Parent Lounge Access Instructions

Parent Lounge is a web-based application provided by Mount Scopus Memorial College that allows parents to log-in and view information that the College holds about them and their children.

You can check your child’s timetable, email their class teachers or check their attendance history. Additional student based information may be added in the future.

You can also make changes to your address information online, including email addresses.

Accessing Parent Lounge

To access the Parent Lounge facility, visit the College’s home page on the internet www.scopus.vic.edu.au and follow the links from there.

To log in to Parent Lounge you will need a username and a password.

Your username is your parent account number.

This can be found on your most recent School Fees statement on the right hand side near the address block

Your temporary password is your BPay reference number.

Your BPay reference number can also be found on your School Fees statement in the top right hand corner below the school’s biller code.

Please note that if you have received separate correspondence from the College with a different password, you should use that, instead of your BPay reference number.

NB: For security purposes you should change this password to an easily remembered password containing both numbers and letters.

Refer to the images on the following pages to find the location of your username and passwords.

Please contact the College if you have difficulty identifying your username and/or password.
Login Screen

The Parent Lounge log-in screen will look something like this. Enter your username and password as shown above to begin.

In order for your details to appear on the Parent Directory (Class Lists) it is imperative that you click on the link “Click here to add your details.”

Please see the instructions in the Parent Directory FAQ for further information on how to ensure your details appear correctly in the Parent Directory. (If the link reads “Click here to view your details” this means that your details are already on the Parent Directory. You should still check that the details appear as you desire.)
Once you have successfully logged in, you will see the main Parent Lounge welcome page and a row of icons across the top of the screen. These icons control the major components of Parent Lounge.

1. **Change Password Icon**

   It is recommended that you change your temporary password immediately on login. Click the Change Password icon to display the change password screen.

2. **Update Parent Details Icon**

   This menu path allows you to change existing address details. Changes made via this link will be checked by the College and you may be contacted via phone or email to confirm the changes. Please note that updating your contact details via the Parent Lounge is the method of change preferred by the College. Please ensure that any changes to email addresses or phone numbers are double checked before you click on ‘Update’ as we may find it difficult to contact you with incorrect information placed here.

   The College can store address information for parents in a number of address areas but this is only done where that address is different from the parent’s main residential address. These address areas will be displayed in Parent Lounge but if we do not hold information in that area it will display the word ‘unknown’. You cannot add address information to these areas. If you want to add a new address eg Mailing then contact the College via the Email Administrator icon on the main toolbar.

3. **Parent Details Icon**

   This menu path just displays your residential address for information purposes.

4. **Parent Directory**

   The icon for Parent Directory will take you to the facility for seeing your child’s Class List. Please see the Parent Directory FAQ for further details on the Parent Directory options.

5. **Student Details Icon**

   This menu path will display a photo for each of your children in the middle of the screen with instructions to “click on a student photo” to see more information. Doing so will display a menu on the left hand side of the screen and a photo and basic information about your child in the middle of the page.
Each of the menu items on the left hand side of the screen will display further information about your child.

For example if you click on the **Email Class Teachers** link you will see a screen listing all subjects for your child, and the teacher’s name.

Clicking on the teacher’s name will generate an email to that teacher or use the ‘Email All Teachers’ link indicated above to send an email to all your child’s teachers in one go.

The menu item **Student Timetable** will enable you to see your child’s timetable for the day, scroll back and forth to see other days’ timetables and to see what lesson and room number your child is currently timetabled to be in.

The menu item **Address Details** allows you to see (but not edit) all the address details we have on file for you. You can scroll between the addresses we have on file for you (if we have no details on our system, you won’t see that screen appear). Please note that if you wish to update any of these details you will need to click on the ‘Update Parent Details’ icon at the top of the screen.

**More Information**

For more information on using Parent Lounge or if you encounter any problems please contact the Administrator using the **Email Administrator** icon on the main toolbar or call the College on 9834 0000