

## FAQ for New Students and Parents

### What is my username and password?

Your parent/guardian will have been emailed your student number and password from Mrs. Brooks, our registrar.

If you have not got a copy of that, please email [tz@stpauls.qld.edu.au](mailto:tz@stpauls.qld.edu.au) and we will assist you with obtaining your username and password.

### What is my email address?

Your email address is [yourstudentnumber@stpauls.qld.edu.au](mailto:yourstudentnumber@stpauls.qld.edu.au). So, if your student number was 12345, your email address will be 12345@stpauls.qld.edu.au

### How do I get my Email?

Head on over to <https://portal.office.com> and login with your **email address** and password

### How do I get my timetable?

You can access your timetable in Student Café. The URL for Student Café is:

<https://orion.stpauls.qld.edu.au/studentcafe/>

Ensure that you login with your **student number** and password (do not put in the @stpauls.qld.edu.au part!)

### How do I change my password?

Login to <https://portal.office.com>, click your name/person icon in the top right-hand corner, and choose 'My Account'.

From there, you can change your password.

### How can I see the current period? Where do I need to be at what time?

St Paul's uses Microsoft Teams for remote learning. Your teacher may direct you to the Learn Portal, but most of the time you will be using teams.

If you have installed Microsoft Office (see above), you will be able to find Microsoft Teams on your computer.

In addition, if you have access to your timetable in Student Café (see above), that will show you the current lesson and where you are supposed to be.

We have an online, virtual bell for remote learning which you can access here:

<http://thebell.stpauls.qld.edu.au>

I have another question! Who do I talk to?

Start by asking your class teacher what to do. If you are unsure, or if you need IT help, send an email to [tz@stpauls.qld.edu.au](mailto:tz@stpauls.qld.edu.au) and we'll help you out as soon as we can!