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Online Parent Portals

In recent years an online portal was introduced to improve communication with parents. Last year we also launched the Parent Access Module (PAM) and as such, we now have two parent portals available to you. PAM has a learning focus that the Parent Portal did not provide, and we have implemented it to provide a wide range of services that will facilitate improved communication between school and home. As we take up the use of more features in PAM, access to information may change. We will, of course, notify you of any updates when they occur.

We will notify parents / guardians by SMS when correspondence is loaded onto the portals, however, we would recommend that parents / guardians make a habit of checking the portals regularly, at least once a week.

In order for communication with families to run smoothly, it is important that you advise the College as soon as possible if your contact details change, particularly email and mobile phone numbers. Refer to the Updating Personal & Medical Details section in this booklet.

Parent Portal

The Parent Portal is connected to the College’s student administration system and is currently used for:

- Fee Statements
- Payments
- Excursion Permissions and Information
- Correspondence & Communication
- Viewing & Updating Personal & Medical Details

PAM

Parent Access Module

The College utilises SIMON as our learning management system. The Parent Access Module (PAM) is the parent / guardian access to SIMON.

- Daily Messages
- Student Timetable
- Learning Areas
- Assessment Reports
- Parent Teacher Interview Bookings
How to Access Portals

Both parent portals can be accessed via the Mount Lilydale Mercy College website - [www.mlmc.vic.edu.au](http://www.mlmc.vic.edu.au)

Click on the Parent / Student menu to launch the required portal.
Parent Access Module (PAM)

To login, enter your Username and Password, then click the Sign In button.

**Tip!**

Your username and password are the same for both PAM and the Parent Portal.

We strongly recommend that you do not change your login information. If you forget your password, please contact the College Office, if you click on the Forgot Password link, it will not automatically change passwords for both portals.

The PAM home page will be launched.

Editions of the College Newsletter can be found by clicking on this link.

Daily messages for students will be displayed here. These are the same messages students can see from their SIMON account.

Click on your child’s name to view information specific to them, including:
- Timetables
- School Reports
- Learning Areas
Personal Details

Your child’s personal details can be viewed in PAM. If changes are required, this should be updated in the Parent Portal.

Tip!

We recommend that you do not update details under the My Settings link. The College does not get notified of any changes made here, and you may miss out on important communications.

Any personal information should be updated through the Parent Portal.
Click on the Student Timetable menu to view complete timetable for current two week cycle.

If you scroll down the page, you will find the Subject & Teacher Codes and Bell Times for each day of the cycle.
Learning Areas

Learning Areas on PAM will allow you to view assessment tasks for your child, their status, results and any feedback.

Click on the Learning Areas menu to view.

Click on subjects to expand and see a list of tasks and their status, due dates and result.
Clicking on a task will launch a pop up screen, providing details of the task, due dates, result and feedback (once marked).
Assessment Reports

Parents will be notified by SMS when Assessment Reports are uploaded onto PAM.

Click on the Assessment Reports menu to access reports.

Click on the report link to download report.
Parent Teacher Interview Bookings

Click on the Parent Teacher Interviews portal to launch the booking area.

If you have more than one child at the College, select the child you would like to schedule interviews for.

If you only have one child at the College, you will go straight to a screen like this.
Expand the Interview Period you wish to book for

Select the class/es you want to make appointments for and the Teacher’s Name and available appointment times will appear on the right hand side of the screen

Select a desired time then click on the Book Interview button

Once a subject has been booked, it will disappear from the list. Booked Times will be listed at the bottom of the screen
To Print Schedule of Interview Times

Click on the printer icon

Select how you would like your report printed
Click the Generate Report button

Click on the Printer Icon to bring up your printer options
Note: If icons do not appear, hover your mouse pointer over the report
To Edit or Delete Bookings

To EDIT, click on the Edit button
Select an alternative interview time from the drop down menu
Click on the Confirm New Time button

To DELETE, click on the Delete button
Confirm by clicking the Yes button
Parent Portal

To login, enter your Username and Password, then click the Login button.

Clicking on the Parent Portal link will launch the login screen.
College Fee Payments

College Fee details can be found on the Finance tab, balances and transaction history can be viewed and payments can be made.

Receipts and historical statements can be viewed here.

Your transaction history can be viewed here.
Payments

Various payments can be made by clicking on the Payments tab.

Click on required link to launch payment screen.
Excursions, Camps and Events Attendance

Permissions for attending excursions and camps need to be provided by 4pm, two business days before the excursion / camp. This allows time for our staff to prepare required paperwork to meet our compliance requirements. If permission is not granted within this timeframe, your child may not be able to attend the excursion / camp.

An SMS will be sent to parents / guardians when new events are added.

Click on the events tab to see a list of excursions / camps / events

Click the details button to show information regarding the excursion

If unable to attend, click the Apology button, and the Status will be updated
If permission granted, click the attending button, complete the details in the pop up box, then click on the next button.

You will be given a confirmation receipt.
Communications

Communications are sent home regularly regarding various matters, they can be found on the Docs Tab. An SMS will be sent home to notify you when a document is loaded on the Parent Portal, however, we would encourage parents to get into the habit of checking the portals regularly.

Tip! The most recent documents will appear at the bottom of the list.

Tip! You may need to scroll across the screen to view list of names.

Documents are specific to each contact, click on names to view their documents.

From time to time, letters may be addressed directly to parents, such as Fee Letters. These can be found by selecting the names of a parent / guardian.
Viewing Personal & Medical Details

It is important that personal and medical information be updated as soon as there are any changes. We recommend that you update any information using My Details, available in the Parent Portal. Any changes will be submitted for approval by the College. If there is any information not listed or unable to be edited on the My Details tab, please contact the College Registrar’s Office on 9735 4022.
Parent / guardian details and home contact information can be viewed in the same way.

Select the name of the person you are wishing to view / update details for...

Click on the menus on the left to navigate through information screens.
Updating Personal & Medical Details

To update details, click the Edit link on required section.

Update required fields, then click Save.

Tip!
Details will not update instantly. Updated information will be visible once approved by a College administration officer.
You can track updates by clicking on the flag in the top right corner.