SEQTA GUIDE

Contents

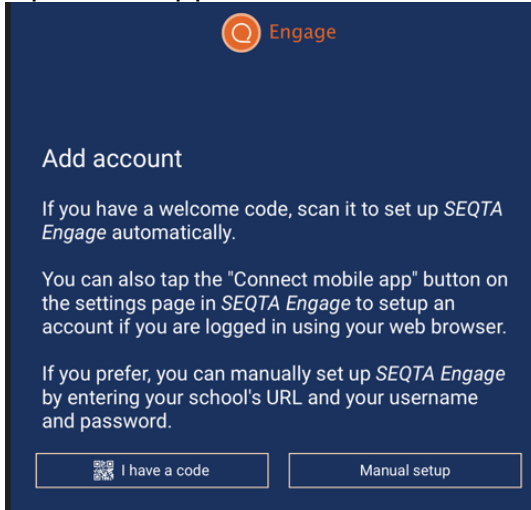## 1. SEQTA ENGAGE Set Up

To set up SEQTA ENGAGE using the QR code kindly following these instructions:

- Download the SEQTA ENGAGE app from the App Store/Google Play

- Open the App and click on 'I have a code'.

- From another laptop/devices open the welcome email (example below) showing the QR code

- Scan the QR code from the device you are setting up your account.
- Once the QR code is scanned (from the image on the laptop/ or another device), it takes you to a new page on the phone to enter in a Username and Password
- Once entered, click *Next* and this will automatically log the parent in to the Engage app
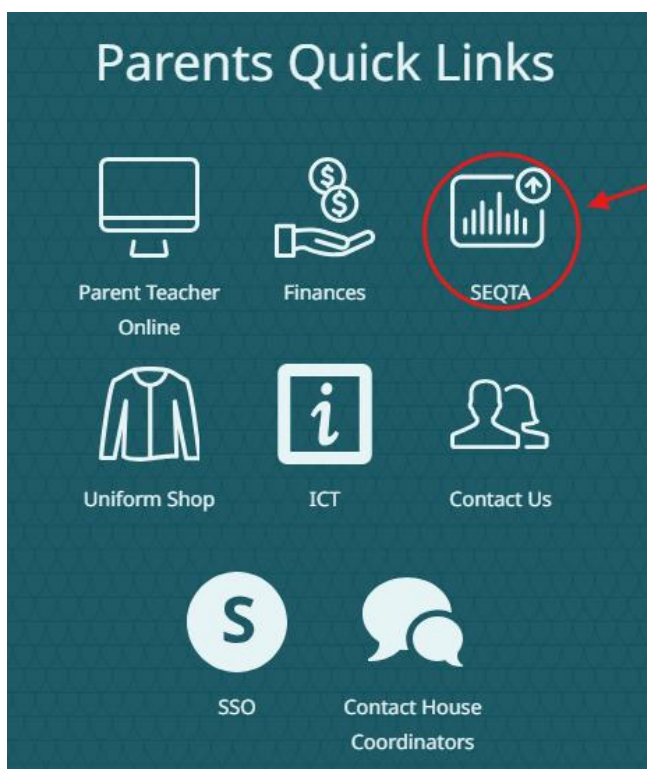
OR

