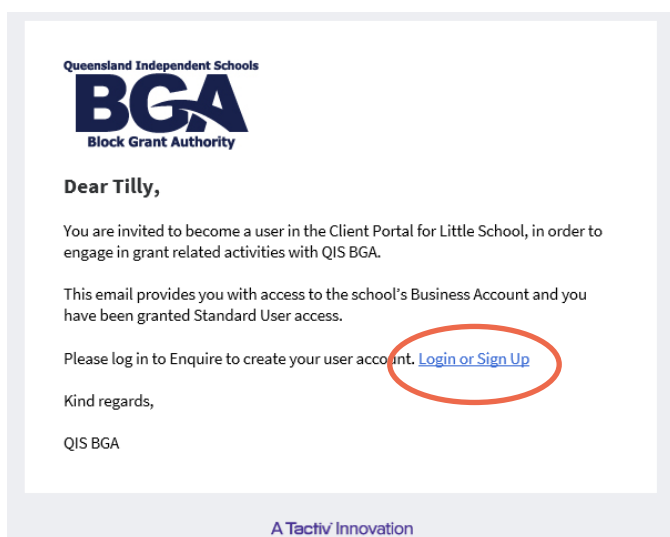


Accessing the Enquire GMS Client Portal

If your school has an active grant or would like to apply for a grant, access to the Client Portal must be requested by calling the BGA office on (07) 3839 2142. QIS BGA will initiate an invitation to the Account Administrator for the school site. Once registered as a Client Portal user, the Account Administrator will then be equipped with the system permission to invite the additional users required to access grant related information and tasks, specific to the school site. The document 'GMS User Roles', also available via the website, provides an overview of the types of user access and roles within the GMS.

1. The user seeking Client Portal registration will receive an email invitation to create a *User Account* for the Client Portal. Click on the *Login or Sign Up* link to access the Client Portal Registration Page.

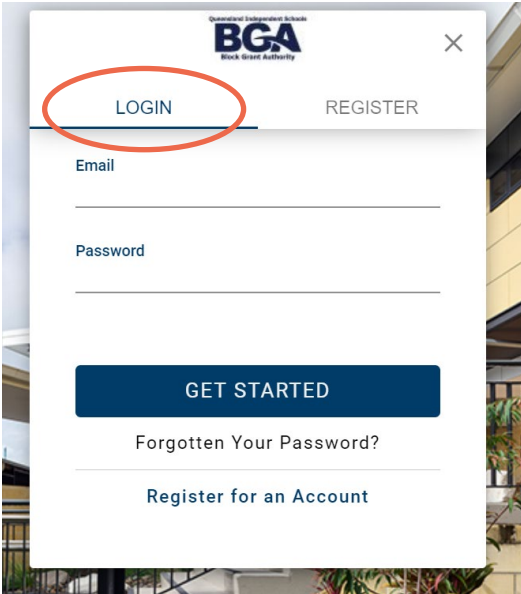


2. It is recommended that users first bookmark this landing page and then complete the requested information to register, ensuring that the email address to which the invitation was sent is used.

A screenshot of the BGA registration form. The form has a header with the BGA logo and a close button. Below the header are two tabs: 'LOGIN' and 'REGISTER', with 'REGISTER' circled in red. The form fields are: First Name, Last Name, Phone, Email, Password, and Confirm Password. At the bottom is a blue 'GET STARTED' button.



3. Navigate to the Login Page and log in using your email and newly created password.



4. Complete the *User Profile*. Where a user requires access to multiple campuses, i.e., more than a single school site, enter the address of the school site most frequented. Taking this action will not impact the details of the business account.

Note that, on clicking the *Acknowledgement Response*, the user will be prompted to accept the Terms and Conditions before progressing. Please read this document and contact QIS BGA if you have any questions.

