St Joseph's College
Gregory Terrace

PARENT LOUNGE

▶ *User Guide on*
UPDATING CONTACT DETAILS

THREE SIMPLE STEPS

STEP 1 : LOGIN TO THE PARENT LOUNGE

1
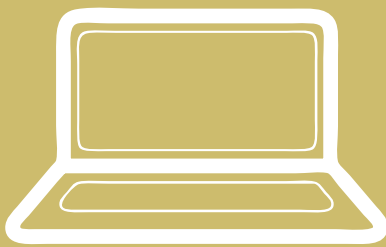
LOG IN TO THE PARENT LOUNGE USING YOUR 5 - DIGIT CODE AND PASSWORD

STEP 2 : SELECT PARENT DETAILS

From top row of home screen

2

| 🏠 | Parent Details | Student Details ▾ | Calendar ▾ |

Parent Details
View Address Details
Update Address Details
Parent Directory
Change Password
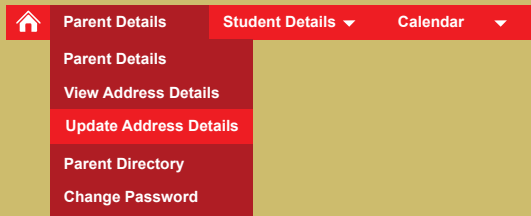
Then select
▶ **UPDATE ADDRESS DETAILS**
from the drop down menu

Select
▶ **UPDATE ADDRESS** *on the new window*

Update Address Details

STEP 3 : UPDATE YOUR DETAILS

UPDATE YOUR DETAILS IN THE NEW WINDOW

3

Then select
▶ **SUBMIT CHANGES**
once you have made the necessary amendments

Submit Changes

St Joseph's College
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PARENT LOUNGE

▶ *User Guide on*
SHARING CONTACT DETAILS

1

STEP 1 : LOGIN

LOG IN TO THE PARENT LOUNGE USING YOUR 5 - DIGIT CODE AND PASSWORD

2

STEP 2 : SELECT THE PARENT DIRECTORY

Parent Directory tab located from the menu on the left

🏠	Parent Details ▾	Student Details ▾	Calendar ▾	Make a Payment ▾	School Links ▾

	Parent Directory
Parent Lounge	
Welcome	**View Parent Directory**
Parent Directory	**Maintain My Directory Details**
School Calendar Events	
Today's Daily Notices	**School Calendar Events**

Then select ▶ **ADD / MAINTAIN MY DIRECTORY DETAILS**

3

STEP 3 : UPDATE YOUR DETAILS

SELECT THE INFORMATION YOU WISH TO SHARE BY CHECKING THE SHARE BOXES. THIS INFORMATION WILL BE SHARED WITH THE PARENTS OF GREGORY TERRACE STUDENTS WITHIN THE YEAR LEVEL OF YOUR SON/S

🏠	Parent Details ▾	Student Details ▾	Calendar ▾	Make a Payment ▾	School Links ▾

Parent Directory - Listing Maintenance

Please be advised that by sharing your contact details here, you are enabling other Parents of Terrace Students within the year level, to view your details and possibly contact you.

Select an address to display in Parent Directory

	Address Num	Parent	Address	Suburb	Post Code	Country	Home Phone	Mobile Phone 1	Mobile Phone 2	Email Address
⦿	1	Mr M & Mrs			4007					
○	3	Mr M & Mrs			4007					
○	4	Mr M			4007					
○	5	Mrs			4007					

Details   **Share**
Parents: Mr M & Mrs D   ☑
Address: ☑
Home Phone: ☑
Mobile Phone 1:   ☑
Mobile Phone 2:   ☑
Email: ☑   Save Changes

Your current listing

Student	Parent	Address	Suburb	Post Code	Country	Home Phone	Mobile Phone 1	Mobile Phone 2	Email Address
F	F	3					0		

Back

Select ▶ **SAVE CHANGES** *once you have chosen the information you want to share.*

Save Changes

St Joseph's College
Gregory Terrace
PARENT LOUNGE

▶ *User Guide on*
VIEWING PARENT DIRECTORY

1

STEP 1 : LOGIN

LOG IN TO THE PARENT LOUNGE USING YOUR 5 - DIGIT CODE AND PASSWORD

2

STEP 2 : SELECT PARENT DIRECTORY

Parent Directory tab located from the menu on the left

Then select ▶ **VIEW PARENT DIRECTORY**

Parent Details ▾	Student Details ▾	Calendar ▾	Make a Payment ▾	School Links ▾

	Parent Directory
Parent Lounge	
Welcome	**View Parent Directory**
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3

STEP 3 : SELECT YOUR SON/S YEAR LEVEL

SELECT YOUR SON/S YEAR LEVEL TO VIEW THE SHARED CONTACT DETAILS OF PARENTS/GUARDIANS WITH SONS IN THE SAME YEAR LEVEL

Parent Details	Student Details ▾	Calendar ▾	Make a Payment ▾	School Links ▾

Parent Directory

View Parent Directory		
	Student Name	**Parent Directory Links**
IMAGE	John Smith	Year (12)