

# Parent Access Module: User Guide

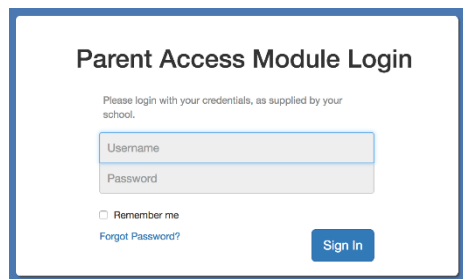
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## Accessing the Parent Access Module (PAM)

To access the Parent Access Module (PAM), visit our College website at [www.msj.vic.edu.au](http://www.msj.vic.edu.au), click on Current Families and select Parent Access Module.

Enter your username & password supplied by the College. If you do not have this information, please contact [helpdesk@msj.vic.edu.au](mailto:helpdesk@msj.vic.edu.au) or call the College on 03 8398 2000 and ask for the IT Helpdesk.



## Verifying Your Email Address

If you are asked to verify your email address at the top of the screen:

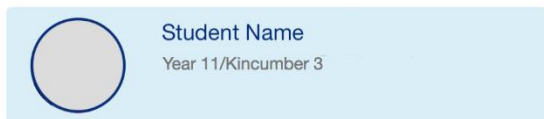
 Your email address [mtmumtest@gmail.com](mailto:mtmumtest@gmail.com) has not been verified. Please [click here](#) to verify.

Click on “click here” and follow the instructions to verify your email address.

## Multiple Student Profiles in One Account

If there are multiple students, click on each applicable student to complete an action:

### Students



A light blue rectangular card representing a student profile. On the left is a circular placeholder for a profile picture. To the right of the circle, the text reads 'Student Name' followed by 'Year 11/Kincumber 3' on the next line.

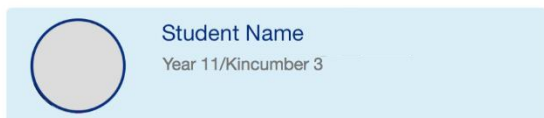
## Changes to Contact Details

While you have the ability to change your email address in PAM, we ask that if you change your email, residential address or any telephone numbers, please email those changes to [reception@msj.vic.edu.au](mailto:reception@msj.vic.edu.au) so we can update all records that contain these details.

## Student Reports


Click on one of the available students

### Students




A light blue rectangular card representing a student profile. On the left is a circular placeholder for a profile picture. To the right of the circle, the text reads 'Student Name' followed by 'Year 11/Kincumber 3' on the next line.

Click on 'Assessment Reports' and select on one of the available reports to download

 Student Name

### Download Assessment Reports

 Semester 1, 2018 - End of Semester Report

Personal Details

Student Timetable

Attendance

**Assessment Reports**

Commendations

Letters

Ensure that you are also accessing Canvas throughout the year to access teacher feedback, see copies of student work and class materials.

## Booking Parent Teacher Interviews

You will receive a notification to let you know when the interviews are ready to be booked. Click on Parent Teacher Interviews icon

 Mount St. Joseph Girls' College  
Parent Access Module   

#### Students

Student Name  
Year 11

 **Parent Teacher Interviews**  
Click here to Enter

#### Daily Messages

**Clean Up Australia Day Information Meeting**  
If you are interested in participating in Clean Up Australia Day Sunday 4/03/18 please come to the Information meeting this Monday (12/02/18) in the TWLC at recess.

**Choir**  
MSJ Voices is a singing group that rehearses each Tuesday at 1.10pm in the PAC. New members are always welcome to come and see what it's like and have a go. If you enjoy singing - we'd love to see you there! Mrs Hills and Mrs. Fichera.

**AEROBICS TRIALS**  
MSJ's Aerobics (Dance) program is back for 2018. Come and be a part of the community. Open to all year levels. 2 Trials dates

#### Events

#### School Links

**COMMUNITY**  
Synergy Newsletter

Select the subject you would like to make a booking for.

### Parent Teacher Interview Booking

**Classes for Interview**

**Student Led Conference (1)**

The Student Led Conference is a chance for students to drive a conversation about their learning with all stakeholders; parents/carers and their teacher.

Students Homeroom

There is a limit of 1 booking for each parent account.

