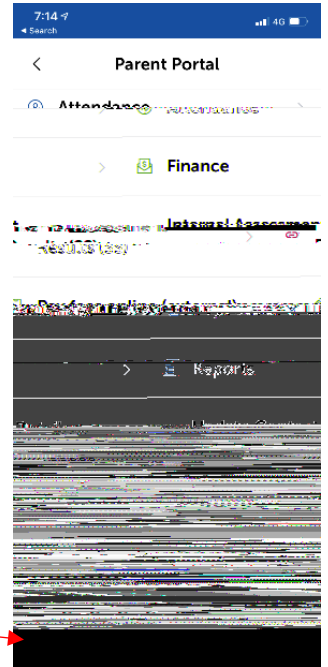
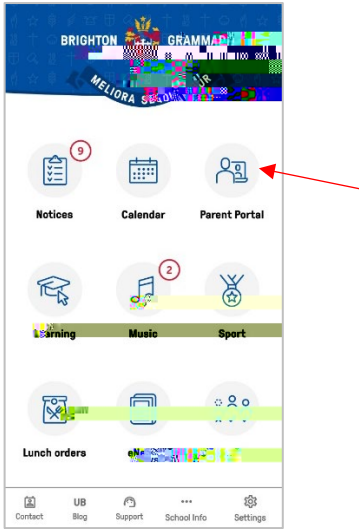


# How to view Parents' Contact List via the BGS app



## Step 1:

### Parent Portal

Go to Parent Portal module and scroll down to Parents' Contact List

## Step 2:

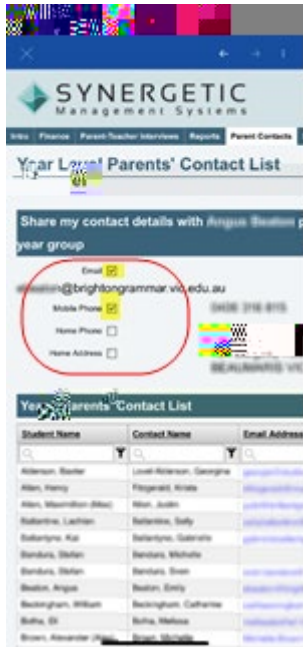
In order to see other parents' contact details, you must also opt-in to share some of your contact details.



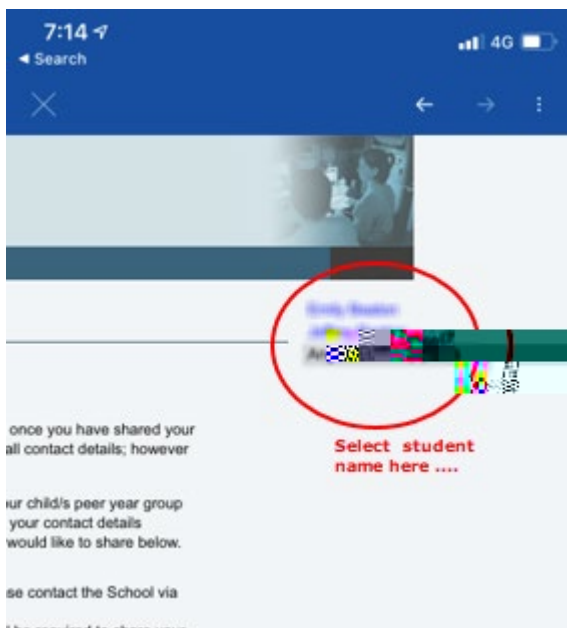
### Step 3:

#### Manage what details are visible to others

Using the tick boxes, please select the parent details you are willing to share (for example: Email and Mobile Phone). Details of Parents' Contact details will then be made visible. You can change your preferences at any time.



If you have more than one son at BGS, scroll across to the far right hand side of the screen to select the Year level you wish to view.



For assistance, please email [parentassist@brightongrammar.vic.edu.au](mailto:parentassist@brightongrammar.vic.edu.au)