

## 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 timetable, and book for Parent/Teacher Interviews, as well as accept invitations (for your child) to tours and excursions, pay for them, and update your child's medical record Payment of school fees can now also be done via the Parent Lounge. Additional student based information may be added in the future.

You can also make changes to your contact 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](http://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 six-digit parent account number.**

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

**You will have been advised in an email of your password.**

**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.

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



### Mount Scopus Memorial Company

147 Wharf Street,  
BRISBANE QLD 4000  
Phone: 07 3216 0999 Fax: 07 3216 0500  
Email:

This is where you will find your username for Parent Lounge

<b>B</b> <b>PAY</b>	Billier Co	283457
	Ref:	10017

\*\*\* TAX INVOICE \*\*\*

### STATEMENT OF ACCOUNT

The Rt. Hon. & Mrs. J. Angus  
1111 Empress Street  
BARDON QLD 4065  
Australia

<b>ACCOUNT NUMBER</b>	ANGU001
<b>DUE DATE</b>	05/05/2008
<b>TOTAL AMOUNT DUE</b>	\$43,911.22

## Login Screen

To get to the Parent Lounge login screen from the Mount Scopus College website, there are two options:

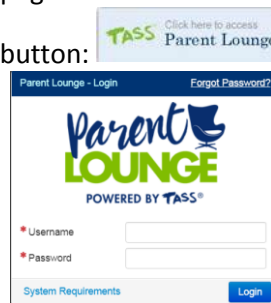
You can click on the Scopus Parents item on the menu bar across the top, and then select Parent Lounge from the dropdown list,



You can click on the Parent Lounge option on the right side of the Welcome page.

Both options take you to the Parent Lounge login page.

About half way down the page, click on the Login button:



The Parent Lounge log-in screen will look like this.

Enter your username and password as explained above to begin.

If you have forgotten your password, click on the [link as shown above](#) and fill in your user name and the email address that we have on file for you, to receive an email with instructions on how to reset your password. (Please note that College staff cannot see your password.)

Once you have successfully logged in, you will see the main Parent Lounge Welcome Page. There is a set of links down the left of the main screen, as well as another set of links in a row across the top of the screen. These icons and links control the major components of Parent Lounge.

To the right of the screen you will see your name, a “log off” icon and an alerts icon (which will be used if we need to alert you to an upcoming change of event or similar). If you need to contact the Parent Lounge website administrator there is a link at the drop down arrow beside your name.

Below the College logo you will see an icon of a house. (When your mouse is hovered over this, it will show up more clearly in white.) This is your Home button to return you to the Welcome Page at any time.



1. Welcome – will scroll you further down the first page to a summary of the following links.
2. 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.
3. Curricular Activities Due – will enable parents to see details of assignments that their children are due to hand in.
4. Tours and Excursions – will enable parents to accept invitations for their child to go on an excursion
5. Parent Teacher Interviews – will enable parents to book for meetings with their children’s teachers when scheduled.

More items may be added to this menu in the future.

Each of the icons in the top blue bar has its own drop down menu. Some of the items in the menu may be “greyed out” and unavailable at this time. They may be made available at a later date.



**A. PARENT DETAILS**

1. Parent Details – will let you see what details we have on file for you (please see below if you need to change any of your address, phone or email information – any other information will need to be changed by calling the College or by clicking on the *Email Administrator* link at the top right of the page).
2. View Address Details – shows you the address details we have on file for you. If you need to ADD another address (eg a Mailing address or a Business address or contact information for an emergency contact) you will need to call the College or click on the Email Administrator link at the top right of the page.
3. Update Address Details – This menu path allows you to change existing address details.

**Updating your contact details via the Parent Lounge is the method of change preferred by the College.** 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 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. You cannot add address information to other areas yourself.

4. Parent Directory – this is the listing of contact details for students in your child's class and/or year level. Please be aware that if you have NOT yet "shared" your information (see the [Parent Directory FAQ](#)), even if we have the information in our database it will not be visible to other parents, and your child may consequently miss out on communication from parents of other students in their class. Please see the last page of this document for the basics on the Parent Directory and how to add your details to the listing.
5. Change Password – we recommend that you change your password when you first log in to the Parent Lounge, to something that you can easily remember, but that will not be easily guessed by people who should not have access to your login. If you forget your password, you may click on the "Forgot Password?" link on the login page.



**B. STUDENT DETAILS** Note that some of these options are not activated as yet.

1. Academic Reports – will enable you to view your child's end-of-term reports.
2. Email Class Teachers – will enable you to send an email message to individual teachers of your child's subjects or to all of them at once.
3. General Details – this menu path will display a photo and the information held in our database for each of your children. There is a drop-down menu at the top right of the screen to select the child for which you wish to see the details held.
4. Medical Details – you will be able to view what medical details we have on file for your child. In the future this will also allow you to update these details online. At present, we recommend if medical details have changed, you can click on the "Email Medical Contact" button to advise our Matron; **if the matter is urgent, please contact the College by telephone.**
5. Timetable – will allow 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.



**C. CALENDAR** *Note that some of these options are not activated as yet.*

1. School Calendar – will show a listing of upcoming events for parents, students and the College Community
2. Daily Notices – will show a listing of notes relevant to each day.



**D. SCHOOL LINKS**

How To Videos for Parents – this option will allow you to view videos from our provider on a number of useful options within Parent Lounge.

1. College Links – this screen will give you links to information about the College (eg bus routes, campus maps).
2. Parents – this screen will give you links to a number of useful pages for parents, including a Direct Debit Authority, a copy of the Parents’ Handbook and more.
3. Library – this screen has links to each of our campus library catalogues.
4. VCE – this will be updated each year to give information for VCE students, including exam and SAC timetables, and useful contacts.

**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.

**IN ORDER FOR YOUR DETAILS TO APPEAR ON THE PARENT DIRECTORY IT IS IMPERATIVE THAT YOU**

1. **Follow the link to the Parent Directory on the left of the page:**



2. **And click on the link “Add My Directory Details.”**  
(This link will change to read “Maintain My Directory Details” once you have added your details.)
3. 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 “Maintain My Directory Details” this means that your details are already on the Parent Directory. You should still check that the details appear as you desire.)