Co-Curricular and Sport Selection Login Details

Step 1

a. If you know your password click this link:
https://portal.clipboard.app/sacs/activity-selection
You will be redirected to type in your username and password via this screen (right) then go to **Step2**.

b. If you don't know your password go to **Step 4** (reset password process and follow the steps through to Step 11 until you login)
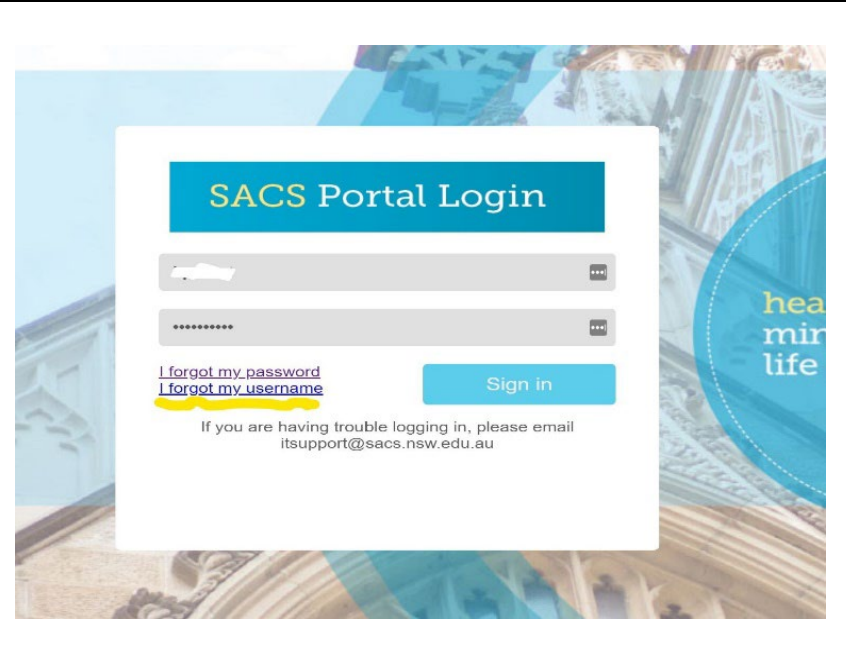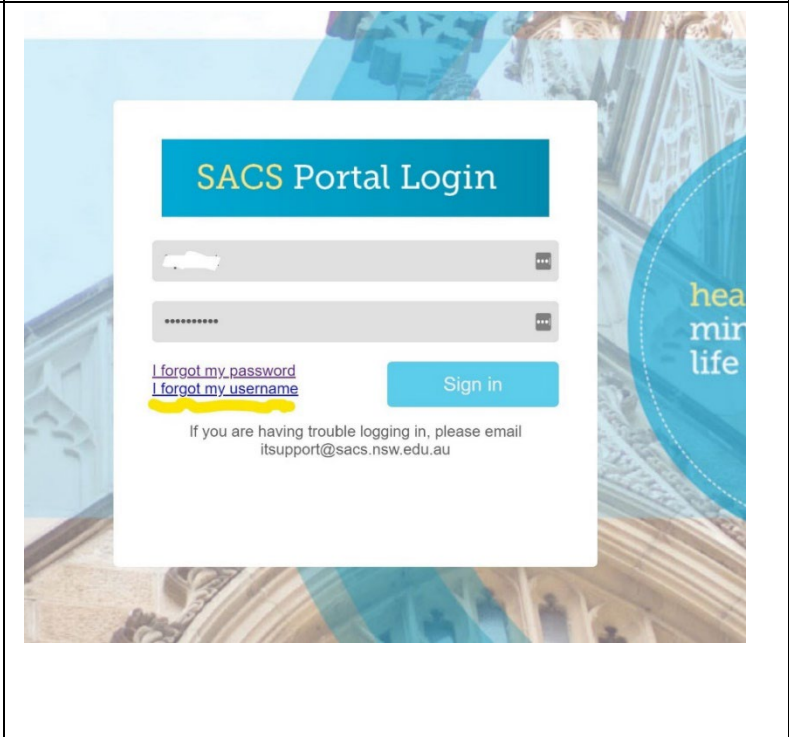
Step 2

