St Francis Xavier Primary School

Parent Lounge Navigation Tips

THE HOME PAGE AND TOP MENU BAR

The **Home Page** gives you access to

- Parent Teacher Interviews
- Academic Reports

The **Top Menu Bar** gives you access to

- Student Details
- Make a Payment (currently not available)
- Pay Account (currently not available)
- Update Parent Details
- Change password

Click on the ‘St Francis Xavier School logo’ to return to the Home page at any time.

CHANGE PASSWORD

To change your password use the Change Password function on the Home Page – top right hand corner.

FORGOTTEN PASSWORD OR USERNAME

In the event you forget your unique Username or Password, please contact the school office by emailing sfxm@rok.catholic.edu.au or phone 07 49 511 861.
ACCESSING STUDENT INFORMATION

On the Student Details and select your child’s photo or name. You will then see the side menu for more options.

From this screen you can:

- View the child’s address details

UPDATING PARENT DETAILS

To update your Residential Address, Home Phone No., Mobile Phone No, and Email Address

- Enter the new details
- Click on Update Address Info

To update your Postal Address – Postal address will only be shown if it is different to the Residential Address.

- Choose Next
- Enter the new details and
- Click on Update Address Info