QParents

Registration Process

Before you register as a QParents Account Owner (QPAO), you will need to have:
1. Your QParents invitation email
2. 100 points of ID documents (see item 1)
3. Your child’s (or children’s) EQID(s) (see item 3)

Click on the link in the QParents invitation email.

Register as a QParents Account Owner

Dear John

You have been nominated as the QParents Account Owner for Janie Citizen by Purple State School.

To register for QParents you will need:
1. Your unique invitation code
2. 100 points of identification to verify your identity online
3. Your child’s (or children’s) EQID(s)

Click here to begin the registration process

You will be taken to the QParents portal with your unique invitation code already entered. Click “Next”.

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”.

Select “Yes” if you are the person linked to the code you entered, then click “Verify Identity”.

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”.

Item 1: ID

The following documents can be used to verify your identity online. Each identity document is worth a certain number of points. You need to have enough documents to reach 100 points.

- 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

If you only have 60-90 points of the above ID, you can still register. However, you will need to attend your school for a further check later.
**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 our help guide if you are still having trouble: 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.**

<table>
<thead>
<tr>
<th>Login</th>
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<tbody>
<tr>
<td>Email address</td>
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<tr>
<td>Password</td>
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**Submit >**

**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**

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<th>EQ ID</th>
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**A final check is conducted at your child’s school. You will be notified by email when this check is complete and you will then have access to all of the features in QParents.**

**Enjoy!**