



**MOUNT ST. JOSEPH
GIRLS' COLLEGE**
Virtue Courage



Parent Access Module

Mount St Joseph Girls' College

CONTENTS

About the Parent Access Module (PAM)	2
Creating a PAM Account	2
Accessing PAM	2
Verifying your email address	3
Changes to contact details	3
Notifications	3
Student Medical Profiles	4
Preparing a Student Medical Profile	4
Updating the Student Medical Profile	4
Making changes to the Student Medical Profile	5
Consent Forms (Connect Fields)	6
Excursions	9
Providing Consent for an Excursion	9
View Consent for Excursions	10
Changing Excursion Permissions	10
Resetting your password	11
Assistance	13



PARENT ACCESS MODULE

About the Parent Access Module (PAM)

PAM (Parent Access Module) is MSJ's parent portal, and is the place to:

- Complete forms
- Approve activities and excursions
- Provide medical information
- Access your child's reports

PAM is also the place to view your child's timetable, attendance, house points, the school bulletin, and important teacher notes.

Creating a PAM Account

You should have received an email titled 'Access instructions for Mount St. Joseph Girls' College's Parent Access Module'. This email contains instructions and a link for setting your password. Follow the prompts to create your account.

If you have not received this email, please contact us at helpdesk@msj.vic.edu.au to have it resent.

Accessing PAM

To access the Parent Access Module (PAM) you can use the following address:

<https://pam.msj.vic.edu.au>

After creating an account, enter your email address and the password you set to sign in.

Parent Access Module Login

Please login with your credentials, as supplied by your school.

Email Address

Password

Keep me logged in

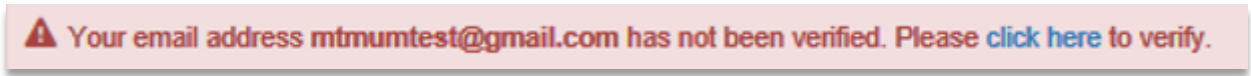
[Forgot Password?](#)

Sign In

PARENT ACCESS MODULE

Verifying your email address

If you are asked to verify your email address at the top of the screen:



Click on 'click here' and follow the instructions to verify your email address.

Changes to contact details

While you have the ability to change your email address in PAM, we ask that if you change your email, residential address, or any telephone numbers, please email those changes to reception@msj.vic.edu.au so we can update all records that contain these details.

Notifications

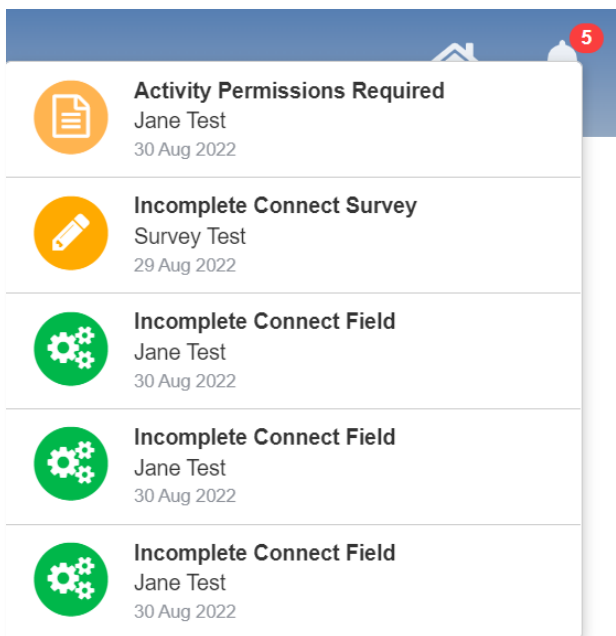
You will receive an email letting you know of a new notification.

Within PAM, you will also see a new notification in the top right-hand corner of your screen.

Note: The notification reminder disappears after you have accessed it, or on the due date of the request.



