

2010

St. Boniface's Catholic College

[HOW-TO ACCESS AND USE OUR WEBSITE]

This is a booklet about how to access and use our website

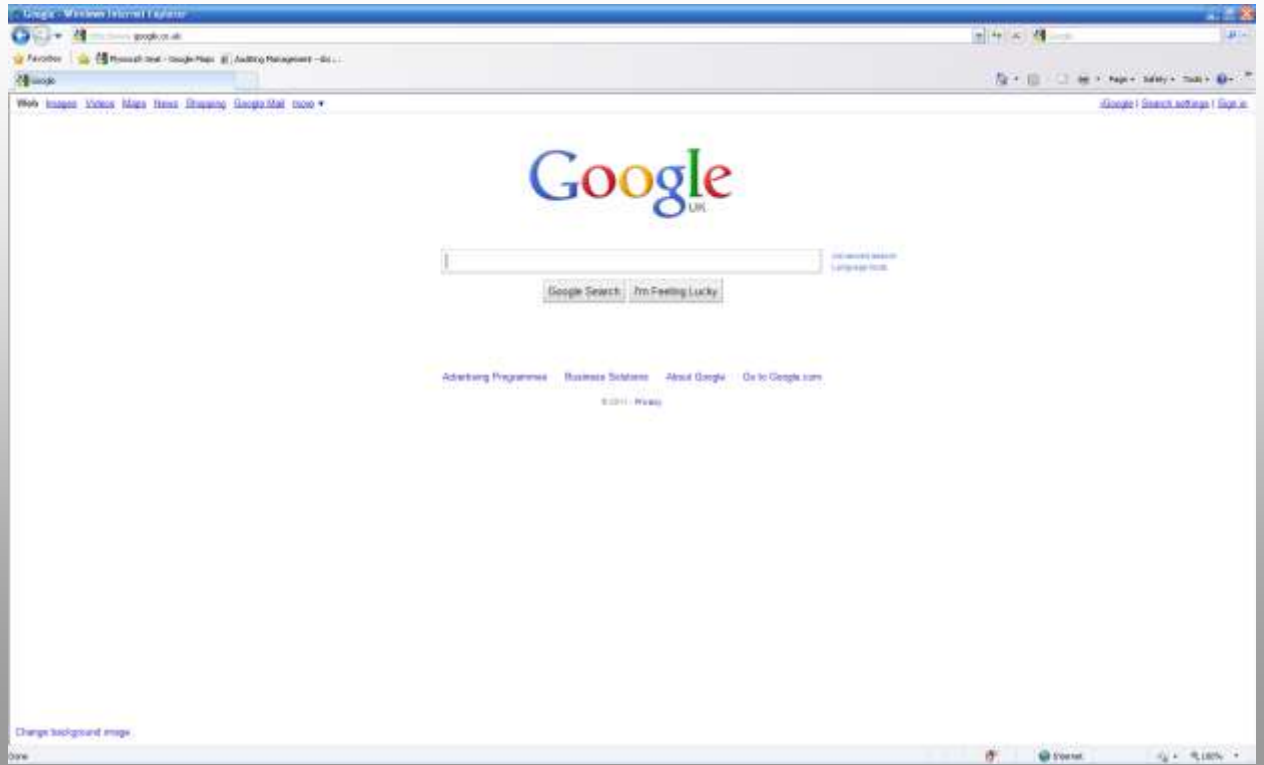
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Digital version of the above documents can be found on
<http://www.stbonifaces.com>

Accessing the website

- 1) Open up your internet browser. (Internet Explorer, Mozilla Firefox, Apple Safari, Google Chrome etc.)



- 2) In the Browser bar at the top, type in <http://www.stbonifaces.com> and this will take you to our website.



- 3) Press return/enter and you will be greeted with the following screen.



