



Engage

Ballajura Community College

SEQTA Engage App Setup



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Installing the SEQTA Engage App Using the Welcome email

This method steps through setting up SEQTA Engage using the Welcome email.

Step 1: Download and Install the SEQTA Engage App

1. Open the Welcome email on the device you would like the app installed on.
2. Click on the App Store or Google Play button and download and install the app.
 - Steps for installing from '**App Store**': Click **Get**, then **Install**. If prompted type access code or use thumbprint. Click **Open**.
 - Steps for installing from '**Google Play**': Click **Install**, click **Open**.

Step 2: Configure the App Using the QR code

Open the Welcome email and tap the QR Code - this will automatically open the app and prompt to set a username and password. If the account is already setup it will log you in straight away.

NOTE: If the QR code does not do anything when selected, this indicates the email client is blocking it. Where this is the case, set up the account by clicking the link in the email. Then complete the steps below to manually configure the app.

Installing the SETQA Engage App using a Web-Browser

These steps assume that the parent already has an account provisioned (i.e. has a username and password). In addition, that they are able to log into the web version of SEQTA on the device the app needs to be installed.

NOTE: The option to setup the app via the web-browser is not available in cases where the apps setup information has been requested to be hidden. See below for more information on hiding/displaying these options.

Step 1: Log into SEQTA Using a Web-Browser on the Device That the App Needs to be Installed

1. Log into the school's SEQTA Engage website using the device the app needs to be installed on.
2. Select '**Settings**' from the left-hand menu. The setup information should then display under the heading '**Mobile Apps**'. Information does not display? It's likely disabled, see below for information on enabling this option.



Step 2: Download and Install the SEQTA Engage App

1. Click on the **App Store** (for an Apple device) or **Google Play** (for an Android device) button and download and install the app.
 - Steps for installing from '**App Store**': Click **Get** then **Install**. If prompted, type access code or use thumbprint. Click **Open**.
 - Steps for installing from '**Google Play**': Click **Install**, click **Open**.

Step 3: Configure the App Using the 'Connect Mobile App' Button

1. Go back to the website version and select **Settings**.
2. Click the **Connect Mobile App button**. This should log you into the app automatically.

Manually Installing the App on a Device

These steps assume the parent has set up their account (i.e. has a username and password). In addition, that they have obtained the school URL via the '**Settings**' page in the web version or SEQTA, or have been provided with the URL by the school.

Step 1: Download and Install the SEQTA Engage App

1. On the device you want to install the app, go to the App Store or Google Play. Download and install the app.
 - Steps for installing from '**App Store**': Click **Get** then **Install**. If prompted, type access code or use thumbprint. Click **Open**.
 - Steps for installing from '**Google Play**': Click **Install**.

Step 2: Configure the App by Manually Entering the Required Information

1. **Open the app**, click **Open**.
2. Click **Next** until the **Manual Setup** option displays.
3. Enter the schools website URL: <https://parent.bcc.wa.edu.au> (if you do not have the URL this can be obtained from the school or accessed through the '**Settings**' page in the online version of SEQTA).
4. Click **Continue**, enter the '**Username**' and '**Password**' and click **Log In**.



Logging out of SEQTA App

The logout process is different depending on the device being used.

Logging out Using an Android Device

1. Click on the **menu button**.
2. Scroll down and click the **Log out button**.

Logging out Using an iPad or iPhone

Uninstall, then reinstall the app.

Compatible Apple iOS and Android Versions

- Apple iOS - Requires iOS 11.0 or later.
- Android - Requires 5.0 or later.



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