**Parent Portal:**

**Step 1.** Create a new parent portal login by navigating to: [http://parent.lixm.catholic.edu.au](http://parent.lixm.catholic.edu.au) and selecting the green button. Create a new parent login.

**Step 2:** Use an email account known to the school to create or reset your account.

**Step 3:** Request the account (blue button) then check your email account for a reply and set a new password for the account.

**Step 4:** Confirm the password and save the account.

**Step 5:** Log in to the Parent Portal again and select Schoolworx from the options displayed.
OR

Step 5 (alternate) Log in to the Schoolworx parent portal directly
http://schoolworx.lism.catholic.edu.au/parentportal

Step 6: Once logged in amend any contact details that are out of date or incorrect

![Additional details required form]

Step 7: Select Submit and continue to the next screen.

![Schoolworx: Managing Learners]

Welcome Mr. Bob ZARATE

Options

Student Profiles Available

- Christopher Abdel-Mesh [My Relationship: Parent]
- Cory Abdel-Mesh [My Relationship: Parent]

Step 8: Select your child and continue to the parent portal (sample below)

![Welcome to Billy ZARATE school profile]

Details about the school that Billy is attending

School Calendar

Step 9: Select a link on the page. In this example use Parent/Teacher Interviews
**Step 10:** To make a parent interview select the **make/review** bookings link

![Parent/Teacher Interview Times for: Billy ZARATE](image)

No interview bookings have been made.

**Step 11.** Select the interview day and time from the options available using the drop down.

Note: If the sessions are yet to open or the closing date is reached then you will be prompted. It is not possible to see all the interview time slots available on all days in one view.

**Additional Notes:** Catholic Schools Office staff who are also parents need to use their full username eg **zsmith@lism.catholic.edu.au** and are advised to also use an incognito or private browsing window to access the parent portal as a parent.

**Step 12:** Log out when done.