

Civica Community Portal App



Instructions for Downloading and Using the Civica Community Portal App on a Mobile Device

Downloading the App

1. **Open the App Store:**
 - For **iOS** devices, open the **App Store**.
 - For **Android** devices, open the **Google Play Store**.
2. **Search for the Civica Community Portal App:**
 - In the search bar, type "**Civica Community Portal**" and press the search icon.
3. **Locate the App:**
 - Look for the Civica Community Portal app in the search results. The app icon and name should be clearly identifiable.



4. **Download the App:**
 - Tap the '**Download**' or '**Install**' button next to the app.
 - Wait for the app to download and install on your device. This may take a few moments depending on your internet connection speed.

Setting Up the App

1. **Open the App:**
 - Once the installation is complete, tap the **Civica Community Portal** app icon to open it.
2. **Log In:**
 - On the login screen, enter the URL for the Civica Schools Portal.

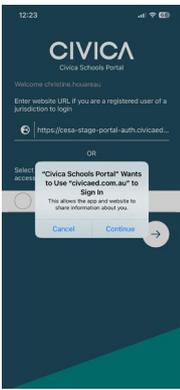
<https://cesa-portal-auth.civicaed.com.au>

Setting Up the App to default the URL for each time you access



1. **Log In:**
 - On the login screen, enter the URL for the Civica Schools Portal
<https://cesa-portal-auth.civicaed.com.au>
 - **Click** the Arrow button.

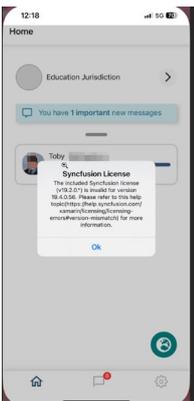
2. **Click** the Continue button.



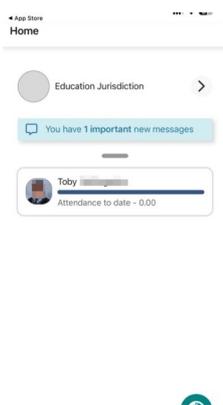
3. **Enter** Username and Password and **Click** the Login Button.



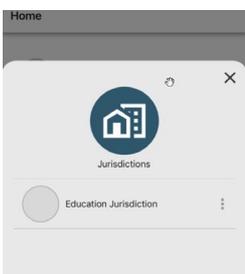
4. **Click** Ok.

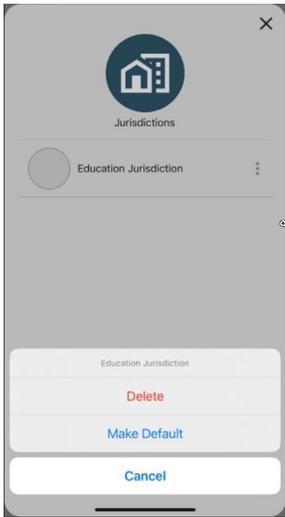


5. **Click** on Education Jurisdiction.

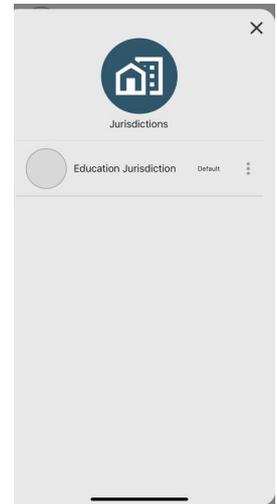


6. **Click** on the 3 dots on the RHS of the screen.

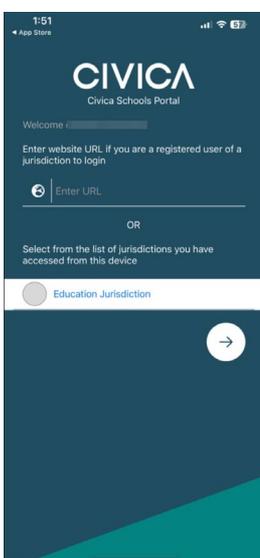
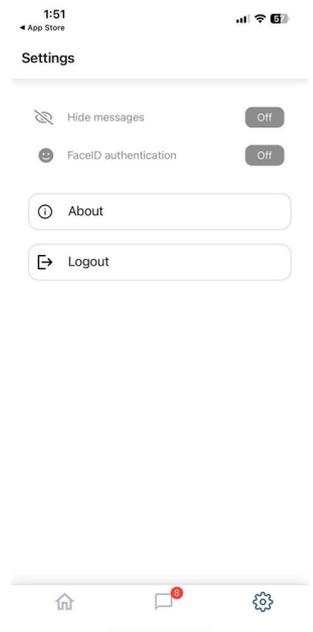




7. **Select Make Default.**
Check Default is now displayed next to the Education Jurisdiction button.
Click on the cross in the top right corner of the screen to close the screen.



8. **Click** the settings cog in the bottom right of the screen.
Click on the Logout button to Logout.
Please Note: Next time user logs into the app they will now be able to log in without having to enter to URL each time.



9. For future logins **Click** on the arrow and repeat steps 1-3.