

RADFORD COLLEGE

New Parents - Radford Online User Guide

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Check and update your family information for 2019

Parent Teacher Interviews (Junior & Secondary)

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College Quick Links

Radford Online has been updated. Please click this tile for further information.

My Announcements

Have your details changed? Update them using the link on this page.

Football (Soccer) Referee Courses

Radford 2019 Winter (term 2 & 3) Sport Registrations & Trials - registrations close Friday 8 February

Cricket ACT looking for volunteers for Manuka Oval Test Match

Radford Junior School Family Reading Challenge

Welcome. This guide will assist you to use the College intranet, Radford Online

On the College website, look for the maroon Quick Links heading on the right-hand side of the front page.



The Radford Online button is located at the bottom of the Quick Links section.



Your login details, including the four or five-digit number followed by @radford.act.edu.au are included in your child/ren's confirmation of enrolment letter.

If you need to be reminded of your username, please ring the Registrar's Office on 6162 6212.

Your password has been automatically generated by the College's IT Department. You may choose to use this password or use the password reset function. Refer to this **[guide on how to reset your password](#)** or click on the **[reset URL](#)**

Once you have successfully logged in to Radford Online, it is important for you to review and update your family details, especially medical information for your child/ren.

1. Click on the tile on the left-hand side of the page that says “**Check and update your family information for 2019**” (see screenshot of Radford Online Dashboard at top of this document).
2. You will be taken to another page to log in again using the same username and password you used to login to ROL. (see following screenshot).



Sign in with your organizational account

Sign in

Need help? Contact Radford IT helpdesk at
help@radford.act.edu.au

[Can't access your account?](#)

(Points 3-6 below are illustrated by the screenshot below).

3. You should now be logged in to the "**Intro**" tab of your family page in Synergetic, the College database. Next to it are the tabs for “**Finance**” (your College student account) “**Interviews**” (booking an interview with your child/ren’s teacher or tutor during designated weeks) and “**My Details**” updating family member details.
4. Below these tabs is a maroon drop-down menu with the names of each parent / caregiver and the child/ren attending Radford College. Below that is a menu with gold-coloured tabs with categories including “Personal”, “Medical” and “Immunisations & HealthCare”.
5. Click onto the category you want to edit and then click the word “Edit” (right-hand side of the page).
6. It is especially important to update the “Medical” category and confirm that the information in the “Immunisations & HealthCare” category is correct. You should also check that parent / caregiver contact details in the "Personal" category are current.

Child No. 1

When you submit changes through the My Details page they must be approved by the school. The changes will only take effect at the school once they have been approved. You will receive an action centre notification when the changes have been actioned and are live at the school. Please contact the school directly if your changes are urgent, or if you have not received a notification that the changes have been actioned within two working days.

Personal

Medical Conditions [Edit](#)**Medical**

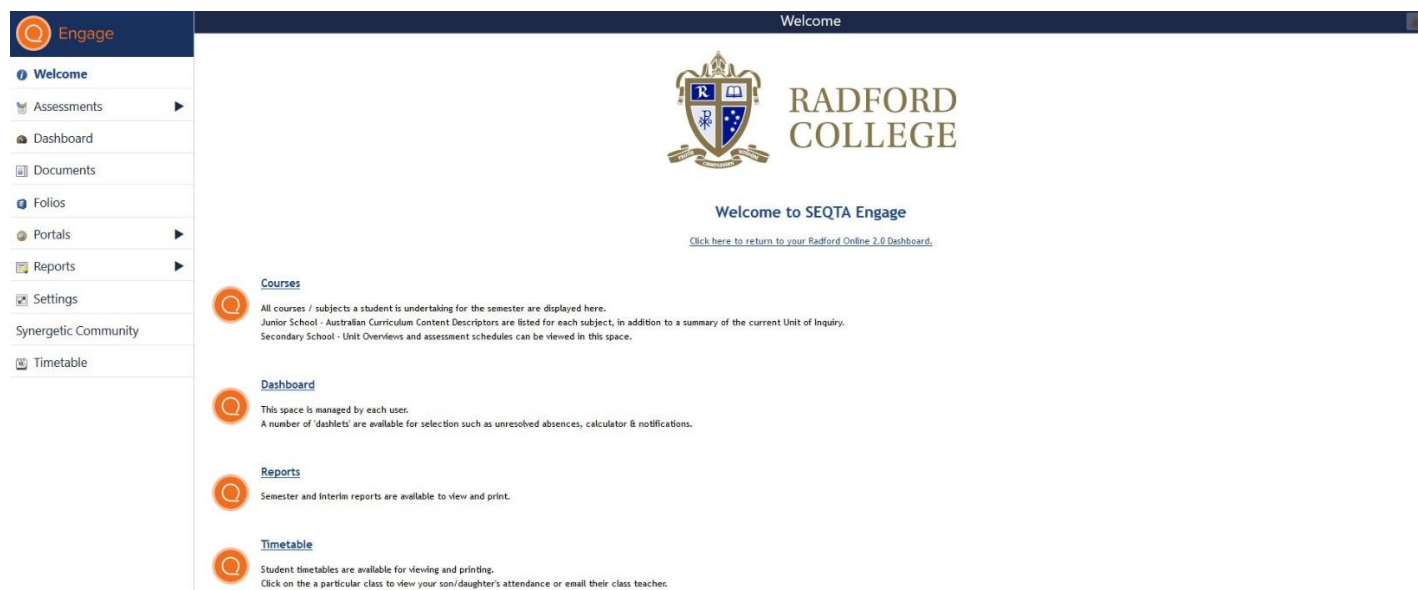
⊗ ADD/ADHD

⊗ Anxiety

Immunisations &
HealthCare

Requirements


7. To access your child/ren's Timetables (Junior and Secondary Schools) and Course Information (Secondary School), click on the grey SEQTA tile on your Radford Online dashboard. You will be taken to the SEQTA Engage platform dashboard (see screenshot below). You will also use SEQTA Engage to access your child/ren's Semester 1 and Semester 2 school reports later in the year.



Welcome

Engage

- Welcome
- Assessments
- Dashboard
- Documents
- Folios
- Portals
- Reports
- Settings
- Synergetic Community
- Timetable

 **RADFORD COLLEGE**

Welcome to SEQTA Engage

[Click here to return to your Radford Online 7.0 Dashboard.](#)

Courses
All courses / subjects a student is undertaking for the semester are displayed here.
Junior School - Australian Curriculum Content Descriptors are listed for each subject, in addition to a summary of the current Unit of Inquiry.
Secondary School - Unit Overviews and assessment schedules can be viewed in this space.

Dashboard
This space is managed by each user.
A number of 'dashlets' are available for selection such as unresolved absences, calculator & notifications.

Reports
Semester and Interim reports are available to view and print.

Timetable
Student timetables are available for viewing and printing.
Click on the a particular class to view your son/daughter's attendance or email their class teacher.