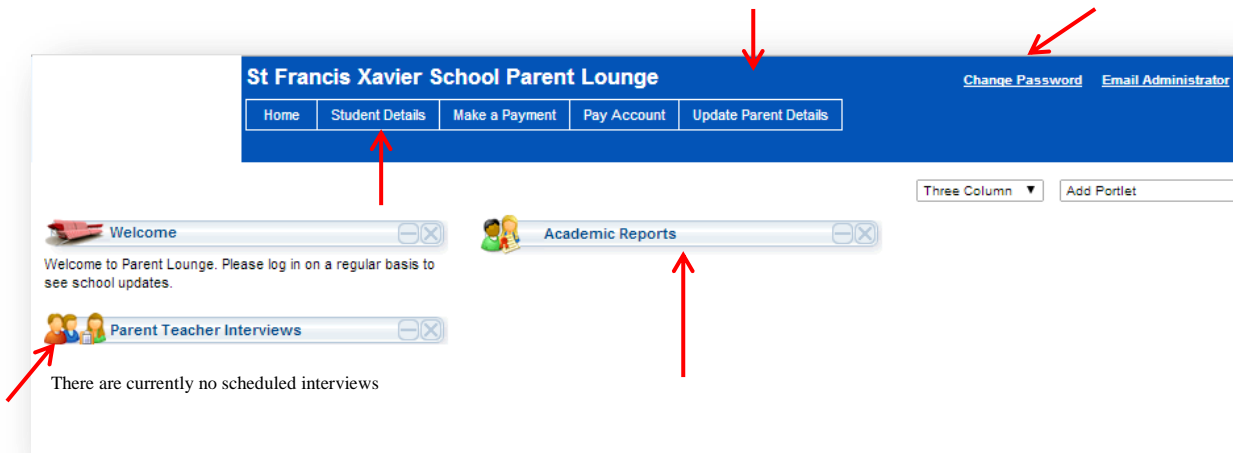


St Francis Xavier Primary School

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

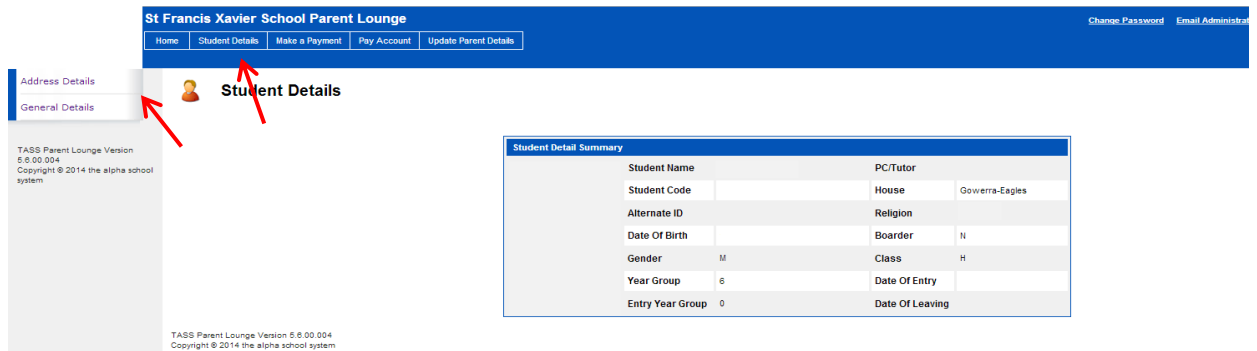
In the event you forget your unique Username or Password, please contact the school office by emailing sfxm@rok.catholic.edu.au or phone 07 49 511 861.

ACCESSING STUDENT INFORMATION

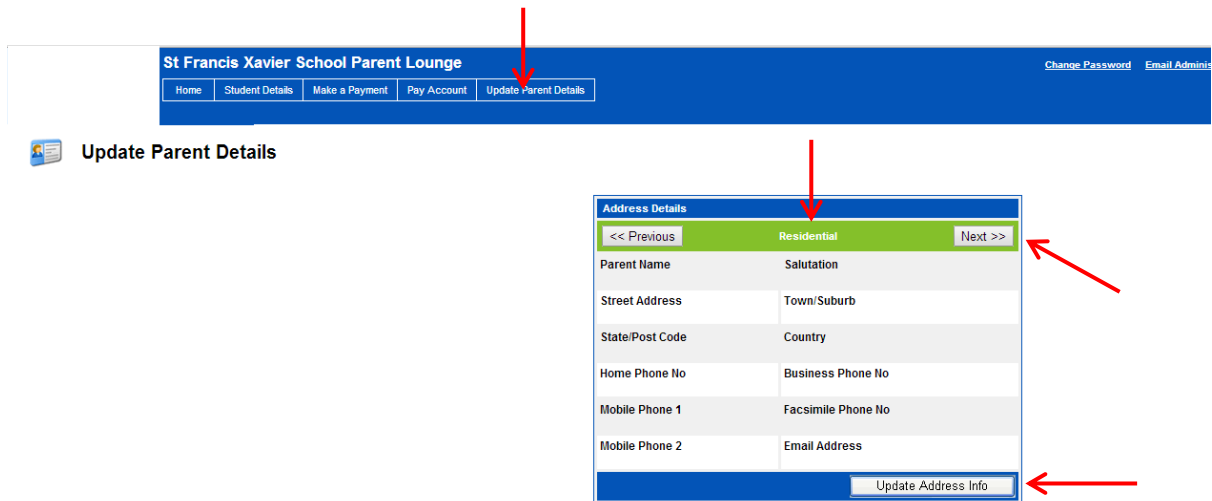
On the Student Details and select your child’s photo or name. You will then see the side menu for more options.

