PARENT LOUNGE PASSWORD RESET GUIDE

AIC Parent Portal

APRIL 23, 2024
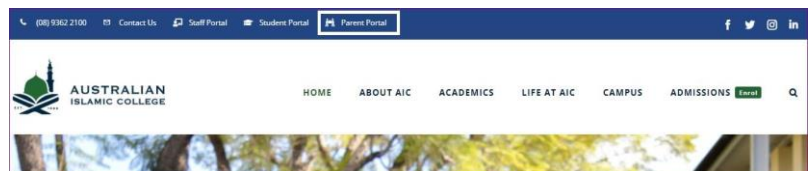**AUSTRALIAN ISLAMIC COLLEGE (AIC)**

Parent Lounge Login Guide

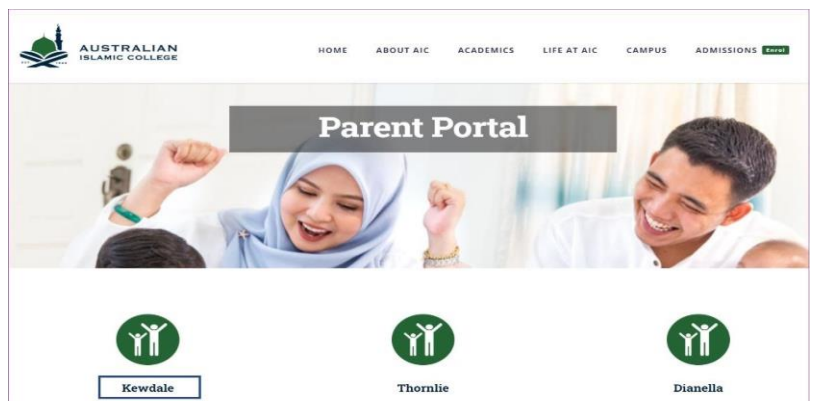This guide will help you with your login to Parent Lounge and steps on how to reset your password

Step 1

1. How to login into parent lounge?

1. Go to **www.aic.wa.edu.au**
2. Click on **Parent Portal**

3. Click on your **CAMPUS**

4. Enter **Username**

(AIC Parent Code) and **Password**
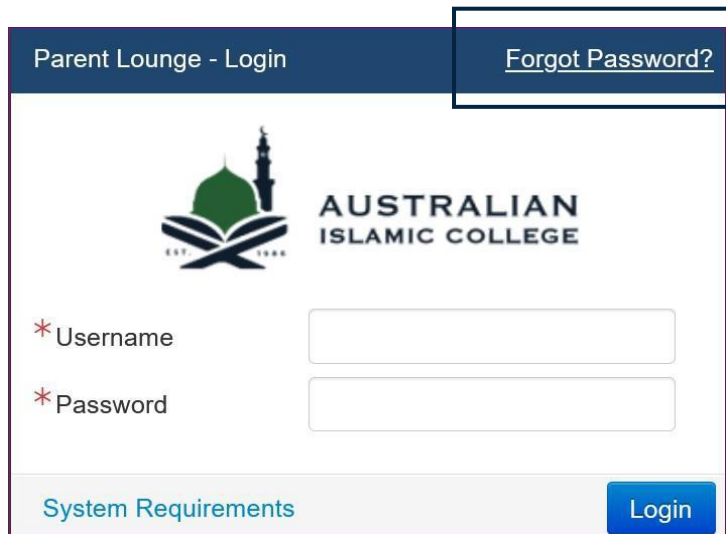
If you are **unable to login,** please follow step 2

Step 2

How to RESET the password?

1. Click **Forgot Password**

2. Enter your **Username** (Parent Code)

(If you have forgotten your parent code, please search your email account for an email with the subject "Parent Lounge login information" or look for your parent code on a AIC school fee payment receipt).
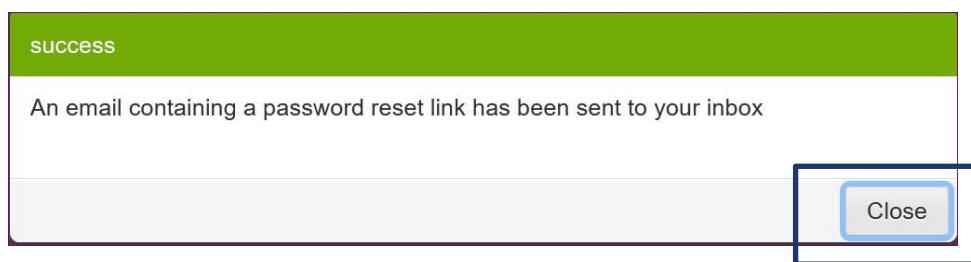
3. Enter your **Email** (this must be the same email address that you gave to AIC when enrolling your child)

4. Enter **Security Code**

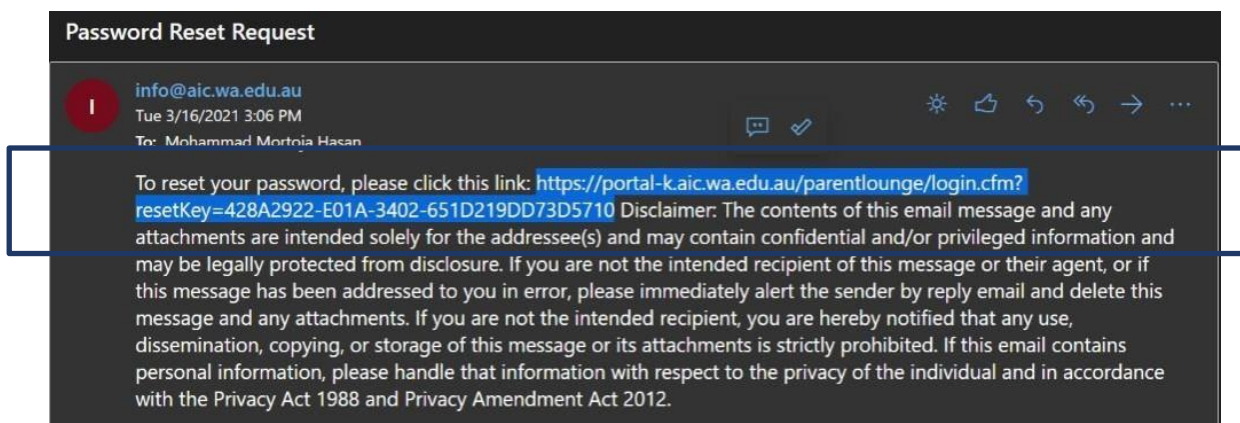5. Click **Save** and a password reset link will be sent to your email.

