



# Enter to Learn, Go out to Serve

## Parent Lounge Guide



Welcome to the Parent Lounge Portal where you can access a range of information relating to your child and the School.

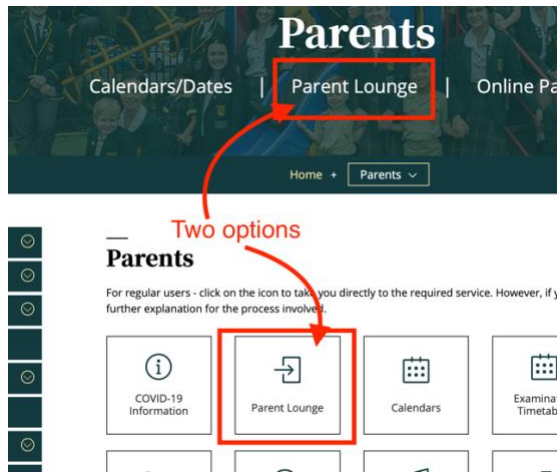
The following services are accessible once you have logged in:

- View your child's timetable
- Parent Teacher Interview bookings (when a session is upcoming)
- View and print your child's secondary school academic reports (commencing Autumn Term)
- View and edit important medical information recorded on your child's medical file
- Verify that medical information is up-to-date
- View and update your child's attendance record
- View school events calendar
- Update your address details
- Update emergency contact details
- Nominate which parent is the primary contact point

If, after following the instructions below, you have any questions about logging into or navigating Parent Lounge, please do not hesitate to contact Mrs Leigh-Ellen McMartin at the School Reception.

## ACCESSING PARENT LOUNGE

Use the links (below) on the School **Website**.

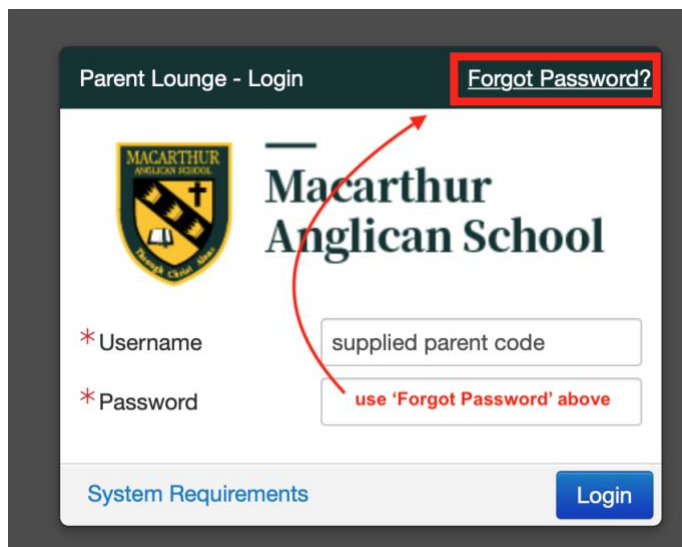


<https://macarthur.nsw.tass.cloud/parentlounge>

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## HOW TO LOG INTO PARENT LOUNGE

Once you have navigated to the link above a login page will appear.



1. We will be sending you an email that contains your Username, which will actually be your parent code. Enter that code into the first box.
2. If this is the first time you are logging into the Parent Lounge you will need to use the **Forgot Password** link. This will generate a secure email to the email address you have supplied the school. Use the links in that email to create your own password.

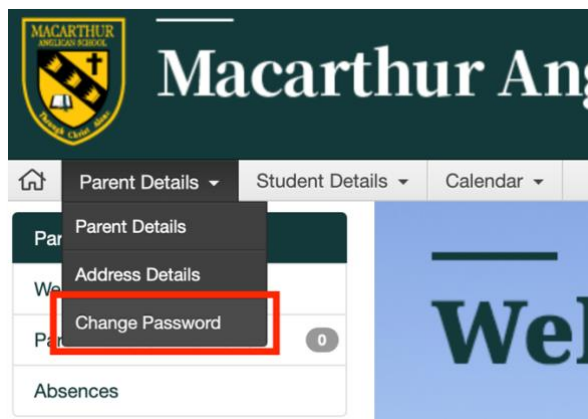
3. You can change your password at any time once you are in the system or by using the **Forgot Password** option.

