

## HOW TO ACCESS THE PARENTS PORTAL

An individual login and account has been set up for each parent Username is made up of your parent code followed by the letter 'f' for father, 'm' for mother.

(example only)

Since your parent code is CITIZEN01, the father's username would be CITIZENf, mothers would be CITIZENm.

Your password is the same as your BPay reference number. You can find this on your school fees statement and is usually a five-digit number.

Enter this number for your password exactly as it appears on your statement. Once you have entered your username and password, press enter or click the 'Staff Log On' button

To access Knox Grammar School Parent Lounge please go to; <http://knoxnet.knox.nsw.edu.au/> or Knox App.

If your password isn't working, please reply back to this email and i will reset it back to B-Pay reference number via our IT Department.