



QParents- Payment & Permission Platform *Your Registration is Required!*

Dear Windsor Families

In line with state-wide initiatives, we have now moved to QParents as a one-stop platform for Payments and Permissions due to its increased functionality.

As such, in order for you to provide electronic permission and payment for events, via a fast and simple process, we are requesting your assistance in registering your family within QParents.

If you are the first residential parent contact listed in our system you will have received an email invitation from the school to activate your account. Please take a few minutes to set this up. As the first 'residential parent', you are then able to invite other parent/s to join the account for a given student once you are set up in QParents.

Follow these steps to finalise your QParents Profile:

1. Check your email inbox (or junk) for a **personalised link** to QParents, if one does not exist, email admin@windsorss.eq.edu.au to request a personalised link is emailed through to you.

2. Register, by providing the 100 points of ID as outlined in the attached forms.

NB. You are not required to upload documents, only enter in the document numbers.

- *If you do not have 100 points of ID as outlined in the attached forms, please request a 'low-doc approval' and come to reception with documents listed on following page.*

Admin team are available Monday-Friday from 8:30am-3:30pm

3. Once set-up within QParents, request to "add a student" for any student that you have enrolled in the school, using their EQ student I.D.

NB. Students' EQ ID can be located on their report card, school invoices, enrolment information. Please call the office if you cannot locate the information.

We will be move to utilise QParents as the main interface for both permissions and payments throughout 2024 and it will also be used in state high-schools as your students' transition.

If you need help setting up your QParents Account, we are happy to assist at admin@windsorss.eq.edu.au

Kind regards

Tony Johnson

Deputy Principal- Windsor State School

For assistance, go to: Q Parents help page: qparents.qld.edu.au/#/help or phone 13QGOV

QParents



Registration fact sheet

What do I need to register for QParents?

To register, you will need:

- your unique invitation code sent to you by your child's school
- an active email account
- each child's EQ ID number
- 100 points of ID to verify your identity.

How do I verify my identity?

To verify your identity online, you must provide at least 100 points from the online documents list:

Document	Points	Document	Points
Australian passport	50 pts	Australian marriage certificate	40 pts
Australian driver licence	50 pts	Australian change of name certificate	40 pts
Australian birth certificate	50 pts	Australian visa (foreign passport)	20 pts
Australian citizenship certificate	40 pts	Medicare card	20 pts

What if I can't verify my identity online?

If you are unable to provide 100 points of ID online, you can still register for QParents.

During the registration process, select the 'not enough ID' option and then visit the school to have your identity verified.

The school can verify your identity using a combination of 100 points of the following documents and the additional identity documents.

Document	Points	Document	Points
Passport	60 pts	Marriage certificate	40 pts
Driver licence	60 pts	Citizenship certificate	40 pts
Birth certificate	50 pts	Change of name certificate	40 pts

Additional identity documents

You will also need to show at least one additional document from List 1 or two documents from List 2.

List 1	List 2
Learner driver's licence	Bank statement showing your name and address (less than 6 months old)
Working with Children Check (blue card)	Utilities statement showing your name and address (less than 6 months old)
Adult proof of age card	Pensioner Concession Card
Queensland Weapons Licence	Department of Veterans' Affairs entitlement card
Industry Authority cards (issued by the Department of Transport and Main Roads)	Health Care Card or Seniors Health Card or other Department of Human Services entitlement cards
	Student identity card issued by an Australian education institution
	Queensland or Australian Government staff identity card

Still unable to verify your identity?

In exceptional circumstances, school principals may approve QParent accounts under the 'Known Person/Community Standing' option.

When will my account be activated?

Once your identity has been verified, the school will activate your account.

Need help?

Additional assistance is available from:

- QParents help page at qparents.qld.edu.au/#/help
- call 13 QGOV (13 74 68)
- contact your child's school.