If you already have a work Office 365 account, please try this login process in a different browser (or in incognito mode)
Otherwise type in your username: **N.User** and password. Then click 'Sign In'. You should be taken to this screen (right)

ABN: 34 429 367 893
CRICOS Registration: The Council of St Andrew's Cathedral School 02276M

St Andrew's Cathedral School
Gadigal Country
Sydney Square
Sydney NSW 2000, Australia
T +61 2 9286 9500
www.sacs.nsw.edu.au
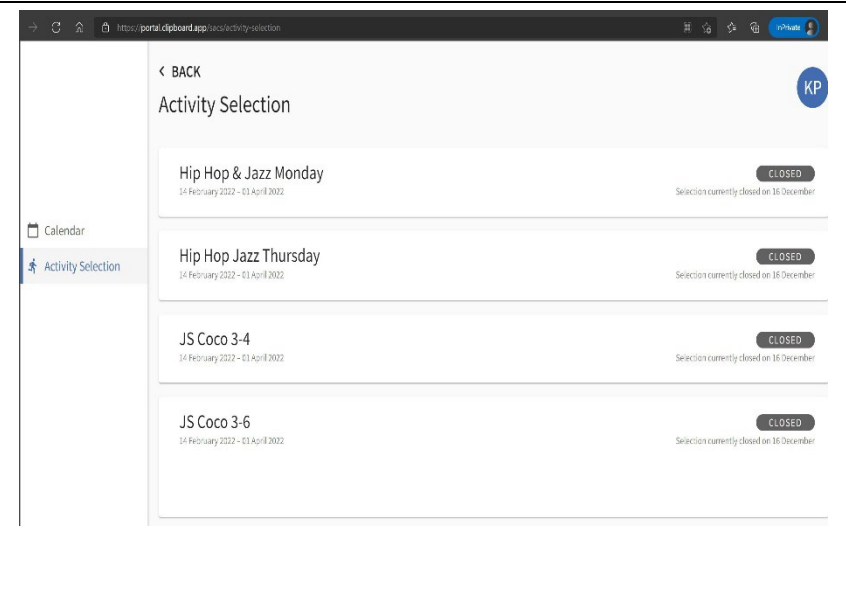
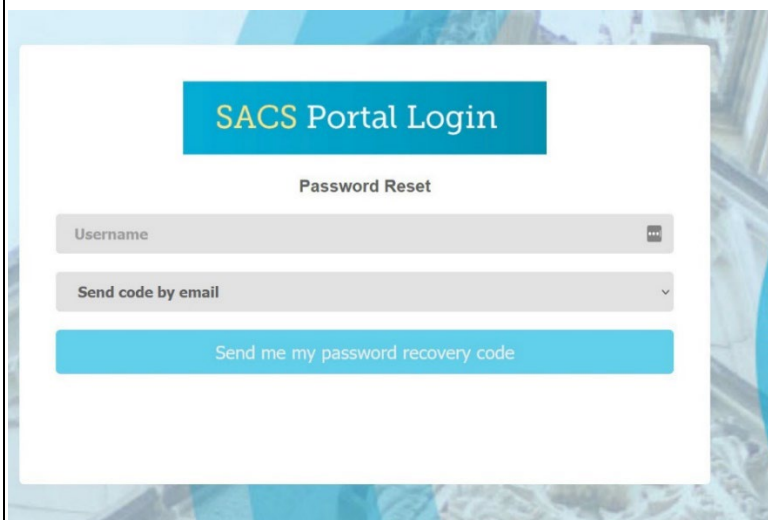|	
Step 3 You will see all the activity selection stages are closed now. But that is it! We just wanted you to test this process of successfully logging in. Please bookmark this page in Step 1 and remember your username and password for the day of selection as you will need to repeat this process.	# That is it! :)
Step 4 Click the reset password link: https://sacs-login.cloudworkengine.net/module.php/accountinfo/start-reset.php or you can also find the same 'I forgot my password' link via going to http://portal.sacs.nsw.edu.au and entering the Parent Portal (see right).	

