

## 1. Parents Account Login to CJC Portal

Access CJC Portal at <https://portal.catholicjc.edu.sg/>

**Username:** **p** + First 5 characters of your child's name + Last 5 characters of your child's NRIC/FIN

Example:

If your child's name is Christopher Tan Wee Ming, and his NRIC is T1234567X, then your parent's Username is **pchris4567x** (all lower case).

p	c	h	r	i	s	4	5	6	7	x
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**Password (for 1<sup>st</sup> time login):** same as username (all upper case)



## 2. Update Email, Handphone and Change Password

Upon your first login, you will be prompted to update your email and handphone number, and to change your password.

Besides the default username format given in Step 1, this updated email address can also be used as your parent login username subsequently.

This screenshot shows a web form for updating user information. On the left is a blue sidebar with navigation links: Home, My Profile, Communications, My Child/Ward, and Parent Meeting. The main content area has a light blue header with a note: 'Your new password must meet the following requirements: At least 8 characters, Alphanumeric, i.e. contains both letters and digits, Different from your login and email'. Below this are four input fields: 'Email' (with a note 'in 5 to 80 characters'), 'Confirm Email' (with a note 'in 5 to 80 characters'), 'Hand Phone' (with a note 'Please type your email address again to confirm it'), and 'New Password' (with a note 'Type again to confirm'). A blue button at the bottom right says 'Update Email, Hand Phone & Change Password'.

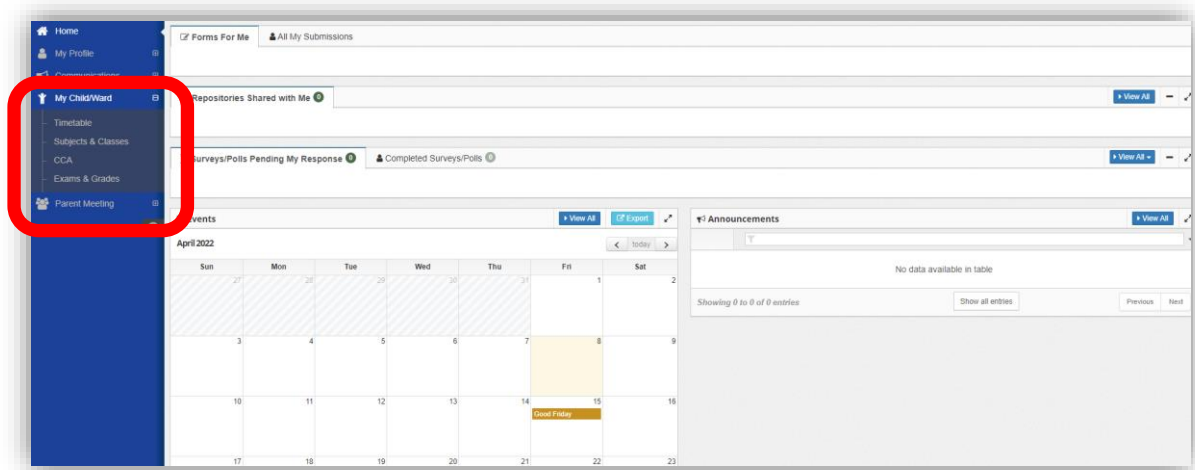
## 3. Account

You will be able to set up your security questions after the first login.

This screenshot shows the 'My Profile' page. The left sidebar has a red box around the 'Account' link. The main content area shows various sections: 'Forms For Me', 'All My Submissions', 'Repositories Shared with Me', 'Surveys/Polls Pending My Response', 'Completed Surveys/Polls', 'Events' (with a calendar for March 2022), and 'Announcements' (with a notice about a webinar).

This screenshot shows the 'Update My Security Questions and Answers' form. A red box highlights the three questions. Each question has a dropdown menu for the question and a text input for the answer. The questions are: 'Question 1: What was the name of your first pet?', 'Question 2: What was the name of your first pet?', and 'Question 3: What was the name of your first pet?'. A blue button at the bottom right says 'Save changes'.

#### 4. View Child's Timetable, Subjects, CCA, Exams & Grades



#### 5. Forgot Password

Click "Forgot Password" on the login page to self-reset.

