BCA/WPS - Engage Parent Portal Account for New Students

Last updated 5/19/2023

Contact: Engage@bcacademy.com

If you already have a child attending BCA/WPS and wish to add another child, please jump to the .

1. New to BCA/WPS

If you are a new BCA/WPS family, please follow the steps below to create an Engage parent portal account.

1.1. Fill out contact information

First step is to fill out contact information for both parents/guardians (unless one parent has sole legal custody).

1. Go to the **online student information form.** (for 2023-2024 School Year)
2. On the Contacts page, fill out your information.

1

3. Click [**+Add another Contact**] and fill out the form for another parent/guardian.
    (Click [Next→] if you are the only parent/guardian.)
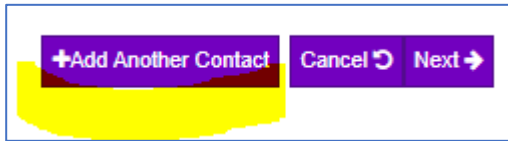
4. Click [Next→] once you finish adding parents/guardians' information.

5. On the **Student/Pupil** page, fill out the new student's information.

6. Click [**Next→**] to finish, or [**+Add another student/pupil**] to add another child.
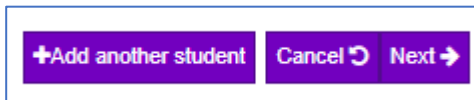
7. On the **Finish** page, please review the information.
    You can go back to edit/add people on the **Contacts** or **Students/Pupil** tabs.
    Make sure to enter **both** parents/guardians unless you are the only parent/guardian.

8. If the information is complete click [**Submit**]

9. Once you submit, you will see the popup > Click [**x**] to close

Dear _____,

Thank you for submitting the contact information.

BCA/WPS Engage Team
engage@bcacademy.com
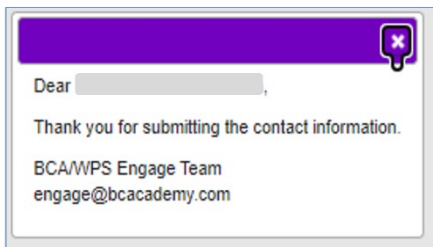
10. You will receive a mail "**Admissions Enquiry**" from engage@bcacademy.com. (Check your Junk/Span mail folder if you cannot find it in your Inbox)

1.2.   Create an Engage parent portal account

1. Follow the steps in the "Admissions Enquiry" email to create an account for the first time:

   - Go to https://bca-wps.engagehosted.com/createaccount.aspx
   - Select "**US English**" for **Language**.
   - Enter **You Email Address** and **You PIN** found in the email.
   - Click **Go**

2. Answer to the Security Question:

3. You will see the following message on the screen.

Thank you for registering!

Thank you for creating an account.

An email containing your password has been sent to you.

You can now log in using the login page.

4. You should receive an email from engage@bcacademy.com with the subject "**Portal Login Details**".

1.3. Log in Engage Parent Portal for the first time

1. Open the notification mail from engage@bcacademy.com with the subject "**Portal Login Details**". (Check your Junk/Span mail folder if you cannot find it in your Inbox)
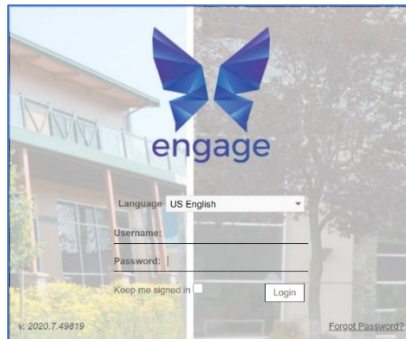
   The notification mail should contain the following information:

   > **From: engage@bcacademy.com**
   >
   > Your login details for the school Portal are as follows:
   > **Username:** xxxxxxxx
   > **Password:** yyyyyyyy
   > Please visit https://bca-wps.engagehosted.com/ to log in.

2. Go to **https://bca-wps.engagehosted.com** <- Bookmark this on your browser!

   You will see a login screen like this:

3. Log in
   a. Select "**US English**" for Language.
   b. **Put your Username (email address)** and **Password** found in the notification mail.
   c. Click the Checkbox for **"Keep me signed in"**.
   d. Click **Login**.
   e. You will be prompted to change the password when logging in for the first time.
      a. Enter the Current Password and your New Password.
   f. Click **Update**.

4. You will see the "Thank you!" page.

Note: Please click "**Forgot Password**" and follow the steps if you forget your password in the future.

