

St Patrick's CBC



EduPac Guardian Portal

St Patrick's CBC has launched a Parents' Portal Module and Mobile Application Guide for Guardians. This means that you will be able to access your child's marks on a secure internet based platform. Please allow for one week from date of assessment for marks to reflect. Below please find the step-by-step *Login Help Guide*:

1. Open your web browser (Chrome, Firefox, Internet Explorer) and type the following web address into the address bar at the top of the screen:

portal.edupac.co.za

2. You will then see the following screen. Please click on "**Register**" in order to create your account:

LOGIN

Please enter your username and password **Register** if you don't have an account.

ACCOUNT INFORMATION

Username

Password

[Recover Password](#) if you forgot your password.

[Resend Verification Mail](#) if you have not received the verification email.

LOGIN

3. You will be redirected to the Create Account page. Please complete all of the information fields required:

Create a New Account

Use the form below to create a new account.

Account Information

Username

First Name

Last Name

Id Number

Telephone

(Use Format +27 83 123 4567)

Email

(Passwords are required to be a minimum of 7 characters in length and must contain at least 1 non-alphanumeric character.)

If you have successfully created your account, the following will be displayed:

Account Created

Your account has been successfully created. You should receive an activation e-mail shortly.

Login

4. You will receive an activation email similar to the example below. Please click the "Activate Now" link to finalise the registration process:

Reply Reply All Forward

 support@edupac.co.za
User Account Created

An account was set up on the Edupac Enterprise Edition Web site with the following:
Username: (Example)
To activate your account, please click on the following link:
[Activate Now](#)
To reset your password, you must answer the following question:
Password Question: (Example)?
Password Answer: (Example)
Thank you for creating an account with our Web site.

5. After clicking the "Activate Now" link, you will be sent back to the EduPac guardian portal to choose which school your learner is enrolled in. Simply type "St Patricks" into the

search bar, select the match which is displayed (St Patrick's Christian Brothers), then click "Next":

Add Another Educational Institution

Use the form below to search for and select an Educational Institution:

Choose Educational Institution

Educational Institution Name

St Patricks

(Start typing the name to begin your search...)

00014301 St Patricks Christian Brothers (Northern Cape)

Next

6. Then select only the "Guardian" role and click "Next" as below:

Add Another Educational Institution

Please specify the Roles for which you wish to apply:

Role Selection *

Guardian

Account Holder **

SGB/SMT Member **

(** Activation to be verified by the Educational Institution)

Next

7. Then finally click "Done"

Add Another Educational Institution

Educational Institution added successfully.

Done

8. Your account will be reviewed as a security measure by our IT Department after which you will be able to log in and access your learner's information. Please allow 48 business hours for the confirmation process.

ENTERPRISE EDITION Guardian Portal

Home

Students

Documents

New Enrolment

Contact Us

Your account is currently under review.

Please make use of the Contact Us facility on the menu to enquire about the status of your user account.

If you experience any difficulty with downloading this portal, please contact our IT department on KBegley@stpatricks.co.za.

