

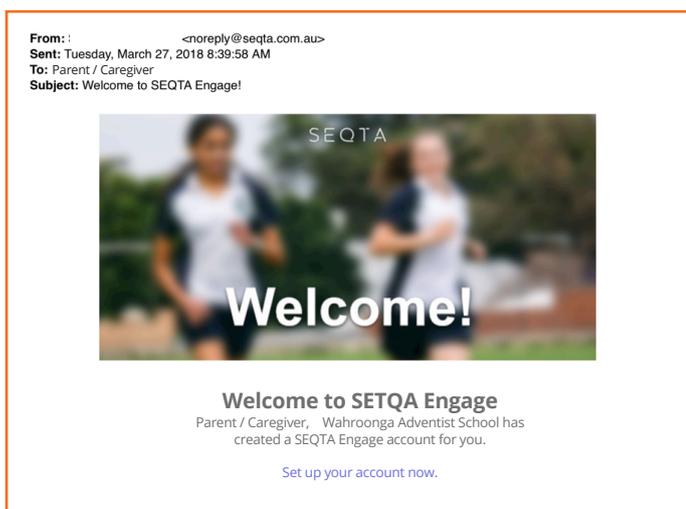
SEQTA Engage

 Log in Guide



1 Welcome Email

Your access to *SEQTA Engage* begins on receipt of an email from the School. This individualised email invites you to set up a *SEQTA Engage* account with the School. A copy of this email is illustrated below.

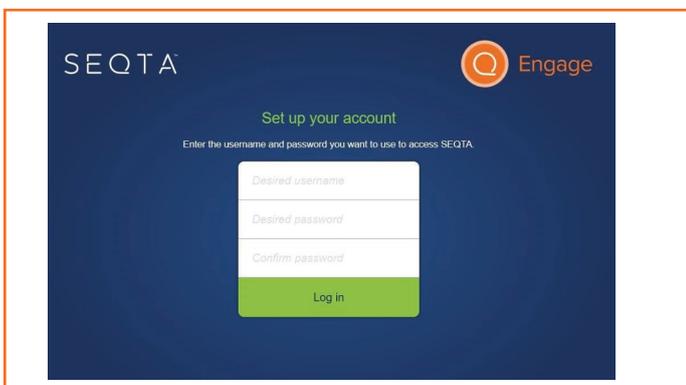


If you do not receive an email from the School, please check **Junk or Clutter folders** before contacting the School.

2 Accessing SEQTA Engage - connecting from your personal computer (PC)

You can connect to *SEQTA Engage* on your PC directly from the individualised email you have received from the School.

Clicking on the blue highlighted **Set up your account now** will take you to the Log in screen shown below. At this point you can create your own unique **Username** and **Password**.



Please note: Your personalised email is a onetime email to all parents and caregivers. **You will only have one week to complete this process.**

Having set your username and password you will be taken to the **Welcome** page of *SEQTA Engage*.

A permanent link to the Wahroonga *SEQTA Engage* Log in window is available on the Homepage of the School website - www.wahroonga.adventist.edu.au

Click on the **SEQTA Engage** icon within the **Important Links** section, as shown below.



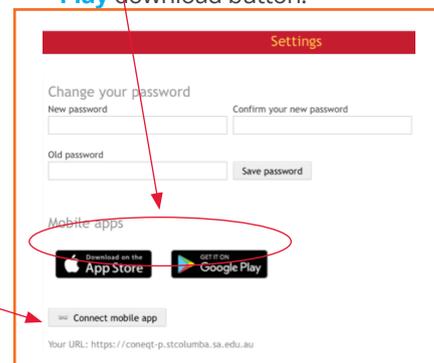
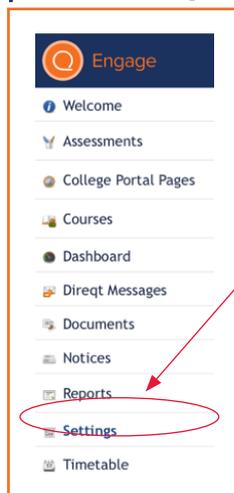
3 Accessing SEQTA Engage - connecting to the SEQTA Engage mobile App

There are **two** methods by which you can access *SEQTA Engage* via its mobile app.

The first process requires you to have already set up your *SEQTA Engage* account on your PC. The second involves downloading the app from the appropriate store on your device - Apple or Google - and logging in directly to *SEQTA Engage*.

Method 1: Having already set your username and password to SEQTA Engage on your PC

1. Log in to the Wahroonga *SEQTA Engage* website via a web browser (e.g. Safari, Chrome) on the mobile device you would like to install the app on.
2. Select **Settings** from the list of pages available to you on the left of the *SEQTA Engage* **Welcome** page.
3. Click on the **App Store** or **Google Play** download button.



Wahroonga Adventist School
SEQTA Engage
URL address.

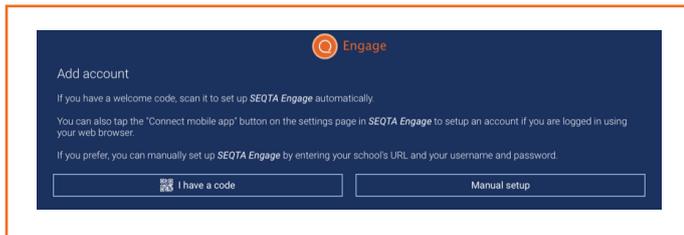
- Follow your device's steps to install the app then open the *SEQTA Engage* app.