Australian Islamic College | Parent Lounge Login Guide

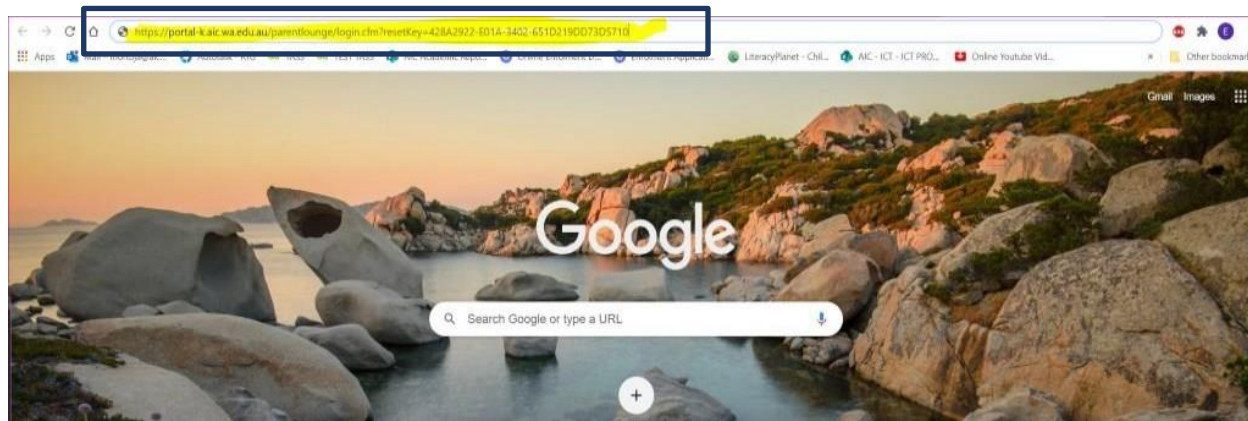## 6. You will get the below message. Click **close**.

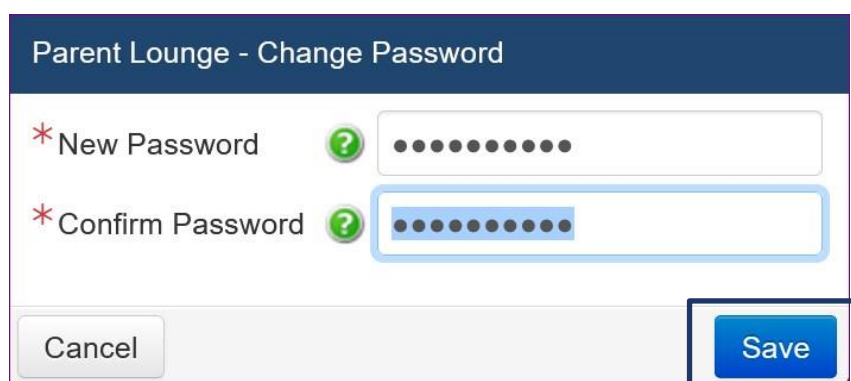## 7. You will receive an email from **info@aic.wa.edu.au**

8. **Copy the link** and **paste it to the internet browser**

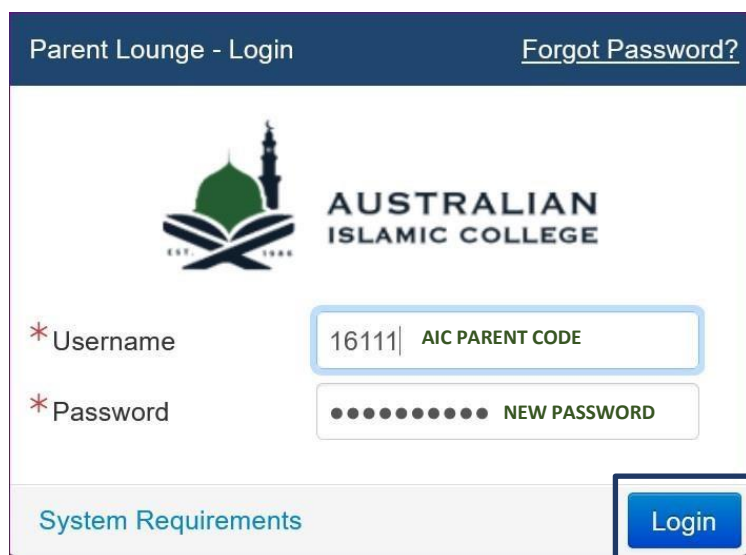## 9. **Paste it to the internet browser** and press enter

10. Please **enter New Password** > **Confirm Password** > **click Save**.

11. Success! **Click Close**

12. Enter your **Username** (AIC Parent Code) and enter **new Password**.

Support Hotline

If you still need help regarding parent lounge, then please send
an email to **helpdesk@aic.wa.edu.au.**