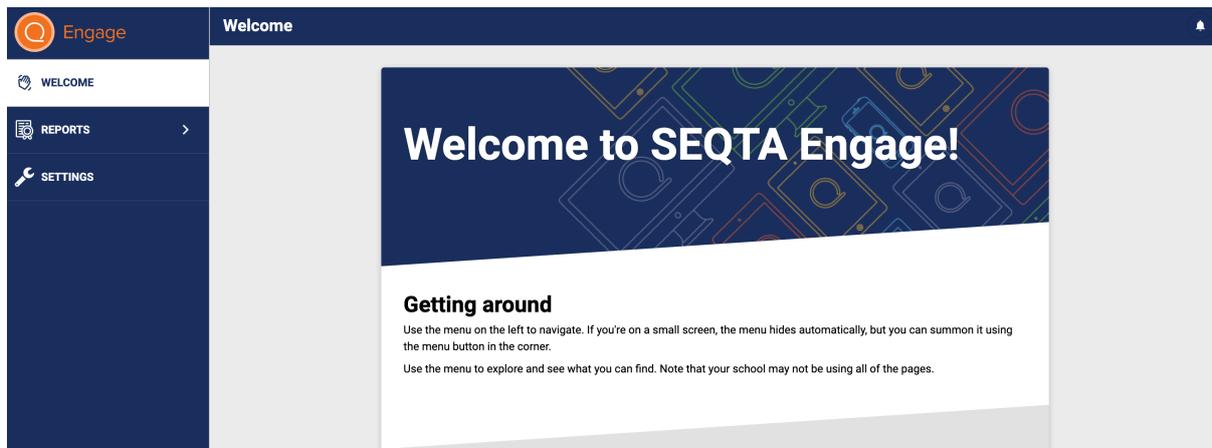
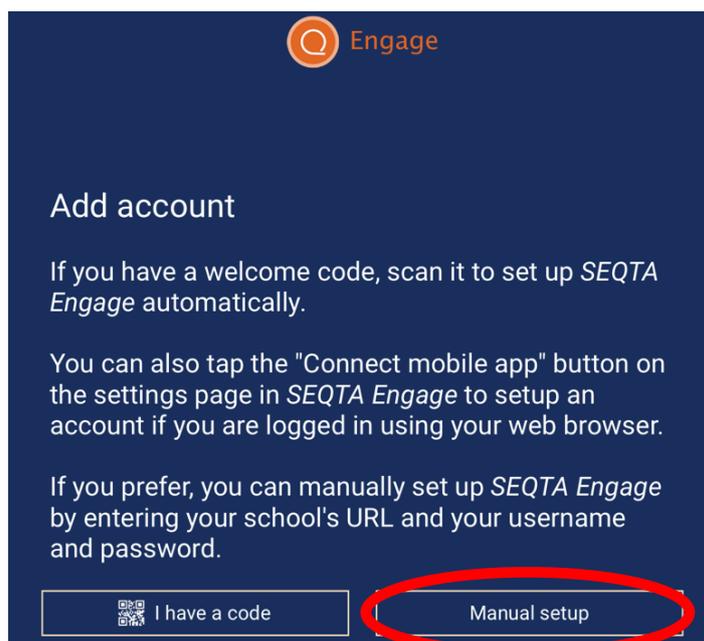You can access SEQTA Engage via a web browser at any time:

http://engage.sfoa.catholic.edu.au

ACCESSING SEQTA ENGAGE THROUGH THE APP

Step 4: <u>After</u> your have created your SEQTA Engage account, you can visit the Apple or Google Play store to download the **SEQTA Engage** app.

Step 5: Once downloaded, open the app. You will be prompted to **Add Account**.

Select **Manual Setup**.

Step 6: Enter the unique SEQTA Engage URL for St. Francis of Assisi School:

engage.sfoa.catholic.edu.au

Manual setup

Enter your school's *SEQTA Engage* URL. It will often begin with "parent" or "engage."

engage.sfoa.catholic.edu.au >

Step 7: Enter the username and password that you created in **Step 2** to access SEQTA Engage via the app.