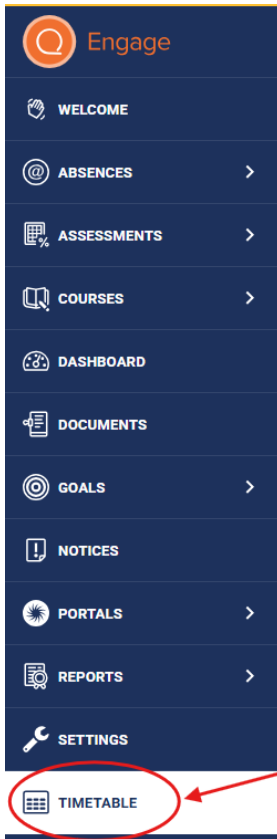Set up login via the web version of SEQTA Engage. www.parent.churchlands.wa.edu.au
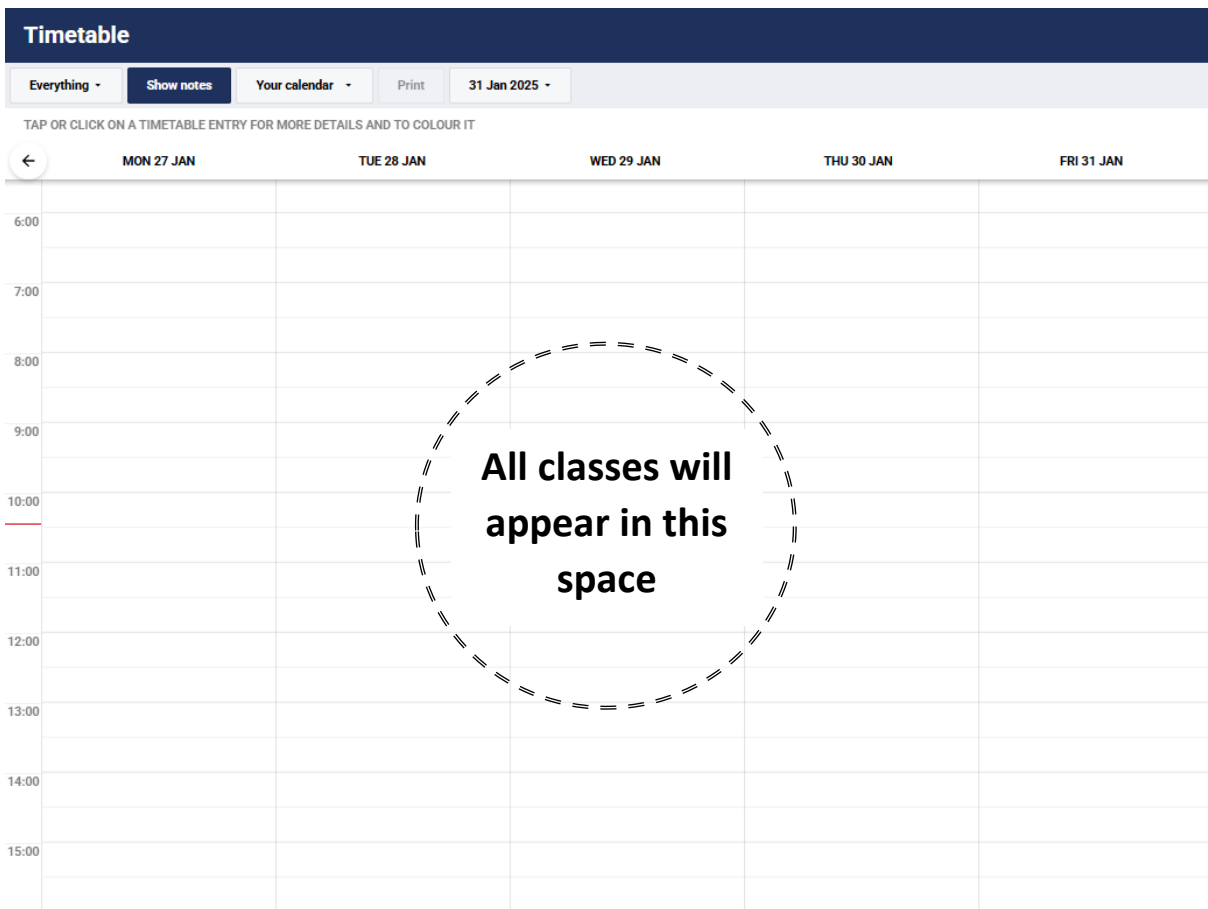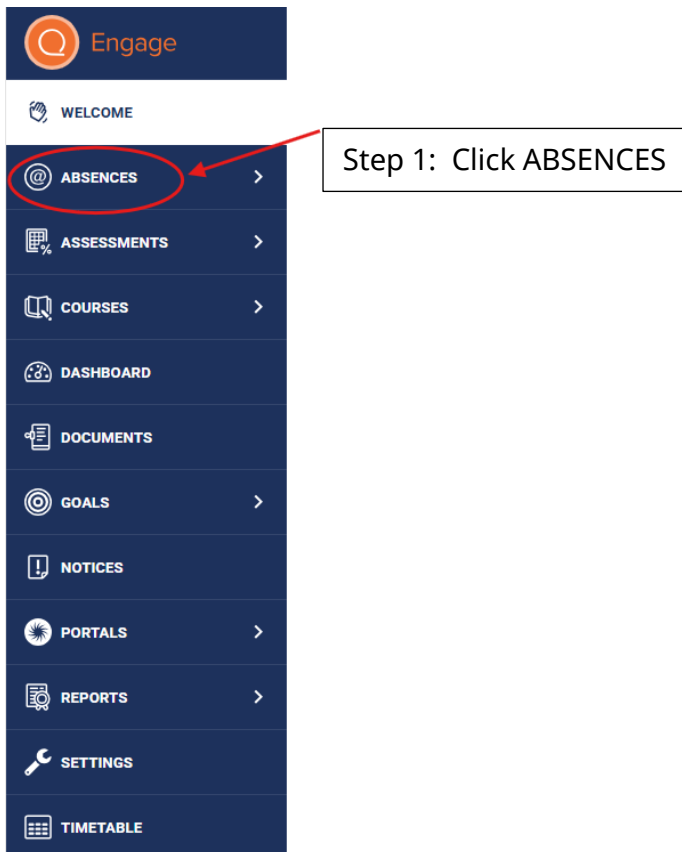
2. Navigate Timetable

