

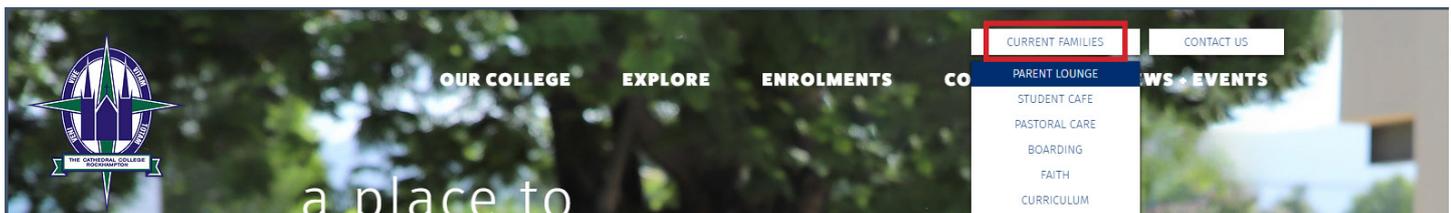
# 'HOW TO' Guide

## 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.

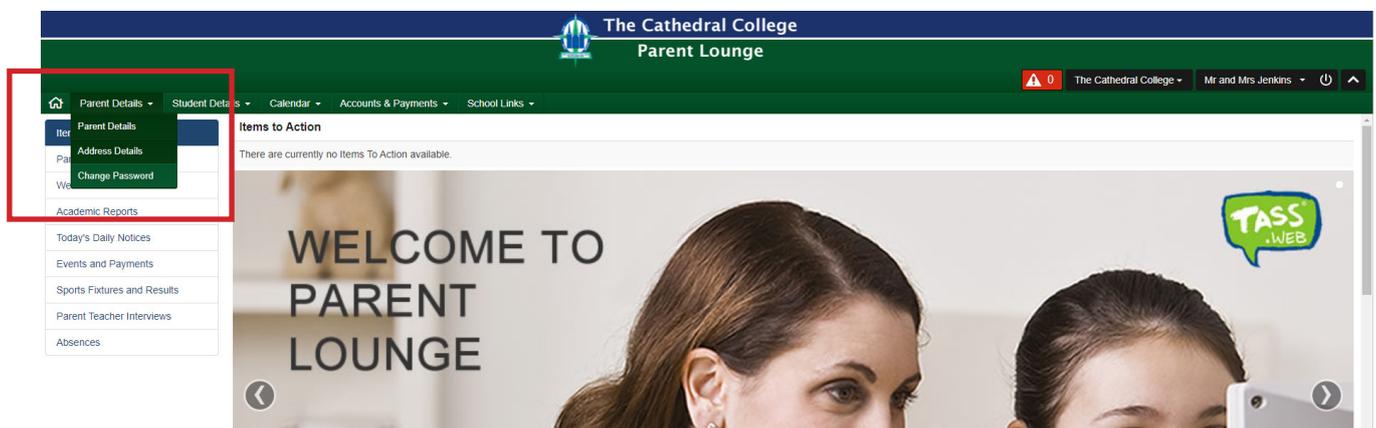
*Parent Lounge* can be located on our [College Website](#) in **'Current Families'**. To access *Parent Lounge*, use the temporary password emailed to you by the College.