If your log in details are not working please contact Mrs Leigh-Ellen McMartin at the School Reception on 4647 5333.

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## HOW TO CHANGE YOUR PASSWORD IN PARENT LOUNGE

1. Under the **Parent Details** tab navigate down to the **Change Password** option
2. Follow the prompts to update your password



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## HOW TO UPDATE PARENT ADDRESS DETAILS

Once you have logged into Parent Lounge, follow the instructions below to update your Parent Address details.

1. Click **Parent Details**. Click **Address Details**.
2. Click **Update Address** or **Update Contact Details**.
3. You don't need to repeat (Add) details to the Residential address and Parent 1&2 sections if the data listed in the top section, **Correspondence**, would be the same details.
4. Update the information as necessary and then click **Submit Changes**.

*\* Please note: You will not see your updated address details on Parent Lounge until the School has approved the 'Address Update Request'. If you have any queries, please contact Mrs Leigh-Ellen McMartin at the School Reception on 4647 5333.*

Macarthur Anglican School  
Parent Lounge

Parent Details ▾ Student Details ▾ Calendar ▾

Address Details  
Change Password

**Correspondence**

MOUNT ANNAN NSW 2567

Home Phone	No Details
Business Phone	No Details
Facsimile	No Details
Mobile Phone 1	SMS ×
Mobile Phone 2	SMS ×
Salutation	
Email 1	
Email 2	

Update Address Update Contact Details

## HOW TO NOMINATE THE PRIMARY CONTACT PERSON

1. Using the same menu item **Address Details** scroll to the bottom of the page.
2. Once there you will see the Primary Contact section.
3. If it is blank choose the **Add Contact Details** button on the far right and complete the relevant details.

**Primary Contact**

Add Address Add Contact Details

No Details Found

## TO UPDATE YOUR CHILD'S MEDICAL INFORMATION

Once you have logged into Parent Lounge, follow the instructions below to update your child's Medical Information.

1. Click **Student Details** then click **Medical Details**
2. Scroll through the menu on the left hand side (see below).
3. Click **Update** as required.
4. Once you have made the necessary changes, click **Submit**

*\* Please note: You will not see your updated medical details on Parent Lounge until the School has approved the 'Medical Update Request'. If you have any queries, please contact Mrs Leigh-Ellen McMartin at the School Reception.*

The screenshot shows the Macarthur Anglican School Parent Lounge interface. The top navigation bar includes the school logo, name, and user information (Mr and Mrs). The left sidebar menu is open, with 'Medical Details' highlighted in red. The main content area displays a green box with the message 'Verification of this data has been requested' and a '+ Verify' button. Below this, there are several rows of medical details, including 'Ventolin Permission', 'Ambulance Permission', 'Regular Medications', 'Health Fund', 'Medicare Number/Ref', 'Medicare Expiry', and 'Health Fund Number'. An 'Update' button is located at the bottom right of the page.

## **IMPORTANT – PLEASE VERIFY YOUR CHILD’S MEDICAL INFORMATION**

In the above screen shot you will see a green box with the word **Verify**.

1. You will need to check your child’s medical details and once you are happy to confirm the details are accurate, click **Verify**.
2. Once this has been done the green box will no longer appear.