Step 1: Click PARENTS

Step 2: Click SEQTA and Log in

Engage

- WELCOME
- ABSENCES >
- ASSESSMENTS >
- COURSES >
- DASHBOARD
- DOCUMENTS
- GOALS >
- NOTICES
- PORTALS >
- REPORTS >
- SETTINGS
- TIMETABLE

Step 3: Click TIMETABLE

Timetable

Everything ▾ | Show notes | Your calendar ▾ | Print | 31 Jan 2025 ▾

TAP OR CLICK ON A TIMETABLE ENTRY FOR MORE DETAILS AND TO COLOUR IT

←	MON 27 JAN	TUE 28 JAN	WED 29 JAN	THU 30 JAN	FRI 31 JAN
6:00					
7:00					
8:00					
9:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					

All classes will appear in this space

3. Report Absentees

Step 1: Click ABSENCES

Step 2: Click NEW ABSENCE

New Absence

Student *

| Student |

Start date *

| 31 Jan 2025 |

Start time *

| 9:00am |

End date *

| 31 Jan 2025 |

End time *

| 3:00pm |

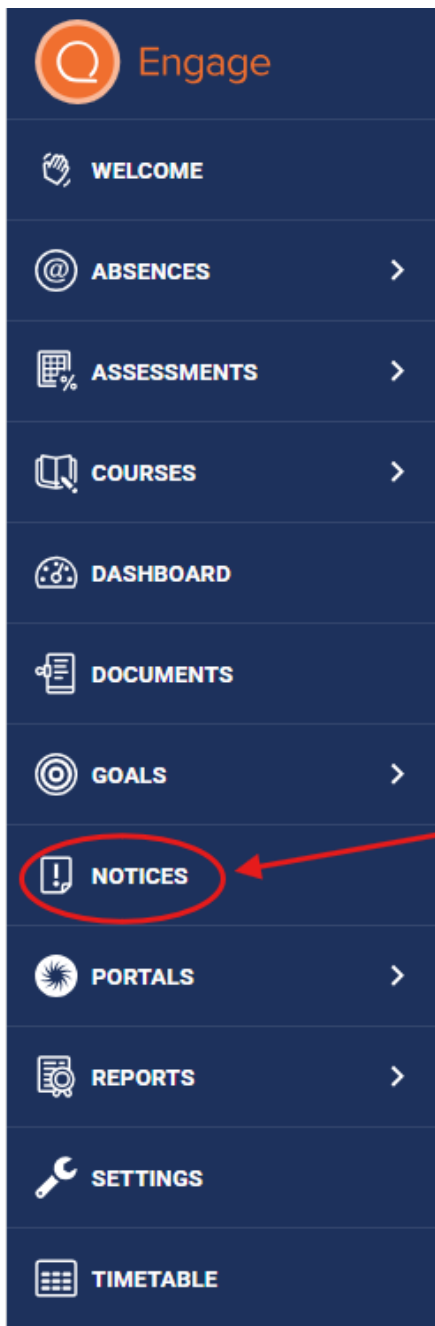Reason for absence *

| Reason |

Comment (optional)

| Comment |

You have 255 characters left

Submit

Step 3: Fill in Form and Submit

4. Notices

Click NOTICES

All Upcoming events will be posted under the Notices tab. Please check regularly, as this will continually be updated.