When you click on the bell symbol, any new notifications will appear:



PARENT ACCESS MODULE

Student Medical Profiles

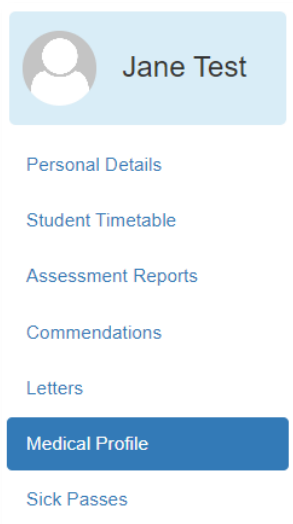
Preparing a Student Medical Profile

Please have the following available prior to commencing the initial update:

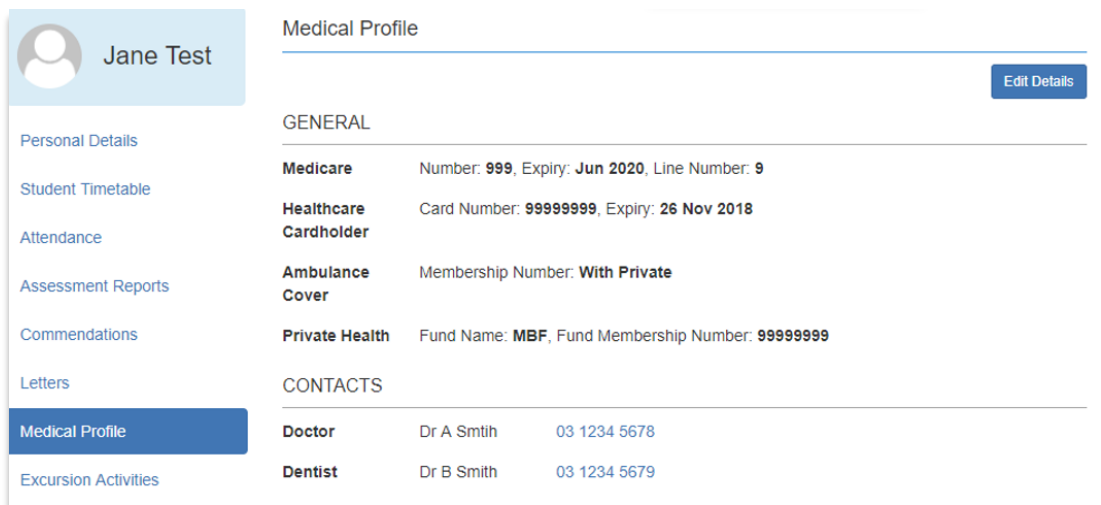
- Action plans signed by a GP/specialist for anaphylaxis, asthma, diabetes and seizures – files can be uploaded in various formats including Word, PDF, PNG, and JPEG.
- Please note the maximum file size is currently 10 MB.
- Private health insurance, Ambulance cover, Medicare, student health care card details
- Current medications
- Dates of Tetanus and Hepatitis boosters (if known)
- Blood type (if known)

Updating the Student Medical Profile

You can access your child’s medical profile by clicking the ‘Medical Profile’ tab under your student’s profile:



When you click on ‘Medical Profile’ from the menu, the following screen will appear:



Click on ‘Edit Details’ in the top right-hand corner and complete all relevant information.

PARENT ACCESS MODULE

A form will appear, allowing you to edit your child's medical details. You will need to complete the following sections:

General

- Includes Medicare, Student Health Care Card, Ambulance Cover, Private Health Insurance.
- As a minimum, the Medicare details must be entered to continue.

Contacts

- Please include details of a GP and nominate up to 4 contacts for emergencies.
- Contact details of other doctors/specialists and a fourth emergency contact are optional

Medical Conditions

- Please ensure you answer Yes or No to each condition and provide additional information where required.
- Please ensure you upload action plans in this section.

Other Medications

- Only include medications that have not been covered under medical conditions.