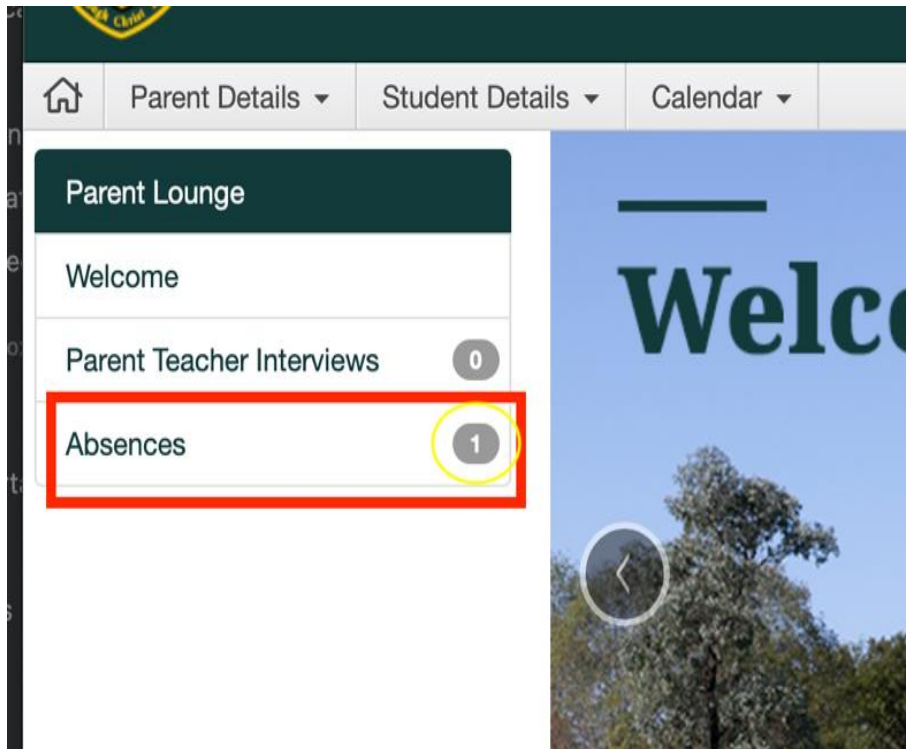
*\* Please note: The school will at various times in the year require that you re-verify your child’s medical details. When this happens, the green box will re-appear.*

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## **TO UPDATE WHY YOUR CHILD HAS BEEN ABSENT**

Once you have logged into Parent Lounge, follow the instructions below to enter details as to why your child was absent.

1. On homepage screen scroll down left menu to **Absences**
2. If there is an absence the number of absences will appear on the right side of the menu
3. Click the **Absences** menu
4. A window will appear for you to enter the absence reason.
5. Absences will be updated once the School has approved them in the system



## TO VIEW A SUMMARY OF ATTENDANCE INFORMATION

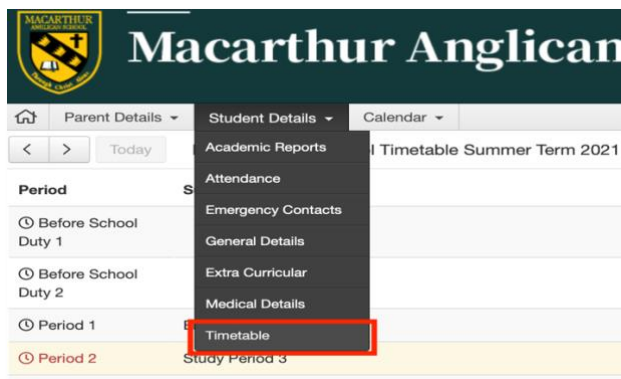
1. Click **Student Details** then **Click Attendance**
2. Dates of absences will appear in rows
3. Results can be filtered using the menus at the top.

