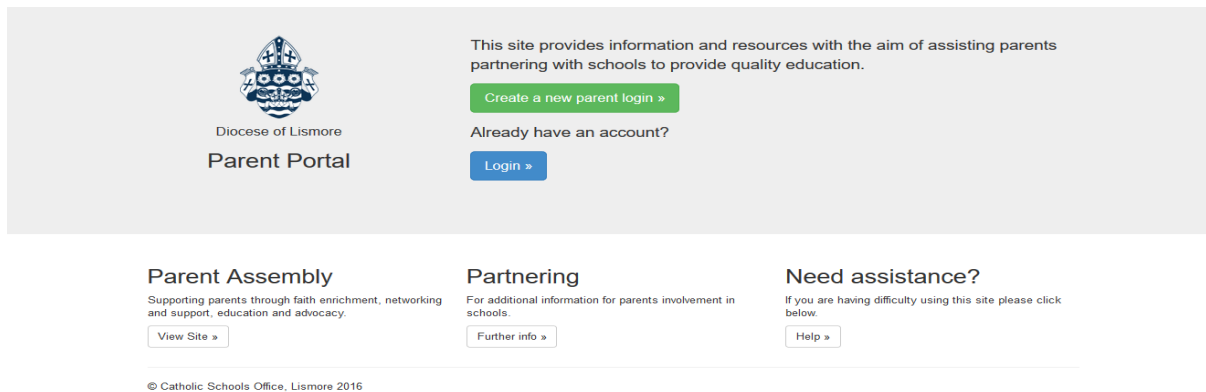


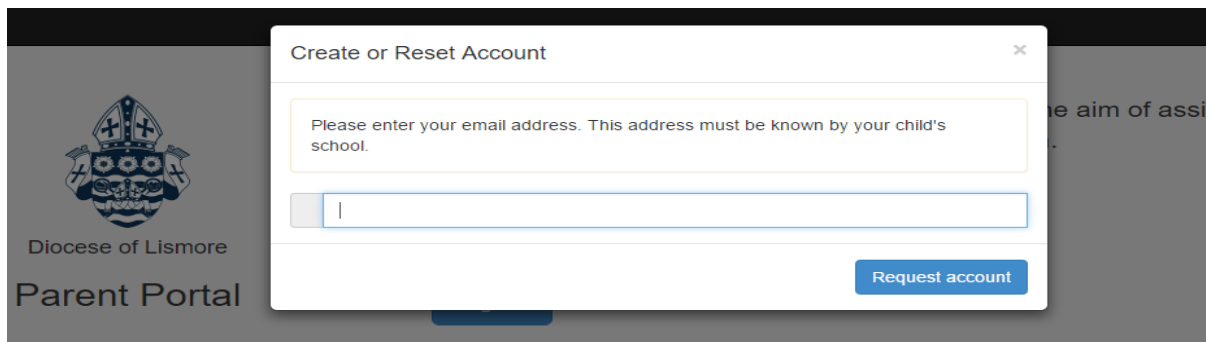
## Parent Portal:

**Step 1.** Create a new parent portal login by navigating to: <http://parent.lism.catholic.edu.au> and selecting the green button. Create a new parent login.



