Instructions via Mobile App

1. Sign into the BBC App via parent login. If you have forgotten your Highlands password, please select 'I forgot my password'. Should you have any other login issues, please contact the IT Service Desk via 07 3309 3697 or itservicedesk@bbc.qld.edu.au.

2. Once logged in, click through to the parent lounge.
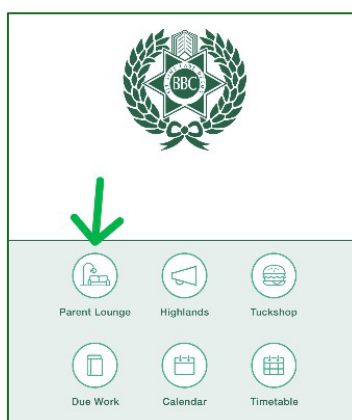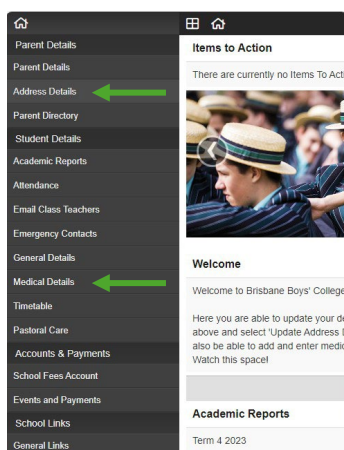

3. Click on the ⊞ symbol in the top left-hand corner of your screen
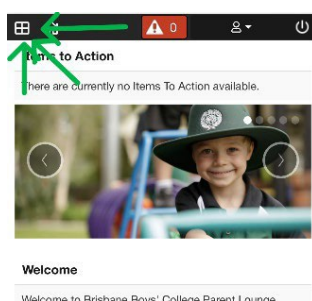
4. Click on the relevant sections you need to update. Please pay particular attention to Emergency Contacts (update through 'Address Details') and Medical Details

Instructions via Desktop, Laptop, or Tablet

1. Using your parent login, please visit htps://schoolbox.bbc.qld.edu.au . If you have forgotten your Highlands password, please select 'I forgot my password'. Should you have any other login issues, please contact the IT Service Desk via 07 3309 3697 or itservicedesk@bbc.qld.edu.au.
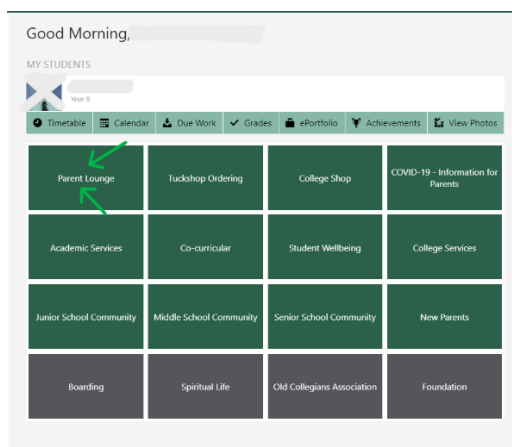

2. Once logged in to Highlands, please click through to the parent lounge.

3. Click on the 'Student Details' tab in the top left-hand corner of your screen and then select <u>Medical Details</u> to update. Click on the 'Parent Details' tab in the top left-hand corner of your screen and select <u>Address Details</u> to update your son/guardian's emergency contacts.