

# Parent Levy User Guide

The P&F have introduced a new system to apply for your Parent Levy Hours. It is now as simple as selecting the P&F Hours Application icon from your Quick Links in the Parent Portal.

All your parent volunteer information is sent to the Accounts Department and your accounts will be adjusted accordingly. It is up to you to ensure that your hours have been entered correctly, and should you notice any discrepancies, please email [pf@pmacs.wa.edu.au](mailto:pf@pmacs.wa.edu.au)

## Login to the Parent Portal

1. Go to the Parent Portal <https://portal.pmacs.wa.edu.au/> and click Login.



**PETER MOYES**  
ANGELICAN COMMUNITY SCHOOL

**NEW PRE-KINDERGARTEN ENROL TODAY**

**ENROL TODAY**  
FOR PRE-KINDERGARTEN  
& KINDERGARTEN

**PHONE 9304 5500**  
enrolments@petermoyes.wa.edu.au  
[www.petermoyes.wa.edu.au](http://www.petermoyes.wa.edu.au)

Peter Moyes will offer a Pre-Kindergarten Programme for 3 year olds, commencing in February 2017. Our play based learning environment provides opportunities for your child to discover, create and imagine. Attending our Pre-Kindergarten aims to help your child develop skills in problem-solving, critical and creative thinking and building effective relationships

[Click here for more information](#)

2. Enter your username and password.



## PETER MOYES

ANGLICAN COMMUNITY SCHOOL

Peter Moyes Anglican Community School

**Sign in**




























Please enter your PMACS username and password above.

If you experience any difficulties with your Parent Portal login, please contact [portal@pmacs.wa.edu.au](mailto:portal@pmacs.wa.edu.au) for further assistance.

3. Navigate to your Quick Links and select P&F Hours Application.

**Current Parent**

Quick Links

 CANVAS LMS Yrs 4-12	 Years PK-3	 SSO	 Term Dates
 Newsletter	 Co-Curricular Information	 Lunch Orders	 PTO
 School Policies	 Booklist	 Practical Music Studies	 User Guides
 Inter-School Sport Notice Board	 Tuition Fees	 Careers Noticeboard	 Library Digital Resources
 2018 Yr 10 Subject Selections (for current Yr 9 students)	 2018 Yr11 Subject Selections (for current Yr10 students)	 Co-Curricular Activities	 Formal Withdrawal
 Family Information	 Medical Information	 Family TEST	 Medical Test
 Parent/Guardian Complaint Form	 Parent/Guardian Feedback Form	 P&F Hours	

4. Your Activity page will now load. This is your summary page of all activities and their status. It will also give you a running total of hours completed.

**P&F Hours Application**

Introduction | Monday Activities | Tuesday Activities | Wednesday Activities | Thursday Activities | Friday Activities

Logged in Parent: [Redacted]      YTD Hours Completed: 4      YTD Hours Remaining: 8

Activity	Date & Time	Teacher	Application Status	Withdraw Application
Art Room Help - Primary School	29/10/18 - 9:00 to 11:00	[Redacted]	Attended	
Art Room Help - Primary School	15/10/18 - 9:00 to 11:00	[Redacted]	Attended	
Art Room Help - Primary School	22/10/18 - 9:00 to 11:00	[Redacted]	Pending	<input type="text"/>

## How to Search for an Activity

- a. Select a day of the week that you would like to assist i.e Monday. Then select the applicable Term and Week
- b.

**P&F Hours Application**

Introduction | Monday Activities | Tuesday Activities | Wednesday Activities | Thursday Activities | Friday Activities

for Term: 2      Week: 3, 14/05/2018 - 18/05/2018

**Monday Activities**

Activity	Date & Time	Overview	Location	Hours	Positions Available	Apply
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- c. Activities will populate your screen.

**P&F Hours Application**

Introduction | Monday Activities | Tuesday Activities | Wednesday Activities | Thursday Activities | Friday Activities

[Click here to load Monday Activities](#)

**Monday Activities**

Activity	Date & Time	Overview	Location	Hours	Positions Available	Apply
ACC 'C' Division Swim Carnival	19/03/18 - 8:00 to 15:00	Marshalls and officials to be advised by the ACC	Challenge Stadium	6	6	NO
ACC Swim Offs	12/03/18 - 8:00 to 15:00	Timekeepers, Squad Photograph & Bowling	HBF Arena & AMF Bowling Joondalup	6	4	NO
ACC Swimming Squad Training	19/02/18 - 6:00 to 7:30	Assist with Training	HBF Arena	1	4	NO
ACC Swimming Squad Training	26/02/18 - 6:00 to 7:30	Assist with Training	HBF Arena	1	4	NO

- d. Choose an activity and in the **APPLY** column select **YES**. To choose activities for another week on the same day, go back to WEEK and make your selection.

