SEQTA Engage | Family Guide

Welcome to SEQTA Engage

SEQTA Engage is the primary channel used to communicate College-wide news to our families, and provides access to other applications and family resources in one location.

As a Mercedes College parent or guardian, SEQTA Engage allows you to:

- Receive direct messages from the College.

- Be familiar with what is happening around the College through 'Notices'.

- Access all applications under 'Mercedes Family Portals'.

- Access Guides, Policies and Procedures under 'Documents'.

- View your child's timetable and message their teachers.

To update your contact details or view your financial accounts, you need to access the CIVICA Community Portal.

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Accessing SEQTA Engage

SEQTA Engage is available in any internet browser at **engage.mercedes.catholic.edu.au** and directly on your phone or mobile device via the SEQTA Engage app.

To activate your account, you will require a unique welcome email from SEQTA with a link to 'Set up your account now'. This link is unique to your SEQTA account; other family members wanting to activate an account will need to use a different email address.

The welcome email will be sent to you when your family joins the College, or at the beginning of the year if you haven't yet activated your account. A welcome email can be requested during the year by emailing **mercedes@mercedes.catholic.edu.au**.

When you receive your email:

- Click on your unique account set up link.

- Set up your own username and password.

- Head to engage.mercedes.catholic.edu.au and login using the credentials you have just created.

We recommend you download the **SEQTA Engage app** and connect your account to it. This way you will receive notifications to your phone or mobile device immediately when communications are made, and you'll never miss a thing.

Once you've downloaded the app from the App Store or Google Play:

- Open the app.

- Click 'Next' until the 'Manual setup' option is displayed.

- Enter our URL: https://engage.mercedes.catholic.edu.au and click 'Continue'.

- Login using the username and password you created for the browser.