



BRISBANE GRAMMAR SCHOOL

Welcome to Our Parent Portal

Parent Portal User Guide – Prospective Future Parents

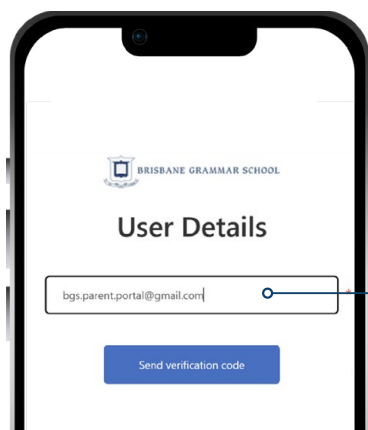
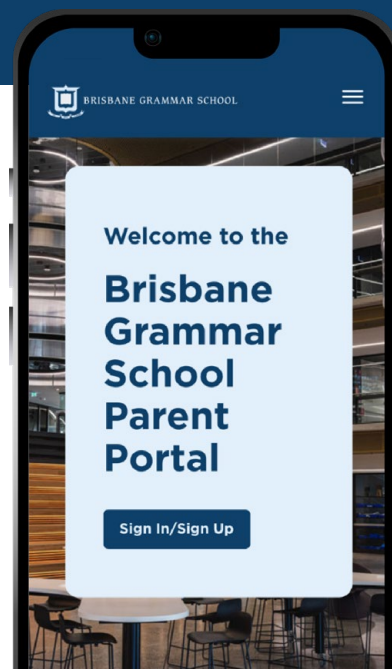
A step-by-step guide to easily access, update, and receive information regarding BGS Enrolment Applications

Log into the Parent Portal to view existing and lodge additional Enrolment Applications

Welcome to the Brisbane Grammar School Parent Portal.

Please click the link below to sign up and start accessing key features.

[Click here](#)



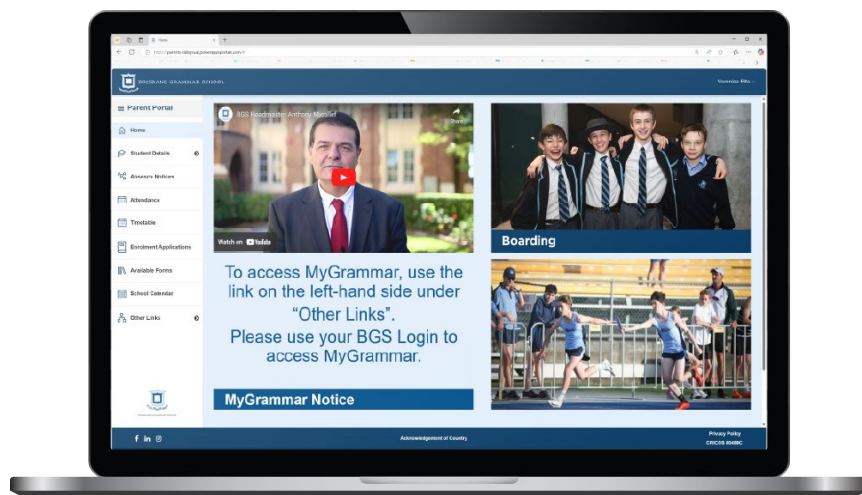
Note: Please use your personal email address that you received this correspondence, to create an account. Then, click '**Send verification code**'.

Enter the code from your verification email and set up a password to proceed.

Home Page

Now that you are logged in, familiarise yourself with your personalised home page.

Here, you will see a menu with tabs like **'Enrolment Applications'** and **'Available Forms'**.



My Profile
General - about you

Title
Mrs

Given Name *
Veronica

Middle Name

Surname *
Rita

Preferred Name
Veronica

Languages Spoken at Home
[+ Add Language](#)

Please check and complete the following six mandatory fields about you:

1. General – About You
2. Residential Address
3. Postal Address
4. Contact Details
5. Occupation
6. Education

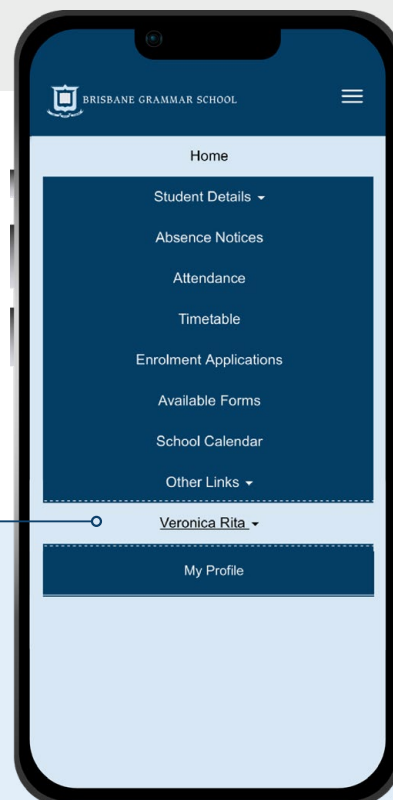
Click 'Save'

Update Your Details

Find your name under **'My Profile'** (on desktop), or via the hamburger menu at the top right (on mobile).

Click the arrow beside your name to update your details.

Note: Your son/s details will automatically update when you update your details.



To view your existing Enrolment Application/s

Use the main menu to find ‘Enrolment Applications’

Here, you can view your existing Enrolment Application/s and lodge new applications.

Important: Once an Enrolment Application has been lodged, you will not be able to make any changes. Please email enrolments@brisbanegrammar.com with any questions.

To create a new Enrolment Application

Use the menu to find ‘Enrolment Applications’. Click ‘New Enrolment’.

Complete the Enrolment Application Form including all mandatory fields for:

- Student Details
- Family Information
- Family Connections

You will then be asked to review your application and ‘Submit’.

Once your application has been submitted you will receive an acknowledgement email with details of how to pay the Enrolment Application Fee.

The Enrolments Office will notify you when your Enrolment Application has been processed.

Ready to Go!

Congratulations! Your new account is all set up and you can access the new Parent Portal whenever you like.