Pastoral Care

**Booked Times**

No Interviews Booked

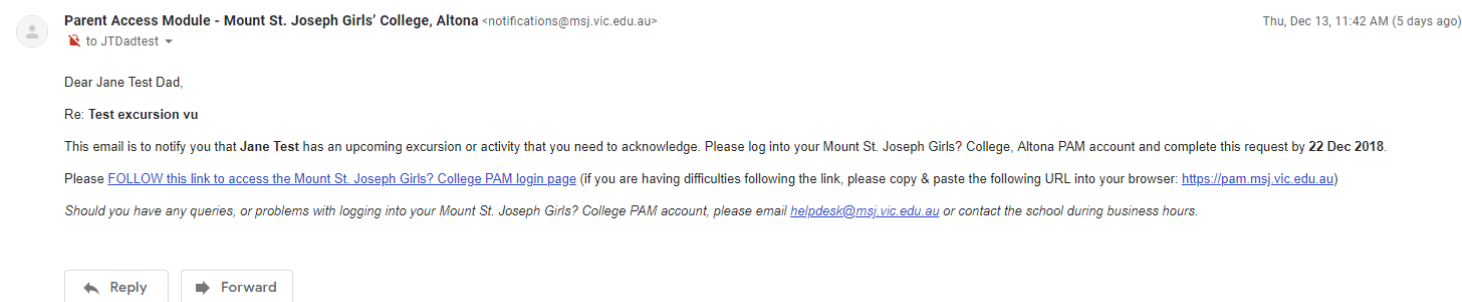
<https://pam.msj.vic.edu.au/WebModules/ParentTeacherInterviews/Bookings.aspx#>

## Excursion Permissions

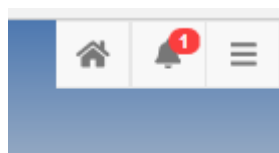
### New Excursion Notifications

You will receive an email letting you know of a new notification, for example:

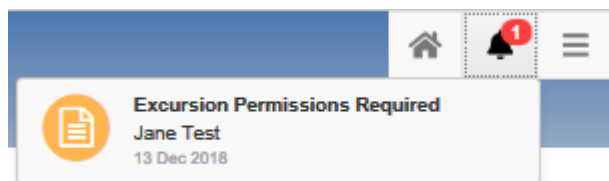
Excursion Permission Request - Mount St. Joseph Girls' College Inbox x



Click on the link as instructed – this will take you to the Parent Access Module. You will also see a new notification in the top right-hand corner of your screen. Note the notification reminder disappears after you have accessed it, otherwise on the due date of the request.



When you click on the bell symbol the following will appear:



Click on “Excursion Permissions Required”, which will take you to the Excursion Activity Details

 **Jane Test**

- Personal Details
- Student Timetable
- Attendance
- Assessment Reports
- Commendations
- Letters
- Medical Profile

**Excursion Activities**

### Excursion Activity Details

[← Return](#)

#### Subject

Test excursion vu

#### Description

Test

#### Due Date

22 Dec 2018

#### Contacts

Tracey Atchinson

#### Consent

\* In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor or ambulance.

\* I accept liability for all reasonable costs incurred by the school in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the school the full amount of those costs.

\* I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

I hereby give consent for Jane Test to participate in the activity mentioned above \*

Yes  No

\* required

Please complete the following additional questions:

TEST \*

Yes  No  NA

\* required

TEST \*

1

2

\* required

I have reviewed and ensured that the student medical details are true and up to date \*

\* required

[Confirm](#)

\* Unable to Confirm until all required fields have been updated.

Complete the consent and click confirm.

After you have clicked confirm, the following window will appear:

### Test excursion vu

Thankyou for you submission, your response/s have been recorded.


Please [click here](#) to return to the student excursion list.

[Close](#)

From this window you can either click on the Close button or select [click here](#) to return to the student excursion list.

## View Consent for all Excursions

Select Excursion Activities from the menu to view the status of excursion permissions:

**Jane Test**


- Personal Details
- Student Timetable
- Attendance
- Assessment Reports
- Commendations
- Letters
- Medical Profile
- Excursion Activities**

### Excursions & Student Activities

Name	Sent	Due	Consent	
Test excursion vu	13 Dec 2018	22 Dec 2018	✓	<a href="#">View</a>
Take 2	17 Oct 2018	25 Oct 2018	✓	<a href="#">View</a>
City Excursion 2	08 Oct 2018	24 Oct 2018	✓	<a href="#">View</a>
City Excursion	25 Sep 2018	28 Sep 2018	✓	<a href="#">View</a>

## View Excursion Consent Details

You can click on the View button to see the details of that excursion if you have provided permission for that excursion. In this case, Jane's father completed the excursion permission, so he can see the following details:

**Jane Test**

- Personal Details
- Student Timetable
- Attendance
- Assessment Reports
- Commendations
- Letters
- Medical Profile
- Excursion Activities**

### Excursion Activity Details

[← Return](#)

**Subject**  
Test excursion vu

**Description**  
Test

**Due Date**  
22 Dec 2018

**Contacts**  
Tracey Atchinson

**Consent**  
\* In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor or ambulance.  
\* I accept liability for all reasonable costs incurred by the school in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the school the full amount of those costs.  
\* I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.  
I hereby give consent for Jane Test to participate in the activity mentioned above \*  
 Yes  No

Please complete the following additional questions:


TEST \*  
 Yes  No  NA

TEST \*  
 1  2

I have reviewed and ensured that the student medical details are true and up to date \*

[Confirm](#)

Jane’s mother also has access to this student’s profile, but because she did not approve the excursion she will only see:



Jane Test

Personal Details

Student Timetable

Attendance

Assessment Reports

Commendations

Letters

Medical Profile

Excursion Activities

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### Excursion Activity Details

← Return

Subject  
Test excursion vu

Description  
Test


Due Date  
22 Dec 2018

Contacts  
Tracey Atchinson

### Upcoming Excursions

On the home page, you can see any excursions or activities that are coming up – this view does **not** indicate whether you have completed the permission.