Emergency Consent

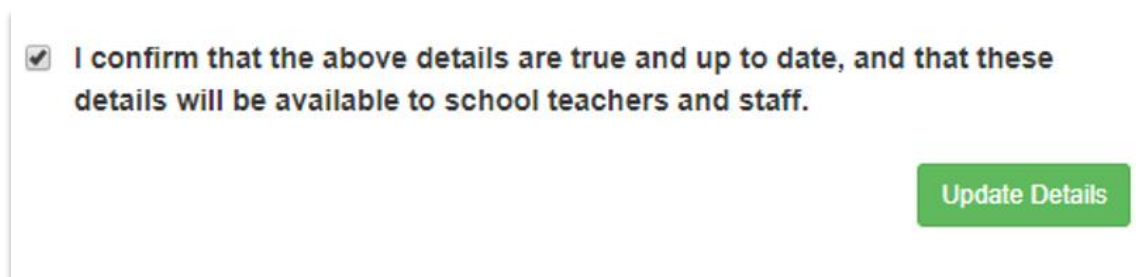
- Please select Yes and complete all sections.
- If you do not have an exact date for the Tetanus or Hepatitis boosters, please select an approximate date.

Swimming Ability

- Please select 'Yes' and select the relevant response to indicate your child's swimming ability.

Update Record

- To save and complete the profile, you must tick the confirmation box and click on the 'Update Details' button.



I confirm that the above details are true and up to date, and that these details will be available to school teachers and staff.

Update Details

If you select '**Leave**', your changes will not be saved and you will need to start again. Please select '**Cancel**' to return to the form and click on '**Update Details**'.

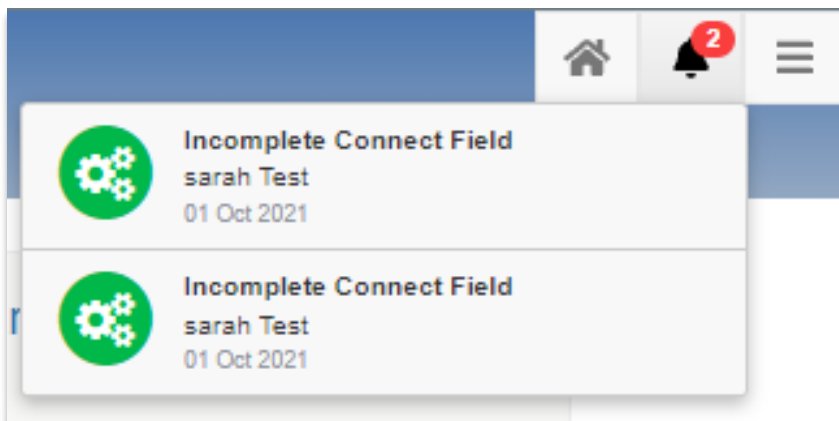
Making changes to the Student Medical Profile

You can make changes to the relevant section(s) at any time. While the changes will update the Medical Profile immediately, please be aware that profiles are accessed for planning purposes once the excursion permission deadline has closed.

If you are modifying the medical profile close to an excursion date, please contact reception to ensure staff are aware of the change.

Consent Forms (Connect Fields)

At Mount St Joseph Girls' College, you will be required to complete some important forms (known as **Connect Fields**) through PAM. You will receive a notification upon logging in if one is due for completion.



Once you receive a notification, click on the **'Incomplete Connect Field'** to view it.

Connect Field ✕

i Once you complete this field you will be unable to change it. To change the response, please contact the school.

Connect Field: Acceptable Use of Technology

Description:
Mount St. Joseph Girls' College (MSJ) provides a contemporary learning environment for students. MSJ enters into agreements with parents, guardians and carers and students that facilitate access to Information Technology (IT), infrastructure, technology and online resources provided by the College.

By ticking "Yes", you confirm that you and your child have read and agree to the terms laid out in the Acceptable Use of Technologies Agreement.

