HOW TO PARENT LOUNGE

Parent Lounge is a very useful platform for parents, where student timetables, academic reports and daily notices can be viewed. *Parent Lounge* also facilitates electronic payments for school fees/excursions, communicating student absentees, booking Parent-Teacher interviews and updating your personal details.

Parent Lounge can be located on our <u>College Website</u> in **'Current Families'**. To access *Parent Lounge*, use the temporary password emailed to you by the College.



CHANGING YOUR PASSWORD

STEP ONE

Now that you are logged into your *Parent Lounge*, you must create your own password. To do this, select **'Parent Details'** and then **'Change Password'**.



STEP TWO

Use your temporary password to create and confirm your new password. This will become the password you will use each time you log into *Parent Lounge*.

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	*Old Password	1	
	*New Password		
	*Confirm Password		
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LOGGING ABSENTEES

STEP ONE

Locate the **'Absences'** tab in the **'Items to Action'** drop down menu.



STEP TWO

Locate the **'+ Add Absence Notification'** in the bottom right corner. Follow the process to log your child/s absence.

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Parent Lounge									
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UPDATING YOUR DETAILS

Should yours or your child/s details change, it is important you update these details in *Parent Lounge*. This way, the College has your current information.

TO UPDATE PARENT DETAILS



TO UPDATE STUDENT DETAILS



MAKING A PAYMENT

To make a payment (i.e. Account Fees and Excursions), select 'Accounts & Payments'.



Note: The College uses Westpac PayWay.