Parent Directory and Parent Lounge

What is the Parent Directory for?

The Parent Directory is intended to replace the Class Lists which have been distributed to parents by email each Term. Class Lists are usually made obsolete immediately after they are sent to parents, as they act as a reminder to parents to update or correct contact details which have been given to the College.

The Parent Lounge allows parents to update their contact details themselves, (as well as to view details on their child/ren, and contact their child/ren’s teachers individually or in a single email to all teachers) and the Parent Directory allows parents to see the contact details of the parents of their child’s or children’s classmates.

The Parent Directory is customisable so that YOU can choose what information is visible to other parents, at your own discretion. (We recommend that you “share” the same information that is in the Class Lists, ie your name, address, phone number/s and email address.)

How do I check that my contact details are correct?

Log into the Parent Lounge, following the detailed instructions available on the Mount Scopus Memorial College website on the Parents tab.

Click on the “Parent Details” icon in the top blue bar to view the details we hold for you in our Database.

To return to the Welcome Screen at any time, click on the Mount Scopus Memorial College logo on the far left of the screen.

How do I change my contact details?

Click on the “Update Parent Details” icon in the top blue bar. You will be able to cycle through all the addresses we have on file for you. The options are: Residential, Mailing, Mother’s, Father’s, Billing and Emergency, but you will only be able to see the details if we have data in those fields. For example, if we have no Mailing address for you (different from your Residential address) you won’t see that screen. At the bottom of each of the address screens is a button to click on if you wish to update the details. Once you’ve made a change and clicked on “Submit Changes” you will be advised that an email will be sent to the address on file for you to confirm your request.

The changes you have requested must be vetted by the College Data Controller to ensure that they meet our standards for address formatting. This is usually done within 2 business days after your request has been submitted. After this has been done, your corrected or updated contact details will be visible on the Parent Directory.
How do I view the Parent Directory?

Click on the link in the top blue bar. You will then see a photo (if available) of your child/ren. Below the photo you will see your child’s name, and three links: Year, Year/Class and PC Tutor Group (which in the case of Mount Scopus Memorial College is the same as the Year/Class – in the Middle and Senior Schools this is referred to as Mechanech or Mech Group). The Year link will give you a list of the parents of the students in that entire year level. The Year/Class and PC Tutor Group links will give you a list of the parents of JUST the students in your child’s class (eg 4Bet or 7A).

How do I choose what information I want shared with other parents?

Return to the Welcome Page. Under Parent Directory, there is a hyperlink to “Click here to add your details.” Please note that once you have Shared details, the link on the Welcome Screen changes to read “Click here to view your details.”

Click on the radio button to the left of the address which you will be sharing. The details of this address will appear in the Details fields below. Click on the “Share” box to the right of each line of data that you wish to include in the Parent Directory, and then click on the Update button. You will see the information appear in the “Your Current Listing” section. Once you are satisfied that the information you want shared appears correctly, you can click on the Parent Directory link at the top of the page and your child’s Year link (or the Year/Class Link etc) to see the entire class list.

NB You can only share information from ONE address line. The Address Number lines are:


We recommend that you share your residential address. Please do NOT share your Emergency Contact address details.

What are the other buttons at the top of the Parent Lounge Screen?

Student Details will take you to a picture of your child/ren with their names underneath. Click on a child’s name and you will see a Student Details Summary. The child’s name is a hyperlink to send them an email at their school address. On the left of the screen you will see a number of links.

General Details will take you back to the Student Details Summary.

Address Details and Parent Details will show information in a similar format to that shown in the Parent Directory.

Email Class Teachers gives links to the email addresses for each of the child’s teachers. At the bottom of this list is a link to email all of the child’s teachers at once.

Student Timetable shows the child’s timetable for today, with an indicator of the current period. You will also be able to see here who the teacher is for each period and the room number. There are “Prev” and “Next” buttons at the top of the timetable to see other days’ timetables too.

Resources will take you to a list of useful links for parents. The items on this list will change from time to time. There is currently a link to NineMSN News website, one for the VCE Exam timetable and a link back to the Parents Page at the Mount Scopus Memorial College website.