Options:

Yes No

View Connect Documents: Total number of documents: 1 ▾

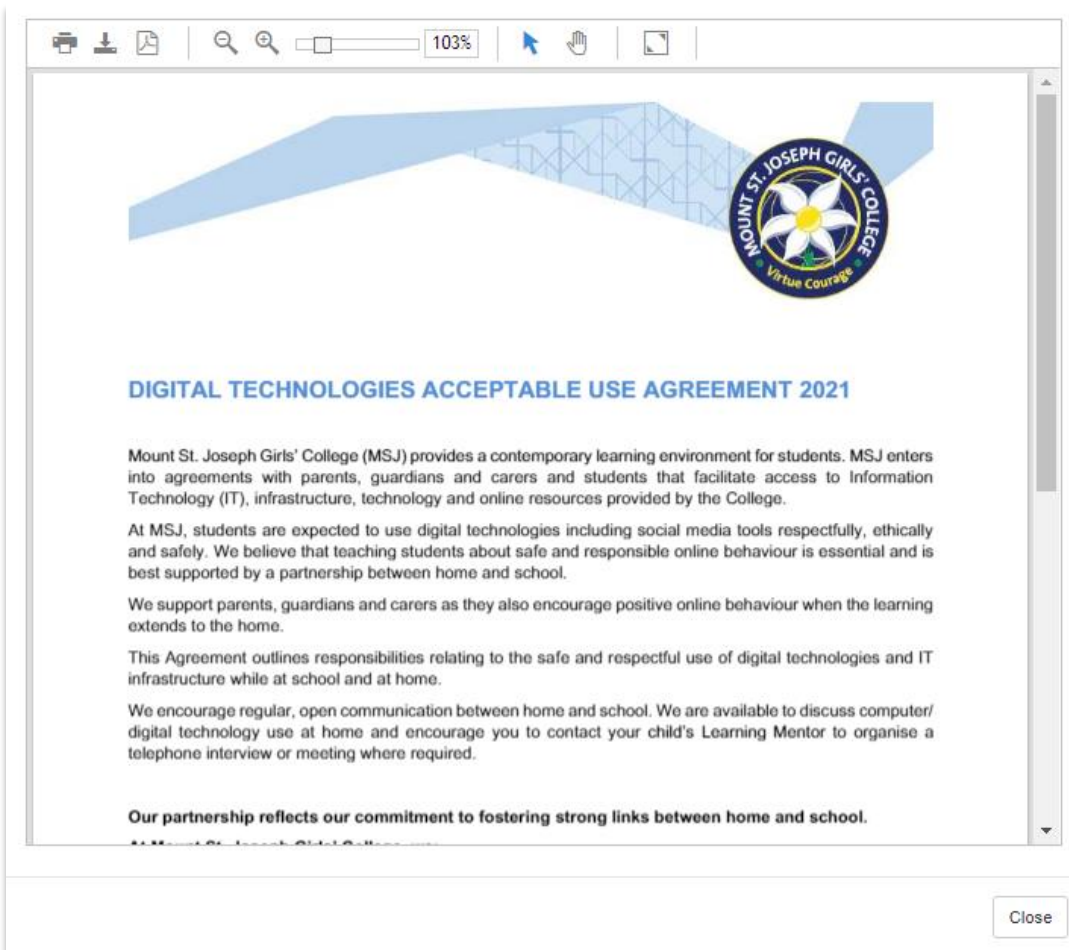
Close Complete

PARENT ACCESS MODULE

This will bring up a preview of the form. In this example, it is the *Acceptable Use of Technology Agreement*. Prior to completing the form, you are required to read the attached documents. These can be found by pressing the down arrow.



From here, press '**View Item**' to display a preview of the document.



Once you have read and agree to the document, press '**Close**' and complete the form.

Some forms will have you select between '**Yes**' or '**No**', while others may require you to enter a response. Please ensure you read the requirements of the form carefully before submitting.

PARENT ACCESS MODULE

By ticking "Yes", you confirm that you and your child have read and agree to the terms laid out in the Acceptable Use of Technologies Agreement.

Options:

Yes No

View Connect Documents: Total number of documents: 1 ^

Document Name
Acceptable Use of Technologies Agreement

[View Item](#)

[Close](#) [Complete](#)

Once you press '**Complete**', the form will be submitted, and your answer is saved against your child's profile. You will be unable to change your answer – if you wish to do so, please call reception.