Registering on the website

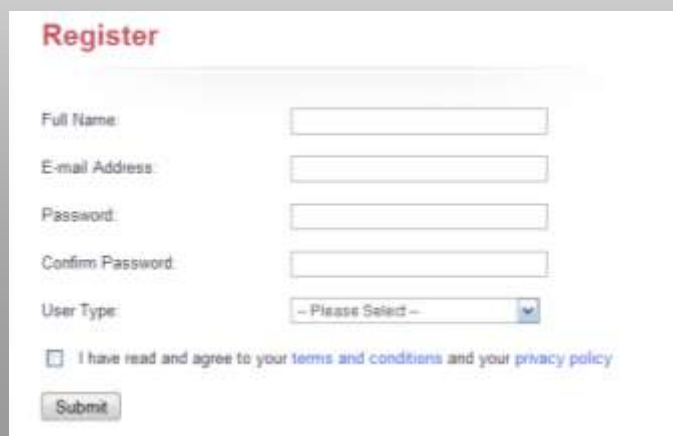
- 1) On the website, mouse over “**Login**” on the menu bar at the top of the page.



- 2) Select “**Register**” from the drop down menu that appears.

- 3) Next, you will need to fill out the following fields:

- a. Full Name - This will need to match what we have on file for you.
- b. E-Mail Address - This will also need to match what we have on file for you.
- c. Password - Make up a password, will need to be longer than 6 characters.
- d. Confirm Password - Retype the password. This is to ensure no spelling mistakes are made.
- e. User Type - Select the type of user you are applying for. Options are: Parent, Staff, Student or Governor.
- f. Tick the box to confirm that you have read and agree to the privacy statement and the terms and conditions of use for the website.

A screenshot of the 'Register' form on the website. The form is titled 'Register' in red. It contains the following fields: Full Name (text input), E-mail Address (text input), Password (text input), Confirm Password (text input), and User Type (dropdown menu with the text '- Please Select -'). Below the fields is a checkbox labeled 'I have read and agree to your terms and conditions and your privacy policy'. At the bottom of the form is a 'Submit' button.

- 4) Once you have filled out all the fields, press “**Submit**”.

Register

Full Name:

E-mail Address:

Password:

Confirm Password:

User Type:

I have read and agree to your [terms and conditions](#) and your [privacy policy](#)

- 5) If you have filled out all the fields correctly, you will be greeted with the following message. If there was an error on your form, an error message will appear next to the part of the form that is incorrect.

Register

Thank you for taking the time to register at stbonifaces.com

Your registration is currently awaiting approval from the website administrator. You will be notified by email when your account is activated.

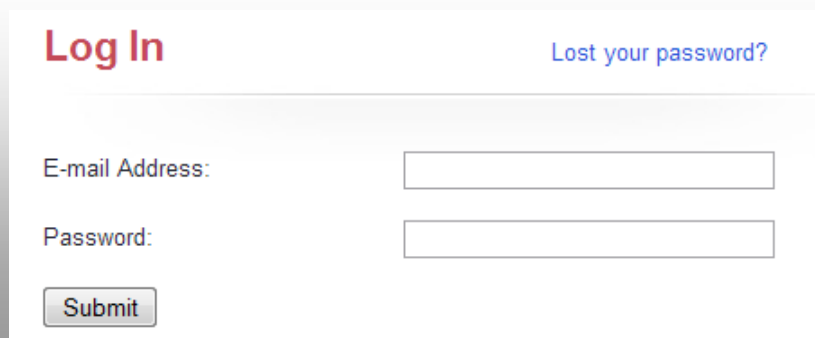
Logging on to the website

- 1) On the website, mouse over “**Login**” on the menu bar at the top of the page.



- 2) Select the user type that you applied for. For example, if you're a parent, select “**Parents**”, if you're a student, select “**Students**”.

- 3) You will now be greeted with the login screen.

A screenshot of the login screen. The title is “Log In” in red, with a “Lost your password?” link in blue. Below the title are two input fields: “E-mail Address:” and “Password:”. A “Submit” button is located below the password field.

- 4) Once your account has been authorised by a member of St. Boniface's Catholic College, you will be able to log in using the e-mail and password you supplied during registration. If you can't remember your password, click the “**Lost your password?**” link and follow the on-screen instructions.