



Our Lady of
Mercy College

SEQTA – Setting up SEQTA Engage app for mobile devices

To successfully install and setup a **SEQTA Engage** app linked to Our Lady of Mercy College, parents should approach one of three ways. These are:

- A. Installing SEQTA Engage App using your *Welcome email*;
- B. Installing SEQTA Engage App using a web browser; or
- C. Installing SEQTA Engage App manually.

A. Installing SEQTA Engage App using your *Welcome email*

1. Open your *Welcome email* on the mobile device you would like to install SEQTA Engage on.
2. Click on the App Store (iPhone/iPad devices) or Google Play (Android devices) button to download and install the **SEQTA Engage** app on your mobile phone.
3. Open your *Welcome email* on your mobile phone and tap the QR Code – this will automatically open the app and prompt you 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 tapped on, the email client is unfortunately may be blocking it. Please attempt now to complete an alternate method shown below.

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100 Leisure Drive, PO Box 220, Australind WA 6233, P (08) 9720 3300
admin@olmca.wa.edu.au | www.olmca.wa.edu.au





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B. Installing SEQTA Engage App using a web browser

1. Log into SEQTA Engage at <https://olmca.engage.cewa.edu.au> on a web browser on a device the app needs to be installed on.
2. Select *Settings* from the left-hand menu, displaying setup information under the heading Mobile Apps.
3. Click on the App Store (iPhone/iPad devices) or Google Play (Android devices) button to download and install the **SEQTA Engage** app on your mobile phone.
4. Return to <https://olmca.engage.cewa.edu.au> and select *Settings*. Click the *Connect Mobile App* button, logging you into the **SEQTA Engage** app automatically:

The screenshot displays the SEQTA Engage app's settings interface. On the left is a dark blue sidebar with a navigation menu. The main content area is white with a dark blue header. The 'Settings' page is divided into several sections: 'Change your password' with input fields for 'New password' and 'Confirm your new password'; 'Mobile apps' with 'Download on the App Store' and 'GET IT ON Google Play' buttons, and a 'Connect mobile app' button; 'General settings' with a toggle for 'SEQTA should be' set to 'Silent'; and 'Rich content' with an unchecked checkbox for 'Override theme for rich content' and a search bar.

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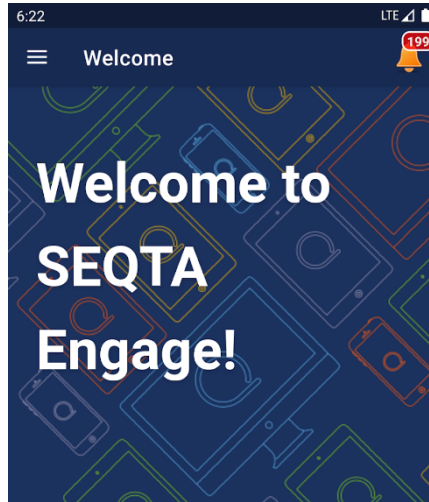




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C. Installing SEQTA Engage App manually

1. Click on the App Store (iPhone/iPad devices) or Google Play (Android devices) button to download and install the **SEQTA Engage** app on your mobile phone.



Getting around

Use the menu on the left to navigate. If you're on a small screen, the menu hides automatically, but you can summon it using the menu button in the corner.

Use the menu to explore and see what you can find. Note that your school may not be using all of the pages.

Figure 1 - SEQTA Engage welcome screen.

2. Open the **SEQTA Engage** app on your device for the first time to enter the **Welcome Screen**, shown in Figure 1 above.





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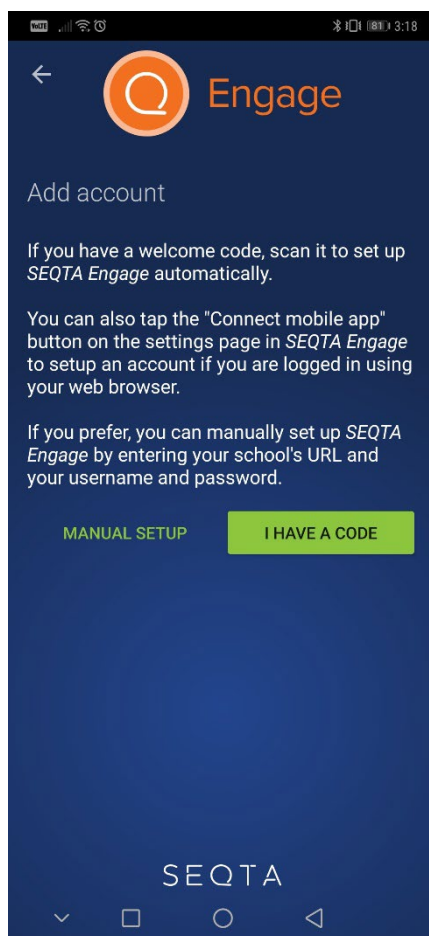


Figure 2 - Add account screen on SEQTA Engage.

3. Progress through the screens to arrive at the *Add Account Screen* as shown in Figure 2 above.

Select *MANUAL SETUP*. Where it prompts for a web address, enter <https://olmca.engage.cewa.edu.au>.

4. Click *Continue*, enter your SEQTA username and password, then click *Log In*.

NOTE

If you **do not have** a SEQTA account, please check your email account to see if you have received a *Welcome to SEQTA Engage* email. If you have not received it, contact the OLMCA IT Helpdesk at (08) 9720 3300 or ithelpdesk@olmca.wa.edu.au.