2. Current BCA/WPS family to add another child

For the **parent/guardian who already has an Engage portal account and wish to add another child**, please follow the steps below:

1. Go to the online student information form. (for 2023-2024 School Year)

2. Click the [**Log in**] button on the top right corner of the page.

   Log in

3. Ener the **email address** for your Engage account and click [**Reset Password**]
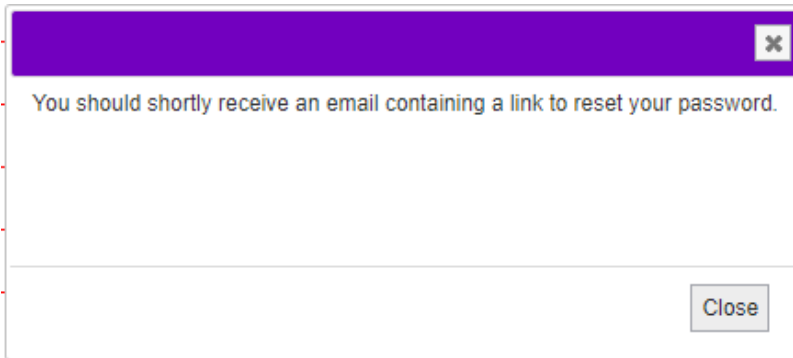
You should see the pop-up window. You can click [Close].

4. Go to your inbox for the "Admission Enquiry" email from engage@bcacademy.com. Click the **Reset Password** link in the mail. (It might be in a Junk/Spam Mail folder.)

5. Enter a new password in "**New Password**" and "**Confirm**" boxes and click [Submit].

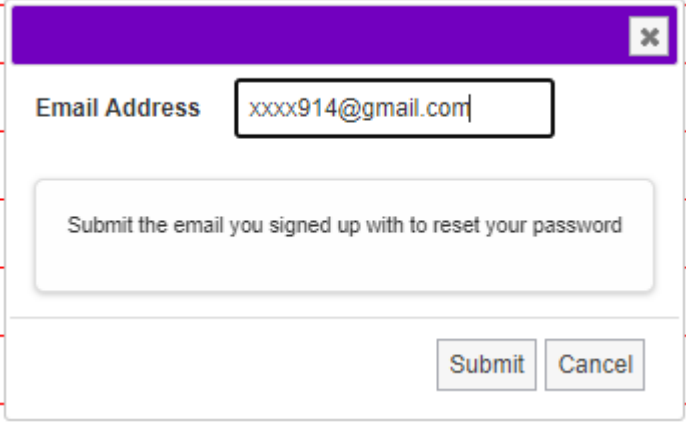6. Go back to the form, click the [**Log in**] button on the top right corner of the page again.

7. Ener the **email address** in Username box and the new Password for your Engage account and click [**Login**].

| Username | xxxx914@gmail.com |
| Password | •••••••••• |

Login | Reset Password | Cancel

8. Input your **Forename (First Name)**, **Surname (Last Name)**, and **Email Address.**

Contacts | Pupils | Finish

Please enter contact information for both Parents or Guardians

Title
Select

Forename

Surname

Relationship
Select

Email Type
Select

Email Address

9. You will see the pop-up > Click [**Reset Password**]

We believe this contact may already be in our system.

To receive an email reminder of your username and password, please click the button below.

Please note that you do not need to have used Admissions Control previously for access to your Admissions Control account.

Reset Password | Cancel

10. Enter the email address for the existing Engage account and click [Submit].

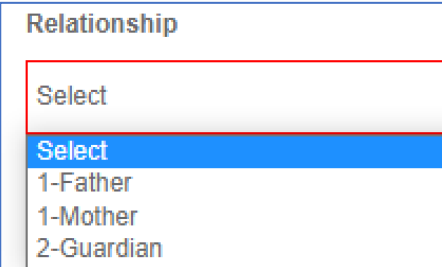11. Click [Next→] button at the bottom of the page to skip the Contacts section*.

*If you see the error box "Some required fields are incomplete or invalid." you can [Close] the box, fill out the missing information, and click [Next→].
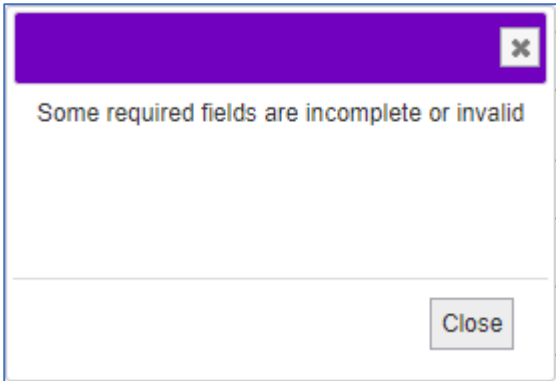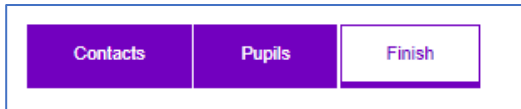

(example of missing information)

12. On the Pupils/Student page, enter the student's information and click [**Next→**] to finish, or [+Add another student/pupil] to add another child.

13. On the Finish page, click [**Submit**]

    You can click [Save] to go back and make any edits if you wish.

Contacts	Pupils	Finish

Save	Submit

    Your child will be added to your parent portal as a student once she/he is allocated in a class.

3. Questions?

    Contact Engage@bcacademy.com or your child's building front office. Please include **child's full name** and **grade** information.