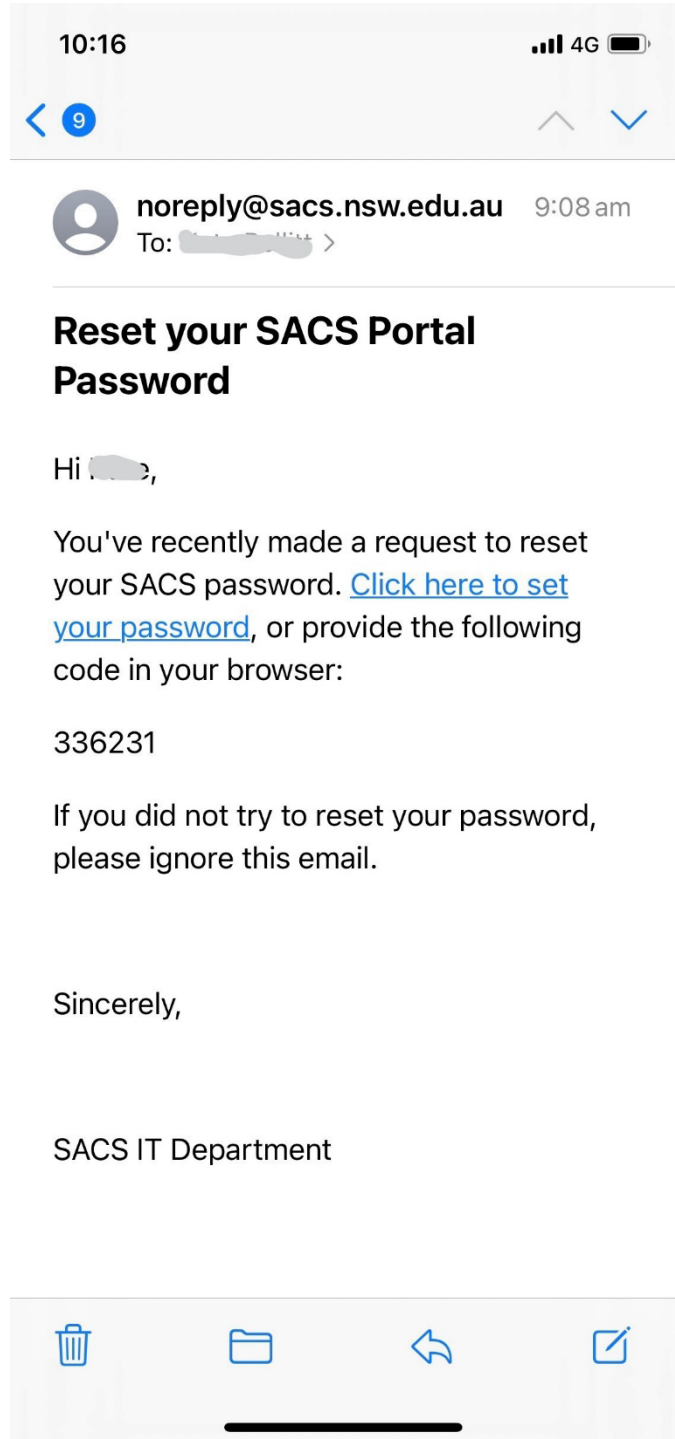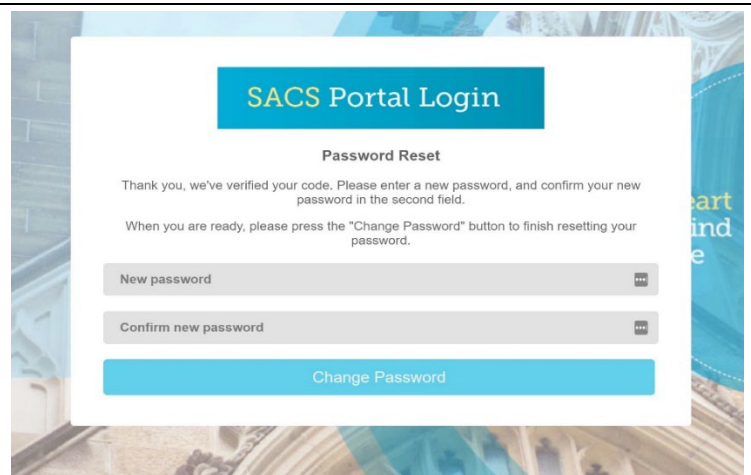|	
Step 5 You should be taken to this screen to reset your password, type in your username: **N.User** and select the preferred option either via email **newuser@email.com** or via mobile **0412 345 678.** Note: These are the details that you supplied to us.	
Step 6 You will be taken to this screen where you need to enter the code received from your mobile or email (see right)	

