

Parent Guide – Using SEQTA Engage

Introduction

This guide has been developed to assist parents and guardians with accessing and navigating SEQTA Engage, Marian College's online portal for monitoring student attendance and assessment, and for communicating with staff. The guide explains how to log in to SEQTA Engage and outlines the key features available within each tab, so that families can make the most of the information and tools on offer.

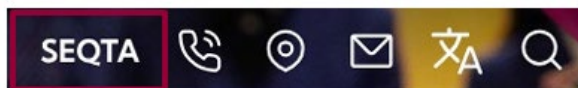
Logging into SEQTA Engage

There are two ways to log in to SEQTA Engage: through the SEQTA Engage app or via a web browser.

Accessing Engage using a Web Browser (Google, Microsoft Edge, Safari, etc.)

Step 1: Search for Marian College Sunshine West and select the school website.

Step 2: In the top right corner, click SEQTA.



Step 3: Select Parents & Guardians (SEQTA Engage).



Step 4: Enter your username and password.



Step 5: Once logged in, you will see the main dashboard.

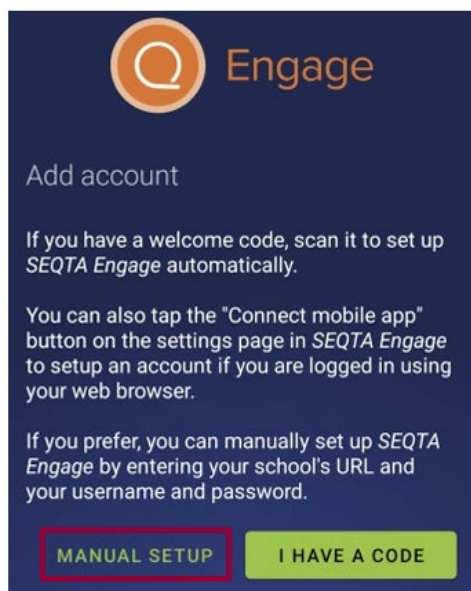
If you do not know your login details, please contact Marian College via email info@mariansw.vic.edu.au or by phone on **03 9363 1711**. If you have forgotten your password, click "Forgot your password" and follow the prompts. You will receive an email to reset it.

Accessing Engage using the SEQTA Engage App

Step 1: Search SEQTA Engage in Google Play or the App store. Download and open the SEQTA Engage app.



Step 2: From the below screen select Manual Setup.

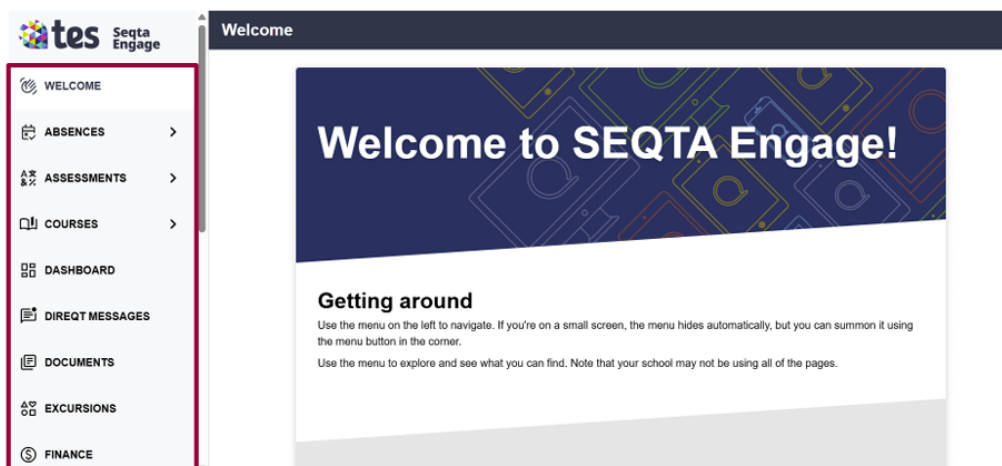


Step 3: When prompted enter the following web address: **<https://parent.mariansw.catholic.edu.au:6443>**

Step 4: Enter your username and password. These are the same details you use to log in on via the web.

Navigating SEQTA Engage

Once logged in, families can move between the navigation tabs outlined below to access different information about their child.

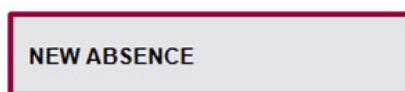


Student Absences

Use the Absences tab if your child is sick or unable to attend school.



Step 1: Select New Absence.



Step 2: Complete the details:

Student: select your child (this will default automatically if you only have one).

Start Date / End Date: leave as default or adjust as needed.

Start Time: 8:35am (default).