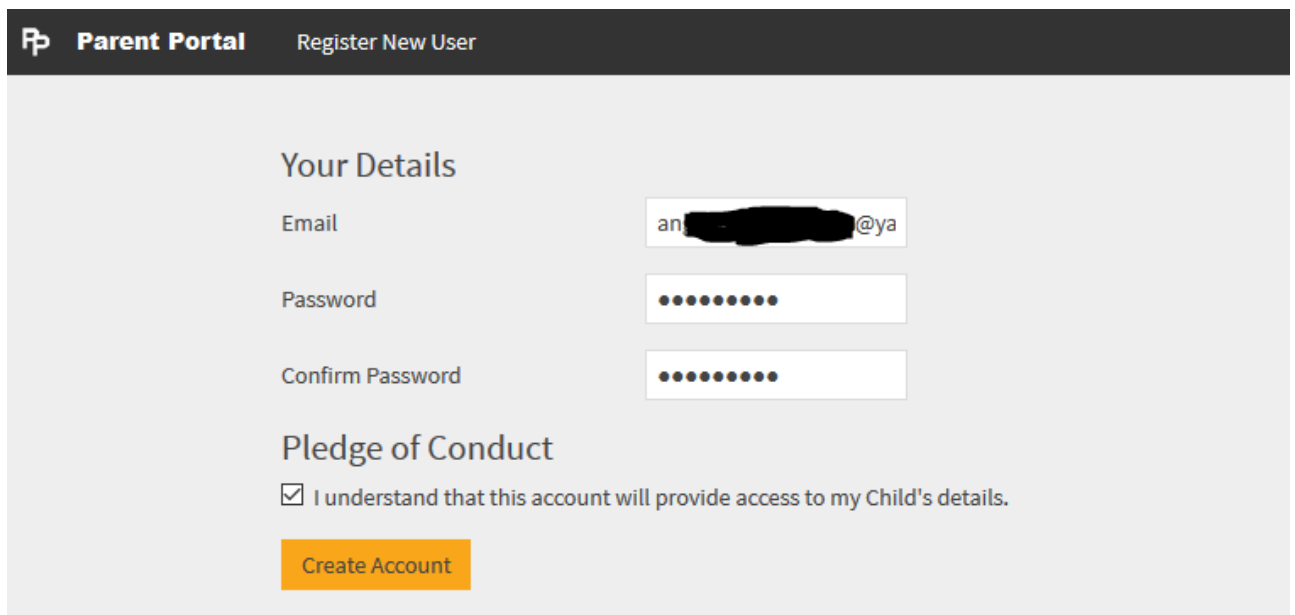
The screenshot shows the Diocese of Lismore Parent Portal homepage. At the top left is the Diocese of Lismore logo and the text "Diocese of Lismore Parent Portal". To the right, a message states: "This site provides information and resources with the aim of assisting parents partnering with schools to provide quality education." Below this message are two buttons: a green "Create a new parent login »" button and a blue "Login »" button. Further down, there are three sections: "Parent Assembly" with a "View Site »" button, "Partnering" with a "Further info »" button, and "Need assistance?" with a "Help »" button. At the bottom, it says "© Catholic Schools Office, Lismore 2016".

**Step 2:** Use an email account known to the school to create or reset your account.



The screenshot shows a modal window titled "Create or Reset Account" overlaid on the Parent Portal. The modal contains a text input field with a placeholder message: "Please enter your email address. This address must be known by your child's school." Below the input field is a blue "Request account" button. The background shows the Diocese of Lismore logo and the text "Diocese of Lismore Parent Portal".

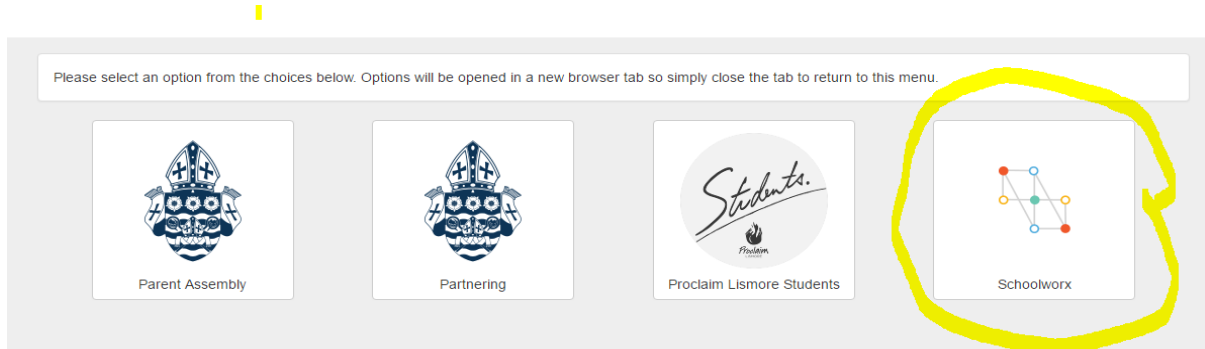
**Step 3:** Request the account (blue button) then check your email account for a reply and set a new password for the account.