Absent Date	Reason	Recurring	Acceptable	Parent Notified
- 2021/1 (Term 1 2021)				
23/02/2021	Transport Issues		No	No
16/02/2021	Transport Issues		No	No
15/02/2021	Medical Appointment		No	No

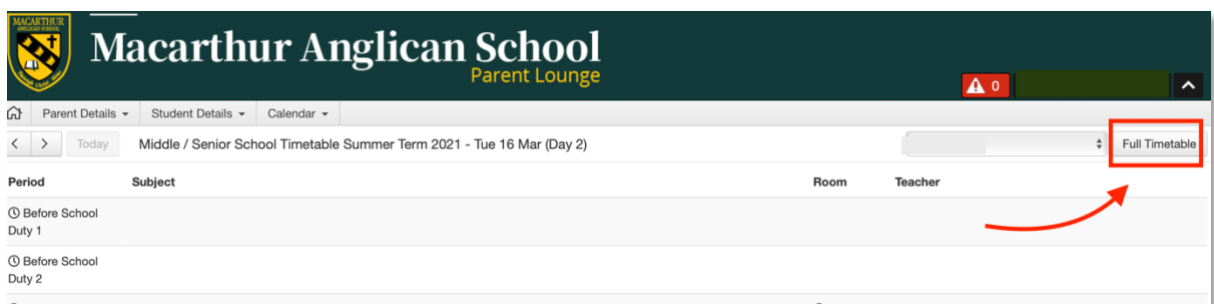
## TO VIEW YOUR CHILD'S TIMETABLE

Your child's timetable can be viewed on Parent Lounge using two methods:

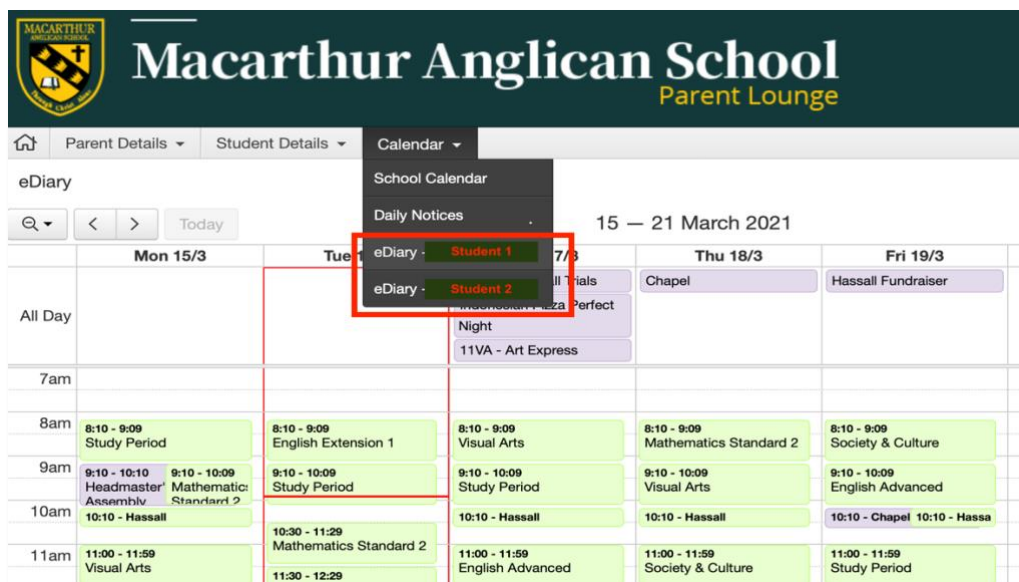
1. Under the top menu item **Student Details** navigate down to the **Timetable** option. This will provide you with the day view of the timetable.



A full timetable view can be accessed using the button on the far-right **Full Timetable**.



- Under the top menu item **Calendar** navigate down to the student's **eDiary**. This will provide you with an overview options of the day, week, month. Move through dates using the < and > buttons.



**\* Please Remember: You will not see your updated Address or Medical details on Parent Lounge until the school has approved the 'Update Request'.**

Should you require any assistance with using the Macarthur Parent Lounge, please contact Mrs Leigh-Ellen McMartin at the School Reception 4647 5333.