**Registering for QParents from an invitation letter**

The QParents registration process has been designed to ensure the security of your child’s information. If you prepare a few things in advance, it shouldn’t take more than 10 minutes to complete.

You will need to have a working email account to register for QParents.

Before you begin you should have the following 3 things ready: the QParents invitation letter which contains your unique invitation code. Note that this code can only be used by the person to whom the letter is addressed. If you’d like a different parent to register as the QParents account owner, you should contact your school to request a new invitation for that parent.

You will also need in front of you; identity documents totalling 100 points. The following documents can be verified online: an Australian driver’s licence, passport, Birth certificate, Citizenship certificate, Marriage certificate, Change of name certificate, Medicare card or an Australian visa (for foreign passport holders). If you have at least 60 points of ID (but not the full 100), you can still register for QParents online, but you will need to attend your school for an additional check later.

Finally, you’ll need to know your child’s EQID, which can be found on school-generated documents (including, report cards, invoices and your child’s student card). It consists of 10 numbers and 1 letter.

To begin the registration process, in your web browser, go to the QParents homepage at www.qparents.qld.edu.au and select the **Register** button.

The first step is to enter your invitation code. Your invitation code is clearly marked in the invitation letter from your child’s school. This code is unique to you and must not be used by anyone else. Enter the invitation code and then select the **Next** button.

You’ll be required to read the Privacy Statement and the Terms and Conditions. If you accept these, tick the checkboxes to confirm this, and then select the **Accept** button.

Next you’re required to verify your identify. Please check that the name associated with the invitation code you have entered is your name. If this is you, select the **Yes** option and then select the **Verify identify** button.

You’ll now need to complete a 100-point identification check. This process is necessary to ensure your child’s student information is properly protected. Referring to the documents you have already gathered, select an identity document to verify from section 1. Section 2 will then ask you to provide information regarding the document you selected in section 1. Your progress is highlighted, and you’ll be required to repeat this process until you have verified 100 points of identity.

Once you’ve verified at least 60 points of identity documents, you’ll be given an option to progress through the registration and complete the verification process in person at your school. However, it’s better to verify 100 points online, if possible.

Once you’ve completed the identity verification, select the **FINISH** button. You now need to create your QParents account by nominating an email address to be used as your username, a password and a mobile phone number. The email address and mobile phone number may be used from time to time to allow QParents to send you messages.

Once you’ve entered the information, select the **Submit** button. An email will be sent to you to confirm that that email address is operational. You must open that email and click on the link to activate your account, as the final step to create your account.

Once you have clicked on the link in the email, you can log in to QParents for the first time and add your student. Enter the EQ ID of the student who you received the invitation for. You’ll also be required to enter the student’s year level and the school in which they are enrolled.

Click **Submit**, and (if these details match) your request to add a student in QParents will be forwarded to their school for final review and approval by the school principal.

If you’ve received an invitation for more than one child, you can now **Add another student** and repeat this process.

When you are finished adding students, you can log out. You will receive an email advising you once your account has been approved. You’ll then be able to log in to QParents and view your student’s details.