

SEQTA Engage

Information for Parents/Caregivers

2025

Introduction

Parents and Caregivers of St Francis Xavier Primary students have access to elements of SEQTA using their own login accounts. Parents/Caregivers will use **SEQTA Engage**. This login gives access to formal reports for Mid Year and End of Year.

Class Forums will be used again this year for all Primary School classes, replacing SeeSaw communication. SeeSaw will only be used for the sharing of photos and pictures of class and school events.

This guide will assist you with SEQTA Engage and navigating to Class Forums.

Logging In

Parents/Caregivers who have accessed SEQTA Engage previously, can continue to log in using their username and password. If you have forgotten your password, please click on the "Forgot your password?" link on the SEQTA Engage login page. Enter your email address, click on Reset my password and you will receive an email with links to reset the password.

New Families

If you are a new family to SFX, you should have received a welcome email from the school, with a link to set up a username and password. We advise all parents/caregivers to use the email address that has been given to the School as the Username. We advise that you first access SEQTA Engage on a web browser on a laptop/desktop computer as the QR code may not be compatible with your email provider or mobile phone.

SEQTA Engage can be accessed on a web browser:

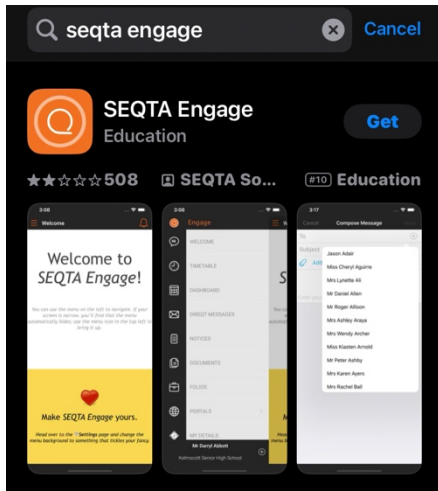
<https://engage.seqta.com.au/>

Setting up SEQTA Engage:

1. We advise that you first access SEQTA Engage on a web browser as the QR code may not be compatible with your email provider*. Using the instructions 'Set up your account now', please set up a Username and password. Once this has been done, you will receive a confirmation email.
2. Log into the school's SEQTA Engage website using the device the app needs to be installed on.
3. Download SEQTA Engage App (Parents) from the **App Store** (for an Apple device) or **Google Play** (for an Android device)
4. Configure the App Using the 'Connect Mobile App' Button: Go back to the website version and select **Settings**. Click the **Connect Mobile App** button. This should log you into the app automatically.

*The Welcome email includes the App download buttons and a QR Code. If the QR code does not do anything when selected, this indicates the email client (both app or webmail) is blocking it. This is a security measure put in place by the email client as is not something SEQTA is able to circumvent.

SEQTA Engage app:

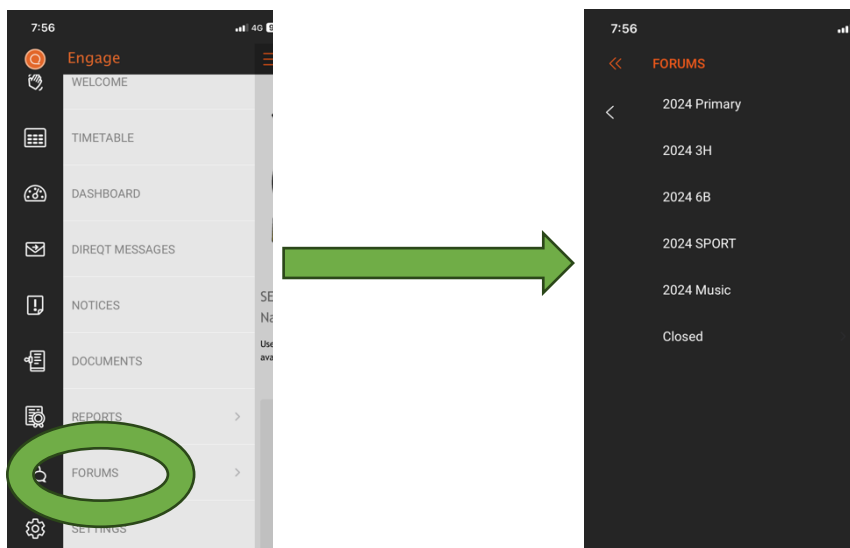


1. Install the App from the APP store or Google Play
2. Open the App
3. Click **Next** until the **Manual Setup** option displays.
4. Enter the schools website URL: <https://sfxpsgeraldton.engage.cewa.edu.au> (if you do not have the URL this can be obtained from the school or accessed through the **'Settings'** page in the online version of SEQTA).
5. Click **Continue**, enter the **'Username'** and **'Password'** and click **Log In**.

*If you have any trouble with accessing your SEQTA Engage account, please contact SFX on (08)9923 5800. Administration staff will help with your queries.

Forums

The Forums section is where you will find information pertinent to each primary classroom.



Parents only have access to the Forum for the class in which their child is enrolled. Clicking on this Class's Forum will enable you to read and/or download your weekly class newsletter, view, and read about events that may be taking place in your child's class, have access to resources shared by the teacher, receive incursion/excursion information and receive reminders. This page will be updated regularly by your child's teacher. Specialist subject teachers will also be able to post on the Class Forums.

A Primary Forum, Music Forum, Library Forum and Sport Forum include all parents/caregivers. These Forums will be reviewed regularly as they may become obsolete as information can be posted on Class Forums.

Reports

Your child's School reports can be accessed on SEQTA Engage in the Reports section. Once published by the school, you will be able to see Mid Year and End of Year reports.

If you have more than one child at school, you will need to select the child for whom you wish to view the report before proceeding to the report selection screen. Reports are issued as downloaded PDF documents so they can be printed at your discretion or viewed on screen. Parents will be emailed when the latest reports are available on SEQTA Engage. Depending on the length of time at the school, you will be able to access past reports from this screen also. Click the grey box for the desired document and the report will immediately download and open. This document can then be saved or printed if required.

Troubleshooting

It is recommended parents/caregivers set their SEQTA Engage username to be the email address that they have provided to the school. If you have forgotten your password, you may request a new password through the Forgot your Password? function on the Login screen of SEQTA Engage.

If you would like to change your password, you can do this on the Settings page once you have logged in. Following this guide, if you are having difficulty locating any information, please speak with our SFX Administration staff by telephone (08) 9923 5800 or by sending an email to simon.place@cewa.edu.au

As a web-based portal, SEQTA Engage is accessible anywhere where there is internet.