

# QParents

## Registration Process

Before you register as a QParents Account Owner (QPAO), you will need to have:

1. Your QParents invitation email
2. 100 points of ID documents (see item 1)
3. Your child's (or children's) EQID(s) (see item 3)

**1** Click on the link in the QParents invitation email.

### Register as a QParents Account Owner

Dear John

You have been nominated as the QParents Account Owner for Janie Citizen by Purple State School. To register for QParents you will need:

1. Your unique invitation code
2. 100 points of identification to verify your identity online
3. Your child's (or children's) EQID(s)

[click here to begin the registration process](#)



**2** You will be taken to the QParents portal with your unique invitation code already entered. Click 'Next'.

### Invitation code

Please enter your unique QParents invitation code.

Invitation code

Where should I find the invitation code?

**Next** >

**3** Read the Privacy Statement and the QPAO Terms and Conditions. If you agree to these, tick the 'Read and understood' check-boxes for both and click 'Accept'.

**4** Select 'Yes' if you are the person linked to the code you entered, then click 'Verify identity'.

### Invitation code

This invitation code is registered to **John Citizen**. If this is not you, you must NOT proceed with the registration process.

Is this you?

Yes  No

**Verify identity**

**5**

You will now need to enter details from your identity documents.

1. Select the first document you will use.
2. Enter the requested details—they can be found on your identity document. When you have done this, click 'Submit details' (see item 2)
3. Repeat steps 1 and 2 until you have reached 100 points. Then click 'Finish'.

### Verify your identity

To verify your legal identity, you will need to provide 100 points of ID using a combination of identity document types from the list below.

50% VERIFIED

**1** Select which sources of identification you wish to use from the list below.

**TELL ME MORE**

Driver's Licence (50 points)  Select your State

NSW  QLD  SA  VIC  WA  ACT

NT  TAS

Medicare Card (20 points)

Australian Passport (50 points)

Australian Citizenship Certificate (40 points)

Australian Birth Certificate (50 points)

Australian Marriage Certificate (40 points)

Having trouble completing your verification?

**VIEW OPTIONS**

**2** Start entering the details below. Click 'Submit Details' after each source is entered.

**Queensland Driver's Licence (50 points)**

Please provide your QLD driver's licence details so we can confirm them with the QLD Government. Your licence details will be submitted to the Australian Government Document Verification Service. **TELL ME MORE**

**\* MANDATORY FIELD**

Licence number \*

First name \* Middle name \* First name \*

Date of birth (DD/MM/YYYY) \*

I agree that my above information is checked with the issuer or Official Record Holder

**SUBMIT DETAILS**

## Item 1: ID

The following documents can be used to verify your identity online. Each identity document is worth a certain number of points. You need to have enough documents to reach 100 points.


Australian Passport	50 Pts
Australian Drivers Licence	50 Pts
Medicare Card	20 Pts
Australian Birth Certificate	50 Pts
Australian Marriage Certificate	40 Pts
Australian Citizenship Certificate	40 Pts
Change of Name Certificate	40 Pts
Australian Visa (foreign passports)	20 Pts

If you only have 60-90 points of the above ID, you can still register. However, you will need to attend your school for a further check later.



## Item 2: ID HELP

If you are having trouble verifying a birth certificate or marriage certificate, the following tips might help:

1. You must be referring to a full birth certificate, not an extract.
2. Make sure you enter your name as it appears on the birth or marriage certificate, even if your name has changed.
3. Click on the question mark  next to the field you are having trouble with to see an example document.
4. Please see our help guide if you are still having trouble:  
<http://qparents.qld.edu.au/#/help>

**6** You should now create your account. Make sure you use the 'Create an Account' form on the left of the screen.

1. Enter the email address you want to use with QParents. It should be one you check regularly.
2. Enter a password of your own choice that you will remember. It must be at least eight characters long.
3. Enter your password again.
4. Enter your mobile phone number.

**Create an account**

Email address	
Password	
Confirm your password	
Mobile phone number	

[Cancel >](#)

[Submit >](#)

**7** An email is sent to the email address you entered in Step 6. Click on the link in this email to verify your email address and activate your account.

You are taken to the QParents login page. Log in using your email address and the password you chose in step 6.

**Login**

Email address	
Password	

[Login >](#)

**8** You now need to add your students. Enter the EQ ID (see item 3), school year, and school name, then click 'submit'. If you have been nominated as the QPAO for another child, click 'Add another student' and repeat this process. Once you have added all your students, your registration and account set-up is complete.

**Details of student to be added**

EQ ID		What is this?
Year level		What is this?
School		What is this?

[< Back](#)

[Submit >](#)

## Item 3: EQ ID

Every school student has an EQID. It consists of 10 numbers and one letter. You can find it on your child's student ID card (the numbers under the barcode), report cards, or school invoices, among other documents.

**9** A final check is conducted at your child's school. You will be notified by email when this check is complete and you will then have access to all of the features in QParents.

# Enjoy!