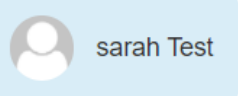
Complete Student Connect Fields

✓ Student Connect field successfully updated.

[Close](#)

Under your child's profile, you can view a list of both incomplete and complete Connect Fields under the Connect tab.

Here, you can view your responses for completed fields. To complete an incomplete field, press '**Complete**' and complete the steps as listed above.



Connect Fields

Incomplete Connect Fields

Name	Current Value	Reset Date
Instrumental Music and Drama	Awaiting Completion	Complete

Completed Connect Fields

Name	Current Value	Reset Date
Media Consent Form	Yes	View
Acceptable Use of Technology	Yes	View

[Connect](#)

NAPLAN

PARENT ACCESS MODULE

Under your child's profile, you can view a list of both incomplete and complete Connect Fields under the Connect tab.

Here, you can view your responses for completed fields. To complete an incomplete field, press 'Complete' and complete the steps as listed above.

Excursions

Providing Consent for an Excursion

When permission for an excursion is required, you will receive a notification through PAM. In the notification, press on the notification, which will take you to the 'Activity Details' page.

If no notification is available, navigate to the 'School Activities' tab in PAM under your student's profile.

Excursions & School Activity Permissions

Name	Starting	Due	Consent	
Test Excursion	31 Aug 2022	31 Aug 2022	Incomplete	<button>View</button>

Clicking 'View' will bring up the permission form for the activity.

School Activity Permission Details

← Return

Subject
Test Excursion

Description
This is a test excursion.

Date/Times
Starting on the **31 Aug 2022 at 12:00 am** and concluding on the **31 Aug 2022 at 11:59 pm**.

Due Date
31 Aug 2022

Staff
Mark Johnson

Consent

- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor or ambulance.

I hereby give consent for **Jane Test** to participate in the activity mentioned above *

Yes No
* required

Please complete the following additional questions:

My Child will have her emergency medication with her (EpiPen, Ventolin, Emergency Diabetic Kit).
 Yes No NA
* required

My daughter has permission to travel on an MSJ school bus to and from the venue.
 Yes No
* required

My daughter has permission to apply sunscreen provided by the College.
 Yes No
* required

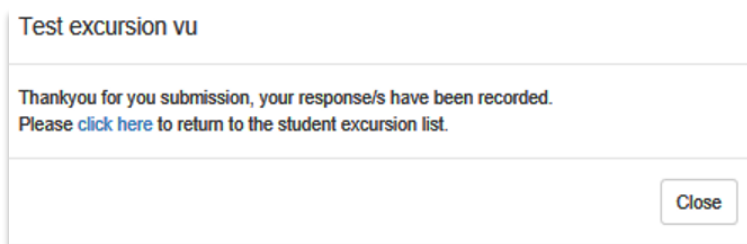
I have reviewed and ensured that the student medical details are true and up to date *

Confirm

* Unable to Confirm until all required fields have been updated.

PARENT ACCESS MODULE

Once you have clicked 'Confirm', the following window will appear:



From this window, you can either click on the '**Close**' button or select '**click here**' to return to the student excursion list.

View Consent for Excursions

Select '**School Activities**' from the menu to view a list of all current excursion permissions.

Excursions & Student Activities				
Name	Sent	Due	Consent	
Test excursion vu	13 Dec 2018	22 Dec 2018	✓	View
Take 2	17 Oct 2018	25 Oct 2018	✓	View
City Excursion 2	08 Oct 2018	24 Oct 2018	✓	View
City Excursion	25 Sep 2018	28 Sep 2018	✓	View

