QParents

PEREGIAN SPRINGS
STATE SCHOOL

Registration Process

Please note: We will send you your invitation to register, with an invitation code, once your child has started at our school.

Your registration progress cannot be saved. Before you begin your registration, you will need to have on hand:

1. *Your QParents invitation letter/email with your code or contact us for your code - 5351 2222*
2. *Documents for identity verification (**see item 1**)*
3. *Your child's (or children's) EQIDs (see item 3)*
4. *An email address that you check regularly*

1 Go to: https:///qparents.qld.edu.au
Click 'Register'.

Register for the first time

If you want to register a QParents account for the first time

Register

2 Enter your unique invitation code. Your invitation code is clearly marked on your QParents invitation letter/email or contact us for your code. 5351 2222

Invitation code

Please enter your unique QParents invitation code.

Invitation code [   ]

What is this?

Next >

3 Read the Privacy Statement and the QPAO Terms and Conditions. If you agree to these, tick the 'Read and understood' check-boxes for both and click 'Accept'.

4 Select 'Yes' if you are the person linked to the code you entered, and 'No' if this is your first time registering a QParents account. Then click 'Verify identity'.

Invitation code

This invitation code is registered to **John Citizen**
If this is not you, you must NOT proceed with the registration process.

Is this you?
◉ Yes ○ No

Do you have a QParents login?
○ Yes ◉ No

➡ **Verify identity**

5 You will now need to enter details from your identity documents.

1. Select the first document you will use.
2. Enter the requested details—they can be found on your identity document. When you have done this, click 'Submit details'. (see item 2)
3. Repeat steps 1 and 2 until you have reached 100 points. Then click 'Finish'.
4. If you can't reach 100 points, you may click 'Not enough ID?' Continue with the registration, then contact us at school 5351 2222. We can assist you in approving the account!

Verify your identity

To verify your legal identity, you will need to provide 100 points of ID using a combination of identity document types from the list below.

50% VERIFIED

1 Select which sources of identification you wish to use from the list below.

TELL ME MORE

Driver's Licence (50 points)   [Select your State ⊙]
○NSW ◉QLD ○SA ○VIC ○WA ○ACT
○NT ○TAS

Medicare Card (20 points)
Australian Passport (50 points)
Australian Citizenship Certificate (40 points)
Australian Birth Certificate (50 points)
Australian Marriage Certificate (40 points)

⚠ Having trouble completing your verification?
NOT ENOUGH ID?

2 Start entering the details below. Click 'Submit Details after each source is entered.

Queensland Driver's Licence (50 points)   ✕

Please provide your QLD driver's licence details so we can confirm them with the QLD Government. Your licence details will be submitted to the Australian Government Document Verification Service.   **TELL ME MORE**

* MANDATORY FIELD

Licence number *
[   ]

First name *   Middle name *   First name *
[   ]   [   ]   [   ]

Date of birth (DD/MM/YYYY) *
[   ] 📅

☑ I agree that my above information is checked with the issuer or Official Record Holder

SUBMIT DETAILS

Item 1: ID

The following documents can be used to verify your identity **online**. Each identity document is worth a certain number of points. To complete online registration you will need to verify 100 points of documents.

Australian Passport	50 Pts
Australian Drivers Licence	50 Pts
Medicare Card	20 Pts
Australian Birth Certificate	50 Pts
Australian Marriage Certificate	40 Pts
Australian Citizenship Certificate	40 Pts
Change of Name Certificate	40 Pts
Australian Visa (foreign passports)	20 Pts

Many parents at our school have come from overseas and struggle to meet this requirement. If you are unable to verify 100 points of ID online, you may still create an account!

Continue with the process. Your application will be sent to us and we can then approve your account. We will contact you for any further documentaion we may require.

Queensland Government

Item 2: ID HELP

If you are having trouble verifying a birth certificate or marriage certificate, the following tips might help:

1. You must be referring to a full birth certificate, not an extract.
2. Make sure you enter your name as it appears on the birth or marriage certificate, even if your name has changed.
3. Click on the question mark next to the field you are having trouble with to see an example document.
4. Please see the help guide if you are still having trouble, contact our office 5351 2222, or pop in to see us! http://qparents.qld.edu.au/#/help

You are taken to the QParents login page. Log in using your email address and the password you chose in step 6.

Login

Email address	
Password	

Login >

8 You now need to add your students. Enter the EQ ID (see item 3), school year, and school name, then click 'submit'.
If you have been nominated as the QPAO for another child, click 'Add another student' and repeat this process.
Once you have added all your students, your registration and account set-up is complete.

Details of student to be added

EQ ID	
	What is this?
Year level	
	Which year level should I select?
School	
	Which school should I select?

< Back   Submit >

6 You should now create your account. Make sure you use the 'Create an Account' form on the left of the screen.

1. Enter the email address you want to use with QParents. It should be one you check regularly.
2. Enter a password of your own choice that you will remember. It must be at least eight characters long and contain at least one number and one special character.
3. Enter your password again.
4. Enter your mobile phone number.

Create an account

Email address	
Password	
Confirm your password	
Mobile phone number	

Cancel >   Submit >

Item 3: EQ ID

Every school student has an EQID. It consists of 10 numbers and one letter. You can find it on your child's student ID card (the numbers under the barcode), report cards, or school invoices, among other documents. Please contact the school directly if you cannot find your student's EQID. 5351 2222

9 A final check is conducted at school before approval. You will be notified by email when this check is complete and will then have access to all of the features in QParents.

7 An email is sent to the email address you entered in Step 6. Click on the link in this email to verify your email address and activate your account. The email must be verified within 30 days of registration, or you will need to register again.

Enjoy!

If you have any questions or require assistance with registration, please contact our office 5351 2222 or drop in.

Queensland Government