Steps for installing from the App Store

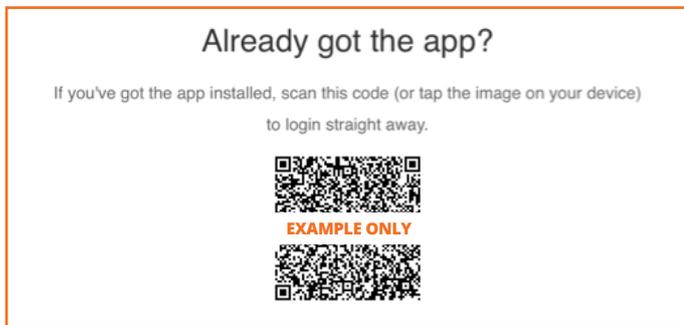
- Download the app to your mobile device by clicking the **App Store icon** on the *SEQTA Engage* Settings page.
- Click **Get**, then **Install**.
- Click **Open**.

Steps for installing from Google Play

- Download the app to your mobile device by clicking the **Google Store icon** on the *SEQTA Engage* Settings page.
 - Click **Install**.
 - Click **Open**.
- Click **Skip** or scroll through into the Intro Slides until the **'I have a code'** or **'Manual setup'** prompt displays.



- Choosing **'I have a code'** will enable the camera on your mobile device to scan the **Quick Response (QR)** code provided to you in the email sent from the School. You can scan from a printout of the email or directly from a computer displaying the code on the screen.

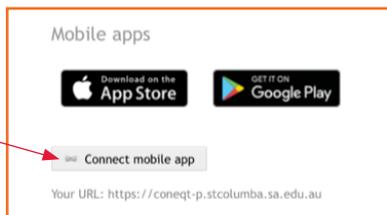


If there are any issues with the code, choose the **'Manual setup'** option, enter the School's *SEQTA Engage* URL and your username and password. Screenshots for a Manual set up are shown in the following steps.

SEQTA Engage : <https://wahroonga.cp.adventist.edu.au>

- Open** or **return to** *SEQTA Engage* in the web browser of your mobile device.

- Select **Settings** once again and click the **Connect mobile app** button located below the two app store icons.

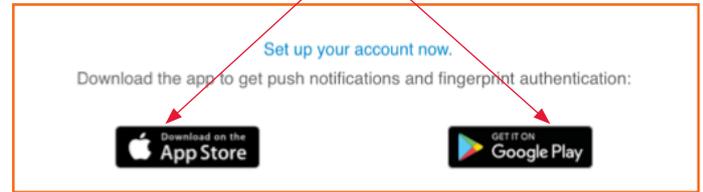


This should automatically open, configure and log you in to the Wahroonga *SEQTA Engage* portal.

Method 2: Connecting directly to SEQTA Engage on your Mobile device

- Begin by downloading the *SEQTA Engage* app from the App Store or Google Play.

Alternatively, click on the appropriate hyperlink icon on the **Welcome email** received from the School to access the *SEQTA Engage* app.

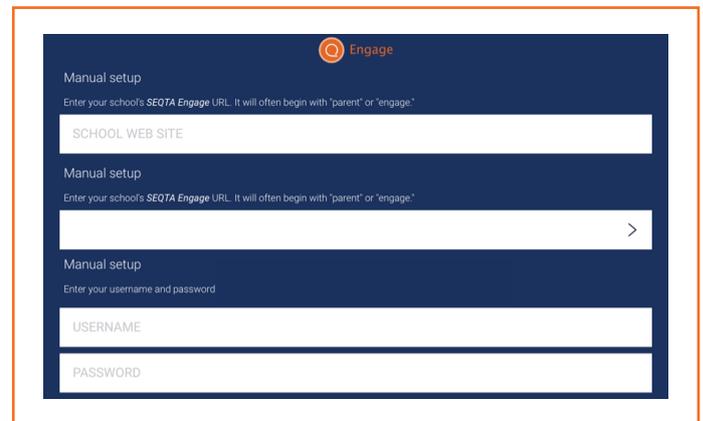


- Follow steps **4 a, b** and **c**, in the top left column, for installing the app from the appropriate store.
- Click **Skip** or scroll through into the Intro Slides until the **'I have a code'** or **'Manual setup'** prompt displays.

- Choosing **'I have a code'** will enable the camera on your mobile device to scan the **Quick Response (QR)** code provided to you on the email sent from the School. You can scan from a printout of the email or directly from a computer displaying the code on the screen.

If there are any issues with the code, choose the **'Manual setup'** option, enter the School's *SEQTA Engage* URL and your username and password. Screenshots for a Manual set up are shown below.

SEQTA Engage : <https://wahroonga.cp.adventist.edu.au>



Troubleshooting

If you experience any difficulties accessing *SEQTA Engage* or have any questions, please email the School's **SEQTA Engage**: office@wahroonga.adventist.edu.au

Now that you have successfully established a Wahroonga Adventist School *SEQTA Engage* account, a comprehensive **User Guide** which is available in *SEQTA* under 'School Documents' in the Menu. This will help you in navigating your way through *SEQTA Engage* and to customise options to suit your individual needs.