The screenshot shows the "Register New User" form on the Parent Portal. At the top, there is a navigation bar with the "Parent Portal" logo and the text "Register New User". The form is titled "Your Details" and includes three input fields: "Email" (with a partially visible email address ending in "@ya"), "Password" (with masked characters), and "Confirm Password" (with masked characters). Below these fields is a section titled "Pledge of Conduct" with a checked checkbox and the text "I understand that this account will provide access to my Child's details." At the bottom of the form is an orange "Create Account" button. At the bottom of the page, it says "© Catholic Schools Office, Lismore 2016".

**Step 4:** Confirm the password, complete the Pledge of Contact, create the account.

**Step 5:** Log in to the Parent Portal again and select Schoolworx from the options displayed



**OR**

**Step 5 (alternate)** Log in to the Schoolworx parent portal (Lismore Diocese) directly.  
<http://schoolworx.lism.catholic.edu.au/parentportal>

Lismore Diocesan Authentication

Username

Password

LOGIN

> Forgot your password?

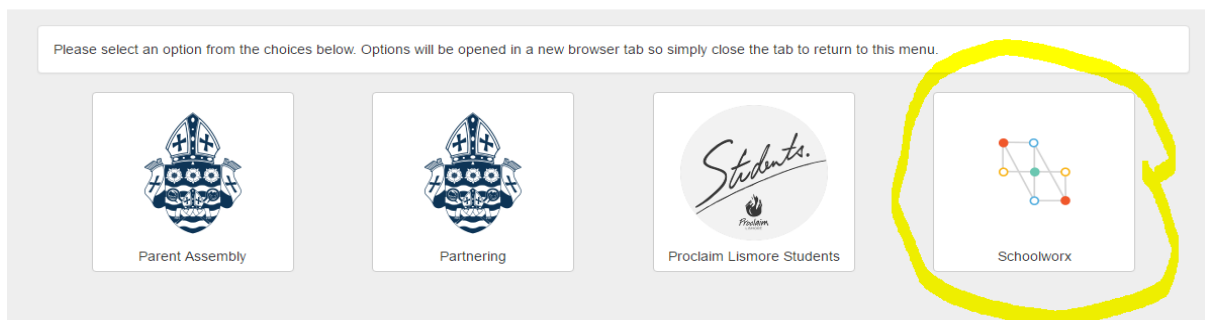
> Account Settings

> Download & Install Certificate

NB: Please enter full email address

Catholic Schools Office, Diocese of Lismore

Select the Schoolworx option.



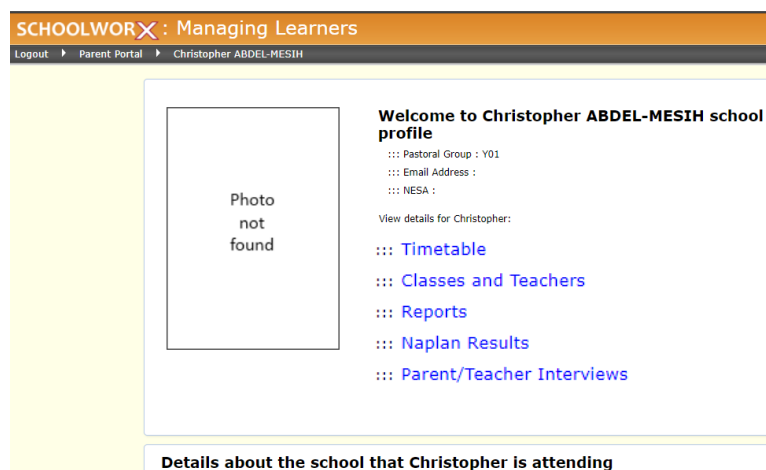
**Step 6:** Once logged in, check the contact details which the school currently has on file, if they are incorrect or out of date please contact the school office and provide them with the new details.



**Step 7:** Select Submit and continue to the next screen.



**Step 8:** Select your child and continue to the parent portal (sample below)



**Step 9:** Select from the options available to you from the links provided. (When selecting Reports, either view or download your child's semester report).

**Additional Notes:** Catholic Schools Office staff who are also parents need to use their full username eg [zsmith@lism.catholic.edu.au](mailto:zsmith@lism.catholic.edu.au) and are advised to also use an incognito or private browsing window to access the parent portal as a parent. The browser cache may also need to be cleared.

**Step 10:** Log out when done.