From this screen you can:

- View the child’s address details



UPDATING PARENT DETAILS

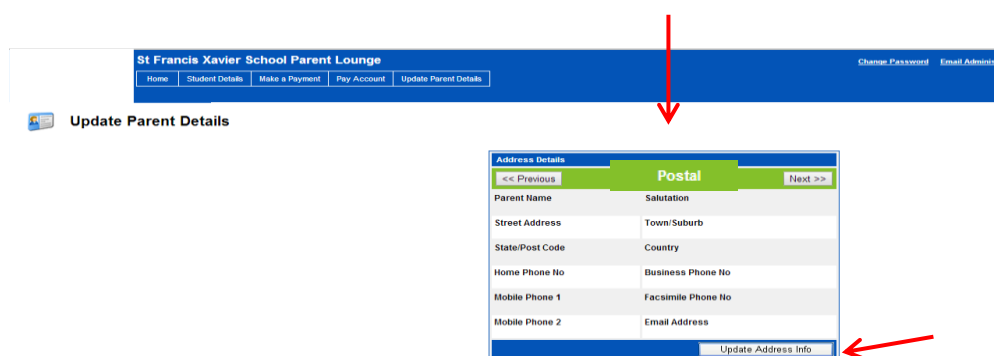


To update your Residential Address, Home Phone No, Mobile Phone No, and Email Address.

- Enter the new details
- Click on Update Address Info

To update your Postal Address (shown in diagram below)

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



Parent Teacher Interviews Booking Procedure

Once the parent teacher interview conference has been opened for bookings by the school, the “Book Now” icon will appear in Parent Lounge under the Parent Teacher Interviews heading

BOOKING AN APPOINTMENT TIME

1. Choose Book Now.
2. For the child’s you wish to make an appointment booking for, choose Book an Appointment.

Teachers Available -				
⚠ PLEASE NOTE: Only one interview per teacher is permitted. Interview bookings will encompass all subject classes.				
Teacher	Subject	Teacher Request	Appts. Free	Action
Mary Smith	General		400	Book an appointment

3. From the drop-down menu, choose the Appointment time.
4. If you would like to add a Parent Comment, enter the details in the Parent Comment box.
5. Choose Confirm.

Book an Appointment -

General

Interview Room

Year |

Appointment Times Available

* Choose Appointment: 7:45am - 8:00am

Attending Parent Details

Parent Attending/Name:

Contact Email: Mobile Phone:

Parent Comment (0 of 200)

Appointments Already Booked

Your name, email address/addresses and mobile phone number/numbers will be populated from our records and you may change or update them as necessary. The change will only be relevant for the parent teacher booking process and any permanent change will need to be done through the “Update Parent Details” tab in the *Parent Lounge* menu bar.


CANCEL AN APPOINTMENT TIME

1. Choose Cancel appointment to cancel an appointment time.

Teachers Available -				
Teacher	Subject	Teacher Request	Appts. Free	Action
You have reached the total number of bookings allowed for this conference. There are no further Teachers available for this Student.				
Confirmed Appointments - Joey Bloggs				
Teacher	Subject	Date / Time	Action	
General		Mon 31 Mar 7:45am - 8:00am	Cancel appointment	
<input type="button" value="Back"/>				

PRINTING YOUR APPOINTMENT SCHEDULE

1. Choose the printer icon in the top right corner of screen.

Parent Teacher Interviews 2014 

Teachers Available -				
Teacher	Subject	Teacher Request	Appts. Free	Action
You have reached the total number of bookings allowed for this conference. There are no further Teachers available for this Student.				
Confirmed Appointments - Joey Bloggs				
Teacher	Subject	Date / Time	Action	
General		Mon 31 Mar 7:45am - 8:00am	Cancel appointment	
<input type="button" value="Back"/>				

2. Choose Yes to print all of your children's appointment times.
Choose No to print only one child's appointment time.

Print Appointments		
Print all students for this conference on the report?		
<input type="button" value="Cancel"/>	<input type="button" value="No"/>	<input type="button" value="Yes"/>

The schedule will open as a .pdf file which you can then print.