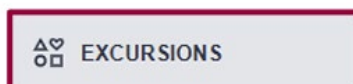
End Time: 3:08pm (default).

Reason: select options such as Bereavement, Holiday, or Parent Contact.

Comment: add relevant details (e.g. unwell, medical appointment).

Step 3: Click Submit.

Excursions



Excursions are managed through SEQTA. This means families give permission for their child to attend an excursion by using the Excursion tab in SEQTA Engage and click Open for the respective excursion.

When an excursion is coming up, parents and guardians will receive a notification. You should then follow the prompts in SEQTA to give consent for your child to attend. Please note that consent must always be given through SEQTA Engage - this is the only way to approve an excursion.

Excursion	Date	RSVP	Consent	Payment Received	
Netball Competition	10/09/2026	9/09/2026		N/A	Open

If you have more than one child at the College, please make sure you select the correct child before giving consent — this ensures the right student is approved for the right excursion.

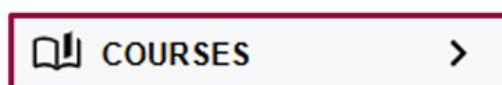
Assessments

The Assessment tab gives you an overview of all your student's assessments in one place. Here you can view upcoming assessments and their due dates, check results and teacher feedback for completed work, and quickly see which assessments still have results pending.

Parents and guardians are advised to check this section on a regular basis.

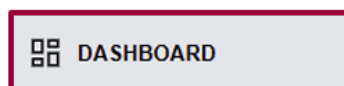


Courses



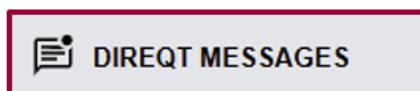
The Courses tab shows all the subjects your child is currently enrolled in for the term. From here, you can see an overview of each subject, including the teacher and class details. This gives you a clear picture of your child's full course load at a glance. This tab allows parents to view each lesson that their student undertakes for each of their subjects.

Dashboard



The Dashboard tab gives you a snapshot of your child's day at a glance. It displays any unresolved absences, with a reminder to email the school to acknowledge or resolve them. You can also view homework tasks and a full timetable showing each class, teacher, and room for the day. Together, these sections help you stay on top of your child's schedule and attendance without needing to check multiple screens.

Direct Messages

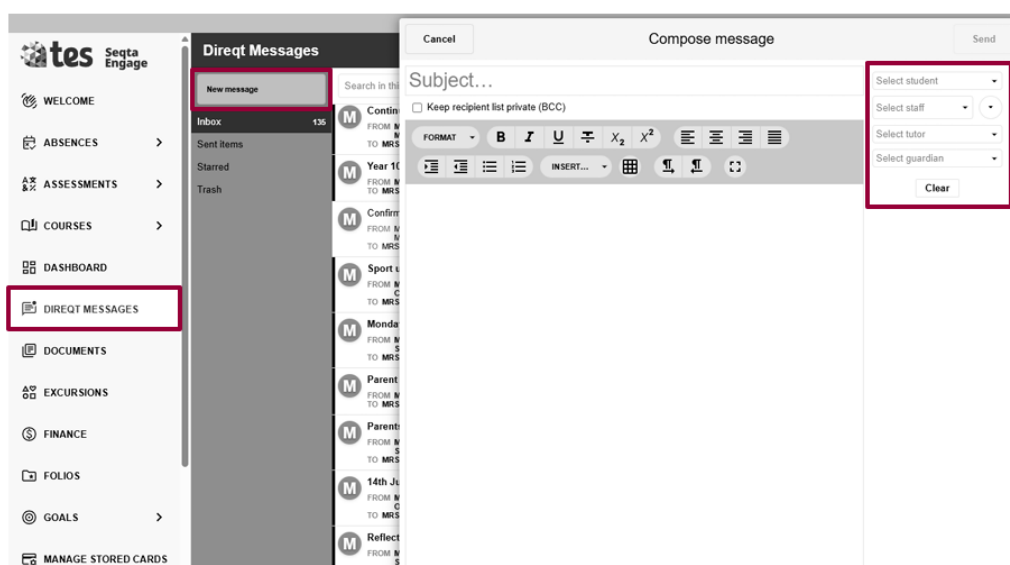


The Direct Messages tab lets you read messages from the school office, teachers, and coordinators, all in one place. You can also send your own messages to your child, a staff member, or another guardian.

To send a new message:

Step 1: Select New Message

Step 2: Choose who you'd like to message (please use the drop down options).



Summary

This guide outlines how to log in to SEQTA Engage and navigate its key tabs, including Absences, Assessment, Courses, Dashboard and Direct Messages. Families requiring further assistance with SEQTA Engage are encouraged to contact Marian College on 03 9363 1711.