

New & existing users

New parent accounts on ManageBac are generated twice a term in **week 3** and **week 9**. A welcome email (pictured below) will be sent to the listed accounts, allowing you to set up your password. Please check your junk/spam email folders if nothing has arrived.

Note: Each account must have a separate email address attached. 2 people cannot be linked to the one account. If a second account is required, please provide the College with a secondary email.

Welcome Email

The email received from ManageBac will expire after **7 days** and will link to the following:

1. [College ManageBac Site](#)
2. [ManageBac Help Centre](#)
3. [Getting started with ManageBac as a parent](#)

Click **Set Password** to update your password and gain entry to the system.

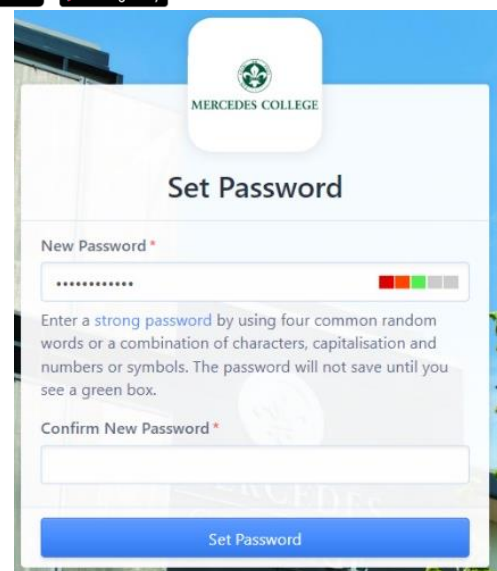
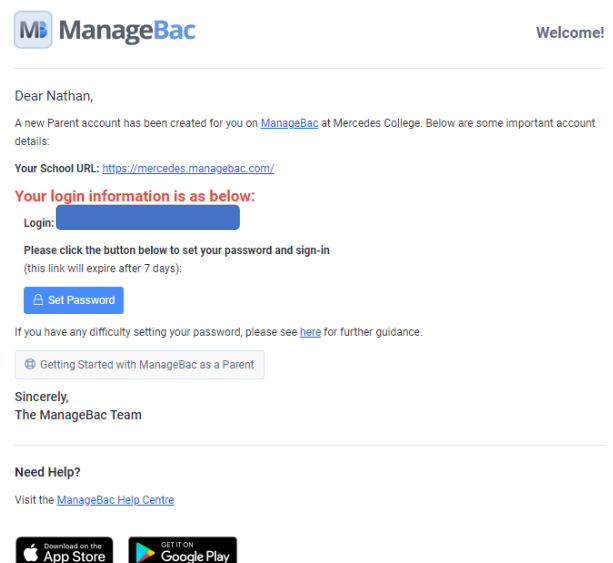
Password Creation

The password selected must make the third box turn **green**. To meet the complexity requirements, ManageBac recommends the following:

- At least 10 characters
- Use a sequence of four common random words
- A combination of characters, capitals, numbers, and symbols.

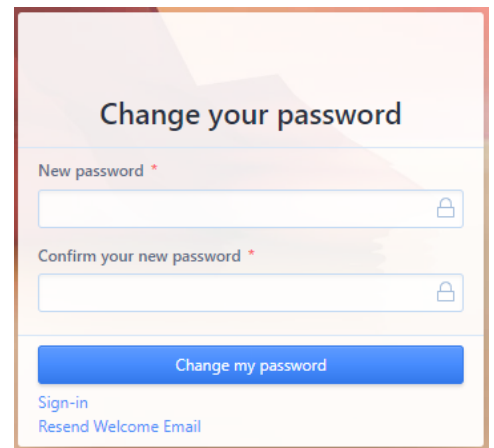
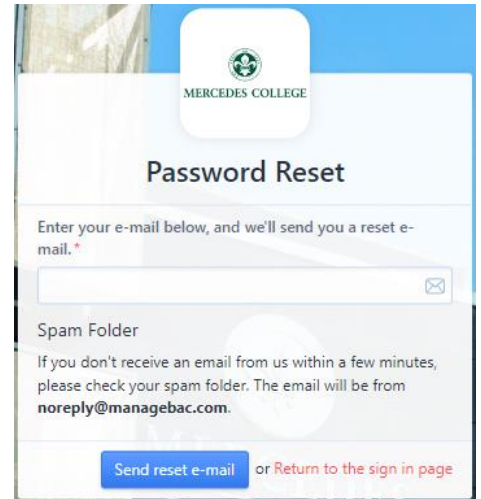
For extra assistance, please email:

Nathan Holdinghausen (Learning Management Systems Coordinator): nholding@mercedes.catholic.edu.au.



Forgotten password:

1. Please click the **blue** "Forgot your password" link that appears on the bottom right of the login screen.
2. Enter the email address you use for ManageBac and then click "Send reset e-mail".
3. Check your inbox for a **Password Reset Request email**. The link within will expire after **7 days**.
4. Click on the **blue** Reset Password button
5. Enter and confirm your new password, addressing the complexity requirements:
 - At least 10 characters
 - Use a sequence of four common random words
 - A combination of characters, capitals, numbers, and symbols.



Navigating ManageBac

ManageBac make regular updates to their features and interface. Please click on the blue links below for further assistance with navigation and the features available to you.

Note: Not all features available in your account are utilised by Mercedes College.

Getting Started with ManageBac as a Parent:

This link provides information on:

- Signing in and accessing ManageBac
- Navigating ManageBac
- Tips for daily use
- Help and support

ManageBac For Parents:

This link provides more detailed information on:

- Access and navigation
- Your child's academic journey

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