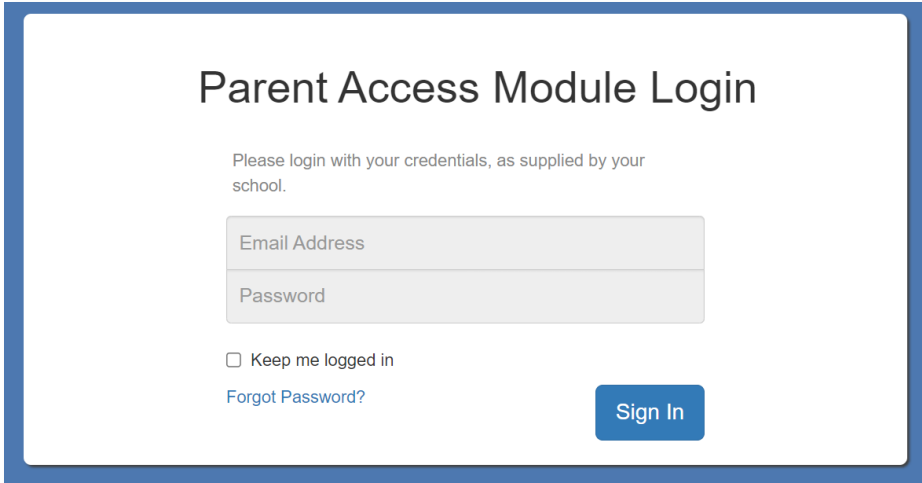
Changing Excursion Permissions

If you made a mistake on the permission form, please call reception on 03 8398 2000 during office hours. They can cancel the current permission and reissue a new request to you.

PARENT ACCESS MODULE

Resetting your password

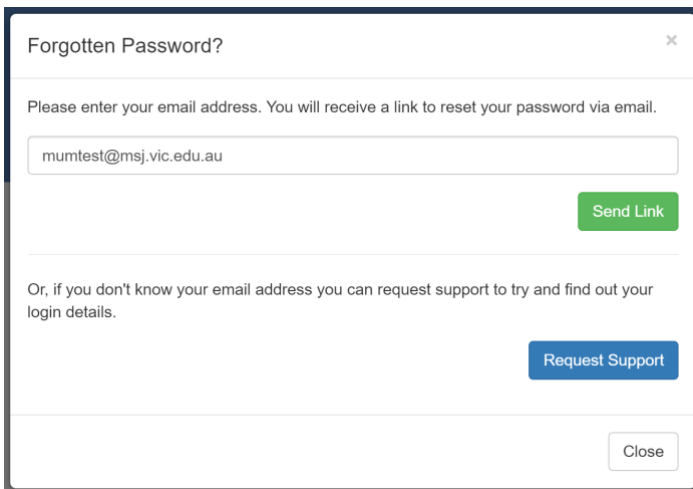
If you have forgotten your password, you can reset. If you do not have access to the email address associated with the account, please contact the school at 8398 2000 to change your email address in our system.



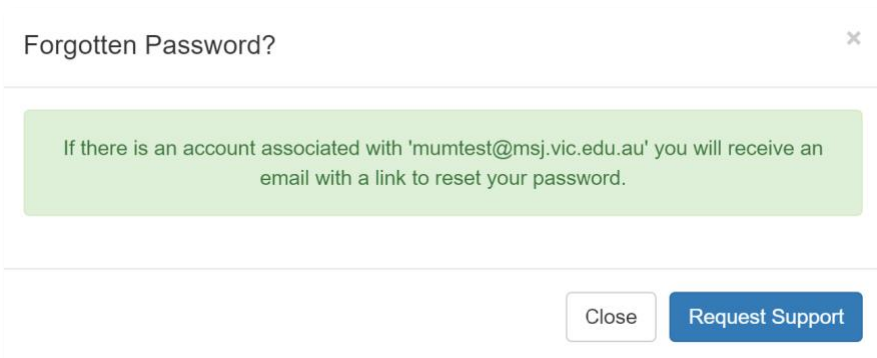
The screenshot shows the 'Parent Access Module Login' page. At the top, it says 'Please login with your credentials, as supplied by your school.' Below this are two input fields: 'Email Address' and 'Password'. There is a checkbox for 'Keep me logged in' and a link for 'Forgot Password?'. A blue 'Sign In' button is located at the bottom right.

To reset your password, press '**Forgot Password?**' at the bottom of the login screen.

Enter the email address associated with your account, and press '**Send Link**', and then '**Close**'.