## 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*.

Change Password

\* Old Password

\* New Password

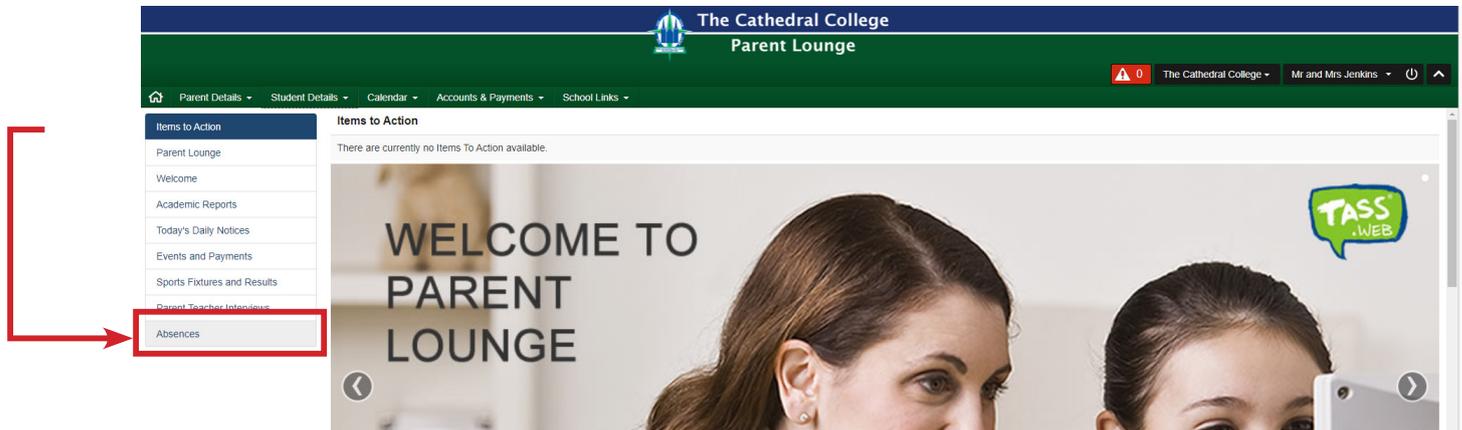
\* Confirm Password

Cancel Save

# LOGGING ABSENTEES

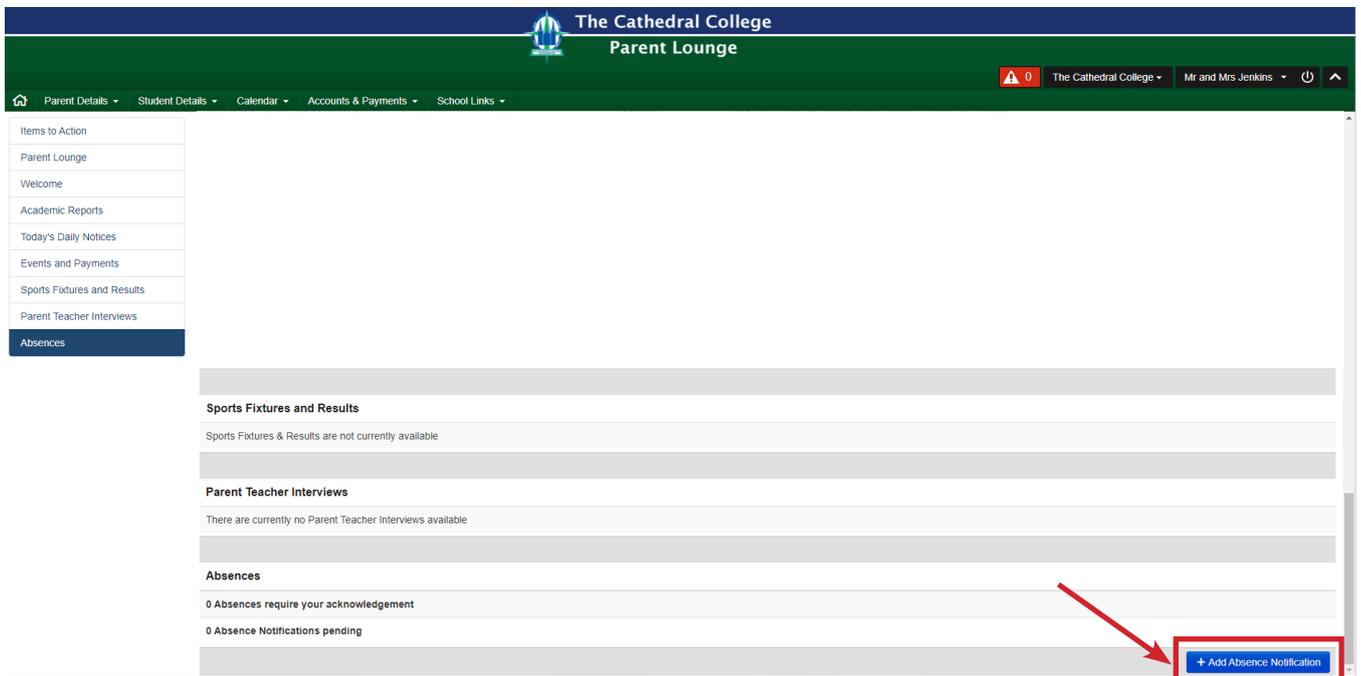
## STEP ONE

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



## STEP TWO

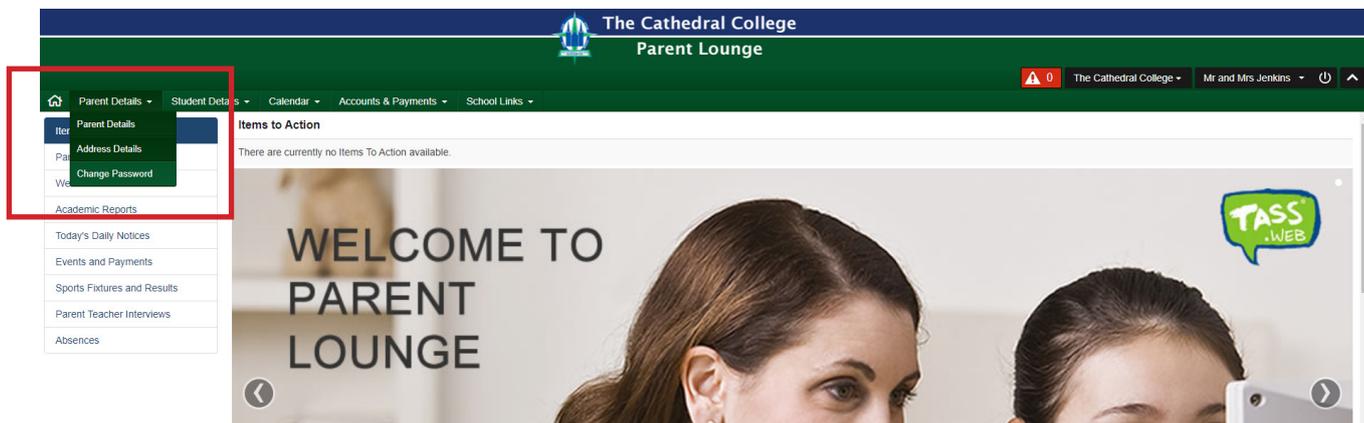
Locate the '+ Add Absence Notification' in the bottom right corner. Follow the process to log your child/s absence.



