Dear Parents

My Aitken is the new learning management system at Aitken College. Students will use My Aitken for accessing learning resources, work tasks and College information. Work will be submitted, assessed and results available online. Parents have access to My Aitken by creating their own account that will give them access to their child’s learning program, timetable and College information. The Community Portal still exists in addition to My Aitken.

My Aitken and the Community Portal are both accessed via the links on the Aitken College website. You have previously been issued with log-in details for the Community Portal; instructions for setting up your My Aitken account are below.

**Parent Access to My Aitken**

To access My Aitken, go to the College website at [www.aitkencollege.edu.au](http://www.aitkencollege.edu.au) and tap on the ‘MY AITKEN’ tab.

Tap on the green area ‘Logging in for the first time? Activate your account’. Add your email address – this must be the same email address we have registered for you on our system (the one at which you currently receive College emails).

You will receive an email to your registered address to confirm your identity. You will then be asked to add a password; you could choose to use the same password that you have for the Community Portal.
If you do not receive an email from My Aitken to activate your account, please check your junk mail folder as the activation email occasionally lands in that folder.

If you have any problems activating your My Aitken account then please let me know.

It is very important that we have your correct email address on our system. Please contact the Registrar if you need to update or change your email address; email at registrar@aitkencollege.edu.au.

Jayne Boon
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