St Andrew's Cathedral School
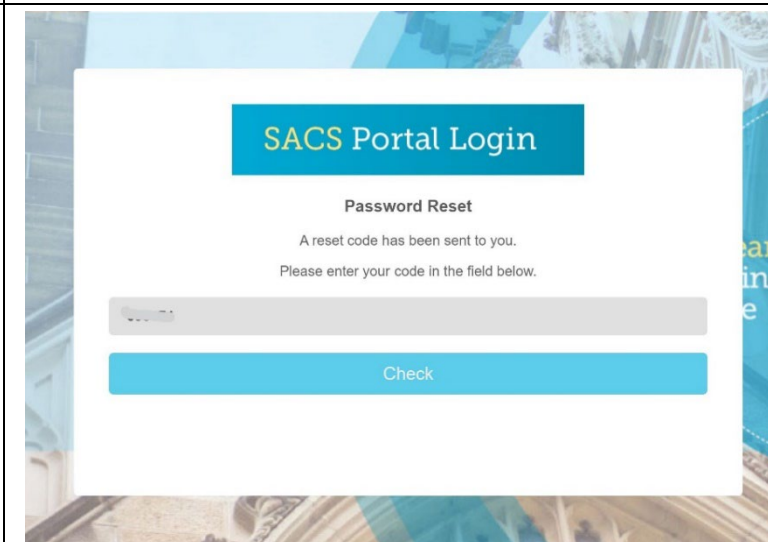
Step 7

You will receive either an SMS or email to your personal email address on file to start the reset password process.

Do not click the link, instead proceed to the previous screen (Step 6) to enter the code. if you highlight & copy the code, remember not to copy any white spaces.

10:16 ....ll 4G ▮

< 9   ∧   ∨

noreply@sacs.nsw.edu.au   9:08 am
To: >

Reset your SACS Portal Password

Hi   ,

You've recently made a request to reset your SACS password. Click here to set your password, or provide the following code in your browser:

336231

If you did not try to reset your password, please ignore this email.