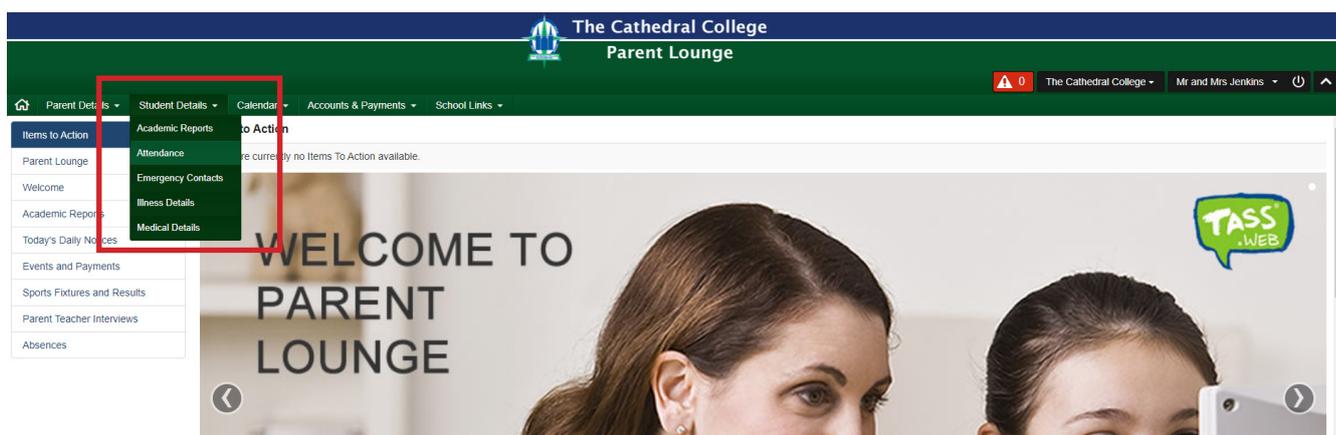
## UPDATING YOUR DETAILS

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

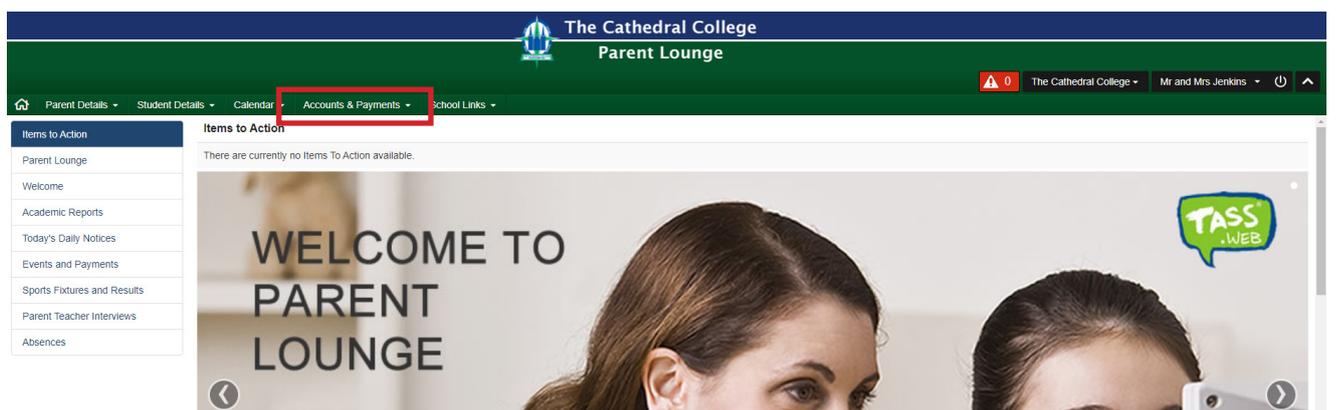


### TO UPDATE STUDENT DETAILS



## MAKING A PAYMENT

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



**Note:** The College uses Westpac PayWay.