

## 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.

A screenshot of a web application interface showing a form for updating user information. The form is titled "Update Email, Hand Phone & Change Password" and includes the following fields and instructions:

- Email \***: In 5 to 50 characters. Please ensure your email address is correct, as further password reset requests will be sent to this email address.
- Confirm Email \***: In 5 to 50 characters. Please type your email address again to confirm it.
- Hand Phone \***: A field for entering a phone number.
- New Password \***: Type again to confirm. 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 button at the bottom of the form reads "Update Email, Hand Phone & Change Password".

## 3. Account

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

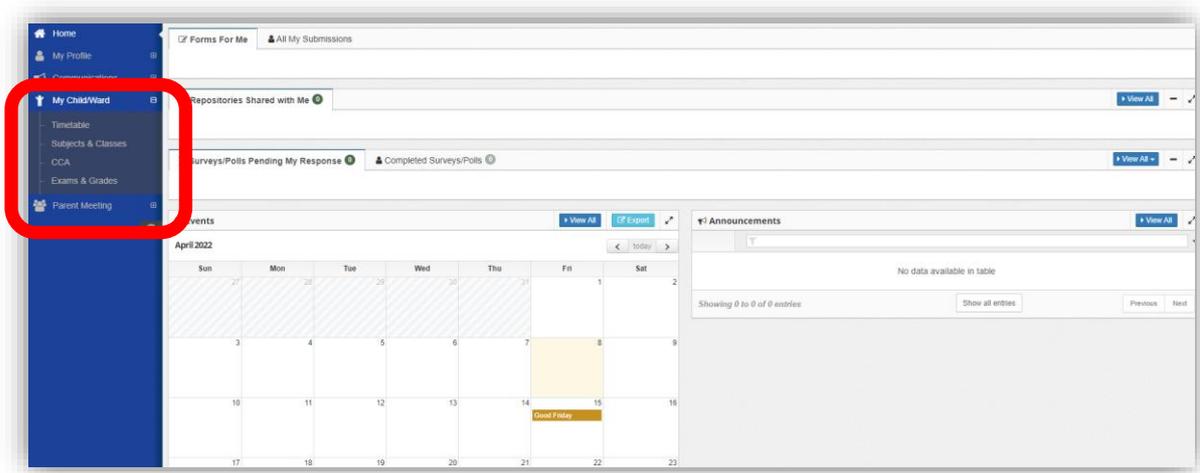
A screenshot of a user account dashboard. The left sidebar menu is highlighted with a red box, showing the following items: Home, My Profile, Account, My Child/Ward, and Parent Meeting. The main content area includes sections for "Forms For Me", "All My Submissions", "Repositories Shared with Me", "Surveys/Polls Pending My Response", "Completed Surveys/Polls", "Events" (with a calendar for March 2022), and "Announcements".

A screenshot of the "Update My Security Questions and Answers" form. The form is titled "Update My Security Questions and Answers" and includes the following sections:

- My Last Successful Login**: A table showing login details for Time, IP Address, and Device, all listed as "(nil)".
- Change Account Password**: A section for updating the password, including fields for "Current Password", "New Password", and "Type again to confirm". A blue button "Save changes" is present.
- Update My Security Questions and Answers**: A section for setting up security questions. It contains three questions, each with a dropdown menu for the question and a text input for the answer. The first question is "What was the name of your first pet?". A blue button "Save changes" is at the bottom.
- Reset Google Authenticator Token**: A section for resetting the authenticator token.

The "Update My Security Questions and Answers" section is highlighted with a red box.

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



#### 5. Forgot Password

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