Sincerely,

SACS IT Department

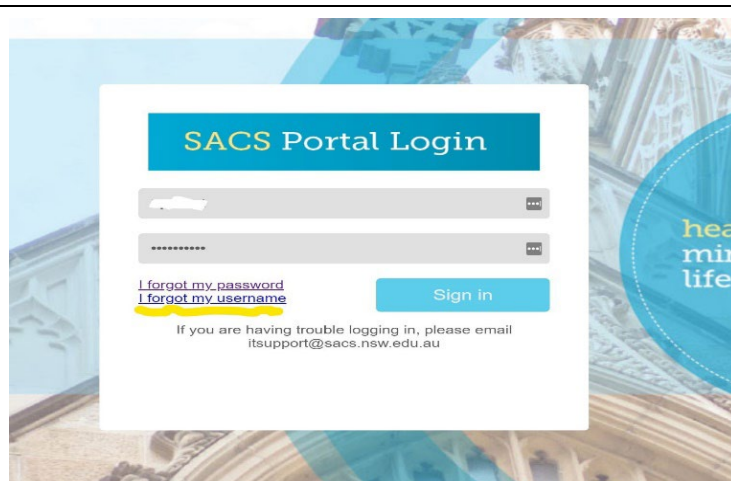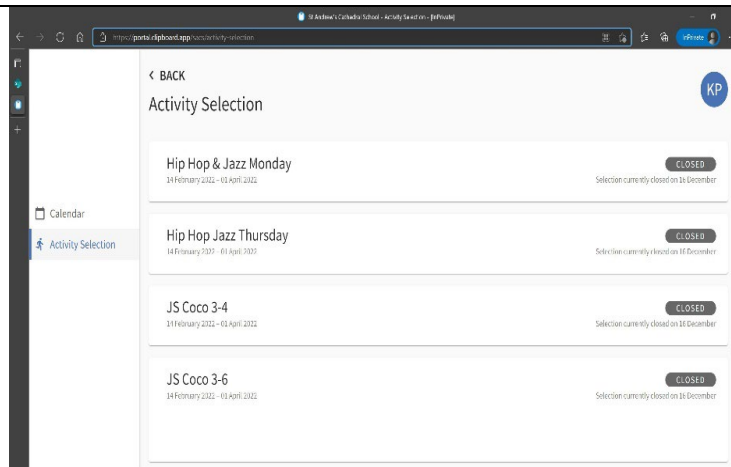|	
Step 8 Choose a brand new password. Please include at least one special character, number and text	
Step 9 You will be taken to this screen (right) do not click the link, instead click the below link (**Step 10**) to now enter the Clipboard system.	
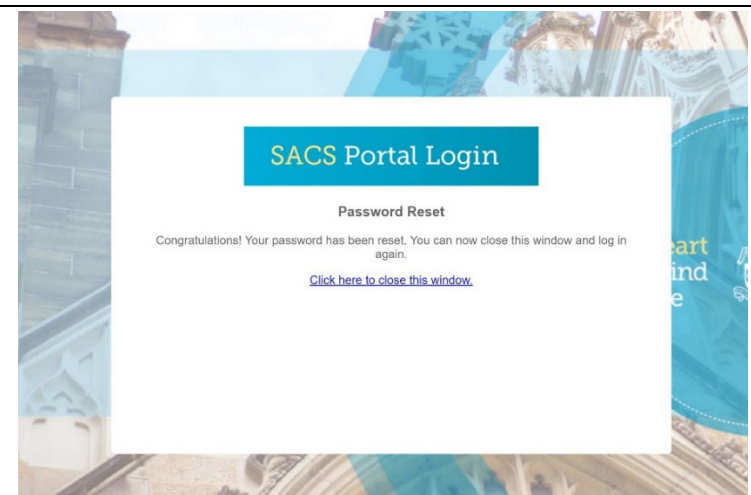
<u>Step 10a</u> Click this link: https://portal.clipboard.app/sacs/activity-selection You will be redirected to type in your username and password via this screen (right)	
Step 10b Now that you have your password, type in your username: **N.User** and password in, then click 'Sign In'. You should be taken to this screen (right)	

Step 11	That is it! :)
You will see all the activity selection stages are closed now. But that is it! We just wanted you to test this process of successfully logging in. Please bookmark this link in Step 10a and remember your username and password for the day of selection as you will need to repeat this process.	

Kind regards,
Mr Daniel Murray
JS Teacher, Head of Co-curricular K-6,
Coordinator of Cocurriculum, Junior School and Gawura School

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