**P&F Hours Application**

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[Click here to load Monday Activities](#)

**Monday Activities**

Activity	Date & Time	Overview	Location	Hours	Positions Available	Apply
ACC 'C' Division Swim Carnival	19/03/18 - 8:00 to 15:00	Marshalls and officials to be advised by the ACC	Challenge Stadium	6	6	YES

- e. When you have finished selecting for one day and want to choose another, simply click on that day.
- f. When you have finished making your selections, go to the SUBMIT button at the bottom of the page. You only select 'SUBMIT' if you have chosen all of your activities as per the message below.

**ONLY SELECT 'SUBMIT' IF YOU HAVE CHOSEN ALL OF YOUR WEEKS ACTIVITIES**

Previous

Submit

- g. Once you have finished, you will receive the following confirmation email.

*Your Levy Hours have been submitted and are now awaiting approval. Please view the 'Introduction' tab on the P&F Application form for up to date information on your Activity Applications. PMACS*

- h. Your selection is then sent to the organising teacher who will either accept or decline the application.

If approved, you will receive the following message

*Your application for Y4 Class Help Wednesday 01/02/18 – 8:00 to 15:00 has been Approved. If you can no longer make this appointment, please load the P&F Application form from the Portal and select the activity to wish to Withdraw from. PMACS*

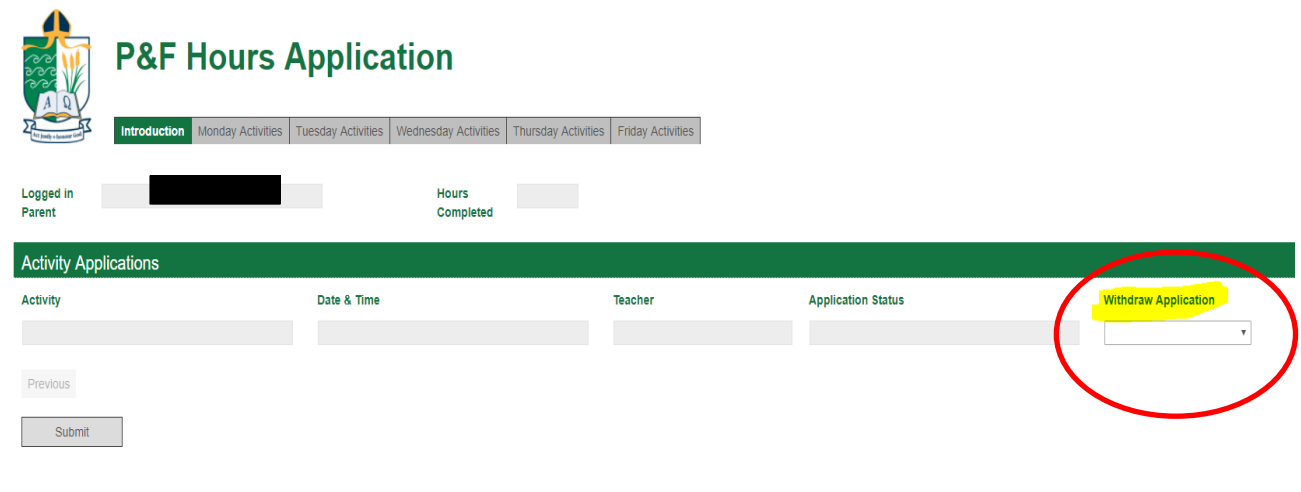
If declined, you will receive the following message

*Your application for Y4 Class Helpers Monday 29/3/18 – 8:00 to 15:00 has been Declined. PMACS*

## How to Withdraw an Application

Once your application is APPROVED you have the opportunity to withdraw.

- a. Go back to your Activity page and select **WITHDRAW APPLICATION**



The screenshot shows the 'P&F Hours Application' interface. At the top left is the school crest. Below it are navigation tabs: 'Introduction' (highlighted), 'Monday Activities', 'Tuesday Activities', 'Wednesday Activities', 'Thursday Activities', and 'Friday Activities'. The user is logged in as a parent, with a redacted name and a 'Hours Completed' field. A green header bar reads 'Activity Applications'. Below this is a table with columns: 'Activity', 'Date & Time', 'Teacher', and 'Application Status'. A 'Withdraw Application' button is highlighted in yellow and circled in red. Below the table are 'Previous' and 'Submit' buttons.

- b. You will receive the following confirmation

*Your Activity Withdrawal has been sent and will be processed accordingly.  
Please view the 'Introduction' tab on the P&F Application form for up to date  
information on your P&F Activities page. PMACS*