Parent Communication #1

Community Portal

Introducing the Community Portal

Dear Community Members,

Commencing this week, *Rosary School* will commence rolling out the new CESA Community Portal for families.

The CESA (Catholic Education of South Australia) Community Portal offers a secure centralised platform where you can access important school and student information from any location on any device at any time. The Community Portal will be made available to parents/caregivers within our school community and will provide you with information and services relevant to your child(ren). Only designated parents/caregivers will have access to their respective students' information.

The Community Portal will enable easy access to:

- **Finance Statements**
- **Review Financial Transactions**
- **Make Online Payments**
- **View Medical Details**
- **View your Child's Demographic Information**
- **View Emergency Contacts**

Enhanced functionality is planned later to enable the ability to update your child/ren's demographic and medical information, provide school news, calendar and communications. However, at this initial phase our focus is initiating access and enabling parents/caregivers to view their information.

During this week, an invitation email will be sent to you from noreply@civicacloud.com.au. *Please check your junk or spam Inbox if you do not receive the invitation email.* Click on the link in the invitation email to complete your Community Portal Account Registration. Note that this link will only be valid for 7 days.

Invitations to the Community Portal will be sent to the parent/caregiver email address/s provided in our student records system. Where no email address has been recorded, no invitation can be made, in such cases we invite parents to notify the school administration team of their current email address.

Once activated you can access the Community Portal from https://cesa-portal-auth.civicaed.com.au/

You might find it useful to **Bookmark this page** for ease of future access.

Warm regards,

Susan Hennessy