#### Students



Jane Test  
Year 7/\*\*\* Unknown Homeroom \*\*\*

#### School Links

COMMUNITY  
Co-Curricular Activities  
Synergy Newsletter

#### Daily Messages

There are no Daily Messages.

#### Calendar

< > Dec 17 – 23, 2018 [Close] [Alert]

Thursday December 20, 2018

12:00pm ● Test Excursion - Museum Visit  
-  
4:30pm

### Changing Excursion Permissions

If you made a mistake on the permission form, please call Reception on 03 8398 2000 during office hours. They can cancel the current permission and reissue a new request to you.

# Student Medical Profiles

## Preparing to Update a Student Medical Profile

Please have the following available prior to commencing the initial update:

- Action plans signed by a GP/specialist for Anaphylaxis, Asthma, Diabetes and Seizures – files can be uploaded in various formats including Word, PDF, PNG, and JPEG. Please note the maximum file size is currently 10 MB.
- Private health insurance, Ambulance cover, Medicare, student health care card details
- Current medications
- Dates of Tetanus and Hepatitis boosters (if known)
- Blood type (if known)

## Updating the Student Medical Profile

You can access your child’s medical profile in the following menu:

Jane Test

- Personal Details
- Student Timetable
- Attendance
- Assessment Reports
- Commendations
- Letters
- Medical Profile**
- Excursion Activities

When you click on “Medical Profile” from the menu, the following screen will appear:

Jane Test

- Personal Details
- Student Timetable
- Attendance
- Assessment Reports
- Commendations
- Letters
- Medical Profile**
- Excursion Activities

### Medical Profile

[Edit Details](#)

#### GENERAL

<b>Medicare</b>	Number: <b>999</b> , Expiry: <b>Jun 2020</b> , Line Number: <b>9</b>
<b>Healthcare Cardholder</b>	Card Number: <b>99999999</b> , Expiry: <b>26 Nov 2018</b>
<b>Ambulance Cover</b>	Membership Number: <b>With Private</b>
<b>Private Health</b>	Fund Name: <b>MBF</b> , Fund Membership Number: <b>99999999</b>

#### CONTACTS

<b>Doctor</b>	Dr A Smtih	03 1234 5678
<b>Dentist</b>	Dr B Smith	03 1234 5679

Click on Edit Details button in the top right-hand corner and complete all relevant information.



## Contents of each section

### General

Includes Medicare, Student Health Care Card, Ambulance Cover, Private Health Insurance.

As a minimum, the Medicare details must be entered to continue.

### Contacts

Please include details of a GP and nominate up to 4 contacts for emergencies.

Contact details of other doctors/specialists and a fourth emergency contact are optional.

### Medical Conditions

Please ensure you answer Yes or No to each condition and provide additional information where required. Please ensure you upload action plans in this section.

### Other Medications

Only include medications that have **not** been covered under medical conditions.

### Emergency Consent

Please select Yes and complete all sections. If you do not have an exact date for the Tetanus or Hepatitis boosters, please select an approximate date.

### Swimming Ability

Please select Yes and select the relevant response.

### Update Record

In order to save and complete the profile you must tick the confirmation box and click on the Update Details button. Because the confirmation box has not been ticked, the "Update Details" you will not be able to save your changes:

---

**I confirm that the above details are true and up to date, and that these details will be available to school teachers and staff.**

\* required

Update Details

\* Unable to Update Details until all required fields have been updated.

Once the confirmation box has been ticked, the "Update Details" button can be clicked:

**I confirm that the above details are true and up to date, and that these details will be available to school teachers and staff.**

Update Details

If you have clicked the confirmation box but exit from the form any changes made will not be saved. You will see the following window:

Leave site?

Changes you made may not be saved.



If you select “Leave”, your changes will **not** be saved. Please select Cancel to return to the form and click on “Update Details”

### Updating an Existing Medical Profile

You can simply make the required changes in the relevant section(s) any time. While the changes will update the Medical Profile immediately, please be aware that profiles are accessed for planning purposes once the excursion permission deadline has closed.

### Feedback

If you have any general feedback or require further assistance please email [reception@msj.vic.edu.au](mailto:reception@msj.vic.edu.au) or call the College during office hours on 03 8398 2000.

If you require technical assistance please email [helpdesk@msj.vic.edu.au](mailto:helpdesk@msj.vic.edu.au) or call the College and ask for the IT Helpdesk.