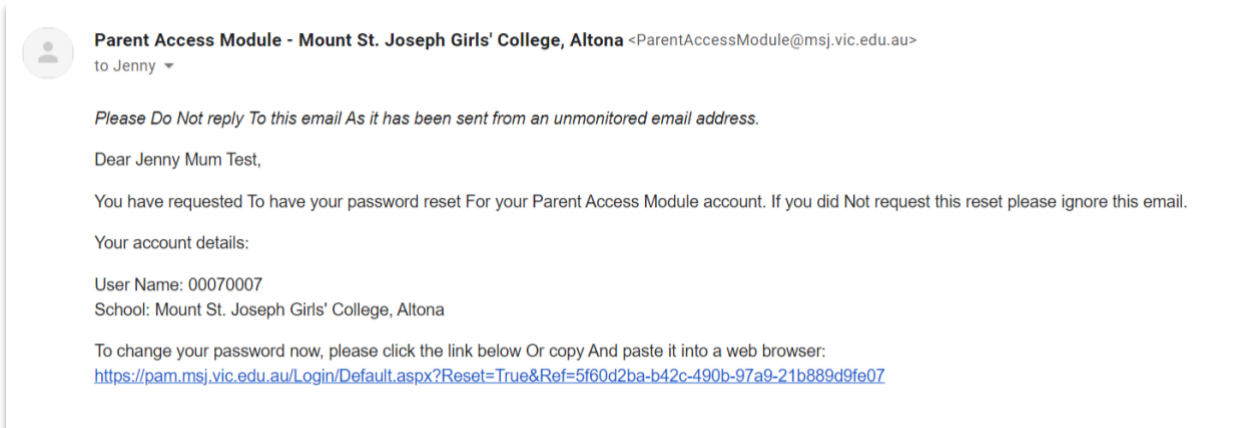
The screenshot shows a dialog box titled 'Forgotten Password?'. It contains the text: 'Please enter your email address. You will receive a link to reset your password via email.' Below this is an input field with the email address 'mumtest@msj.vic.edu.au'. There is a green 'Send Link' button and a blue 'Request Support' button. A 'Close' button is at the bottom right.



The screenshot shows the same 'Forgotten Password?' dialog box, but with a green success message: 'If there is an account associated with 'mumtest@msj.vic.edu.au' you will receive an email with a link to reset your password.' The 'Send Link' button is no longer visible, and the 'Request Support' button is now blue.

PARENT ACCESS MODULE

You will receive an email containing a link to reset your password.



The link will bring you to the *Password Reset* page. Enter a new password twice, ensuring it meets the following complexity requirements:

- Must be a minimum of 8 characters in length
- Must contain at least 1 number
- Must contain at least 1 capital and 1 lowercase letter
- Must contain at least 1 special character

The screenshot shows the 'Parent Access Module Login' page. It prompts the user to 'Please enter your new password.' There is a text input field containing a single character. Below the field, the following requirements are listed:

- Password must be a minimum of 8 characters in length
- Password must contain at least 1 number
- Password must contain at least 1 lower case letter
- Password must contain at least 1 special character: !@#\$%^&*()_+=[]{};:<>|./?,-

Below the requirements is a 'Confirm New Password' text input field and a green 'Set New Password' button.

Once you enter a valid password twice, press '**Set New Password**'. You will receive a success message. Press '**Return to Login Screen**' and sign in with your email address and new password.

The screenshot shows the 'Parent Access Module Login' page after a successful password reset. A green message box displays the text: 'Your password has been reset.' Below the message is a blue button labeled 'Return To Login Screen'.

Assistance

If you have any general feedback or require assistance, please email reception@msj.vic.edu.au or call the College during office hours on (03) 8398 2000.

If you require **technical** assistance, please email helpdesk@msj.vic.edu.au, or call the College and ask for the IT Helpdesk.

Date: 9 February 2023
Date for review: 10/01/2024

Educating Today, Shaping Tomorrow



133 Maidstone Street Altona VIC 3018
P.O. Box 139 Altona North VIC 3025
t 03 8398 2000 e info@msj.vic.edu.au
www.msj.vic.edu.au