

## 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.

The screenshot shows a web-based form titled 'Update Email, Hand Phone & Change Password'. The form includes fields for 'Email\*', 'Confirm Email\*', 'Hand Phone\*', and 'New Password\*'. There are validation messages at the top: '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 the fields are 'Type again to confirm' and 'Password must be alphanumeric, i.e. must contain at least 1 alphabet and 1 numeral, and must be of at least 8 characters long'. A blue 'Update Email, Hand Phone & Change Password' button is at the bottom.

## 3. Account

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

The screenshot shows the 'My Profile' section of a web application. The 'Account' tab is highlighted with a red box. Other tabs include 'Home', 'My Profile', 'Communications', 'My Child/Ward', and 'Parent Meeting'. The 'Account' tab is active. Below the tabs are sections for 'Repositories Shared with Me', 'Surveys/Polls Pending My Response', 'Events' (a calendar for March 2022 showing days 1 through 26), and 'Announcements' (listing a recorded webinar).

The screenshot shows the 'Update My Security Questions and Answers' form. The entire form is circled with a red box. It includes sections for 'My Last Successful Login' (Time: (nil), IP Address: (nil), Device: (nil)), 'Change Account Password' (Current Password\*, New Password\*, Type again to confirm, Save changes), and 'Reset Google Authenticator Token'. Below these are sections for 'Update My Security Questions and Answers' (Question 1, Question 2, Question 3) and a 'Save changes' button.

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

The screenshot shows the CJCPortal dashboard. On the left, there is a sidebar titled 'My ChildWard' with a red box highlighting the following menu items: 'Timetable', 'Subjects & Classes', 'CCA', and 'Exams & Grades'. Below this sidebar is a 'Parent Meeting' section. The main content area features a 'Surveys/Polls Pending My Response' section with a count of 1, a 'Completed Surveys/Polls' section with a count of 0, and a 'Events' calendar for April 2022. The calendar highlights several dates: Friday, April 8th, is yellowed and labeled 'Good Friday'; Saturday, April 16th, is also yellowed; and Sunday, April 17th, is orange. A small note at the bottom of the calendar states 'No data available in table'. To the right of the calendar is an 'Announcements' section showing 0 entries.

## 5. Forgot Password

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

