MOUNT ST. JOSEPH GIRLS' COLLEGE

Virtue Courage

Parent Access Module

Mount St Joseph Girls' College

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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

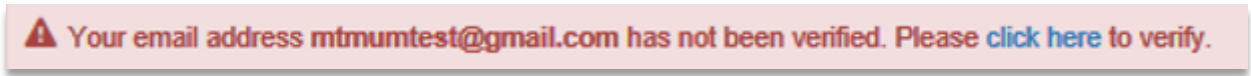After creating an account, enter your email address and the password you set to sign in.

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Verifying your email address

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

⚠ Your email address mtmumtest@gmail.com has not been verified. Please click here to verify.

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.
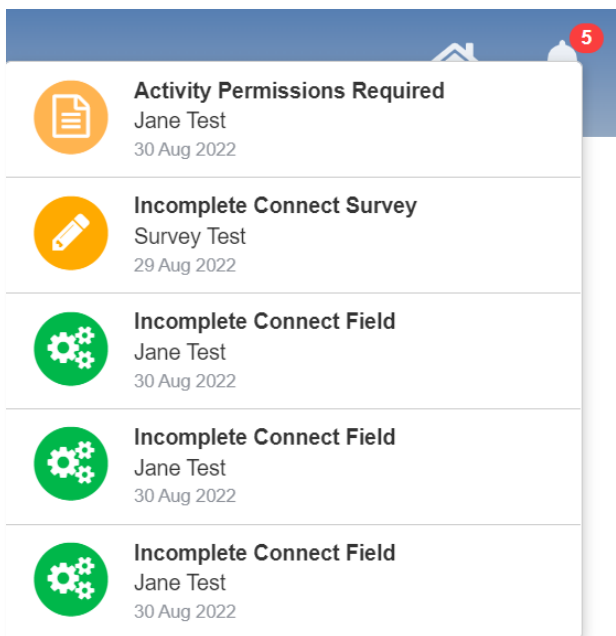
Notifications

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:

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:
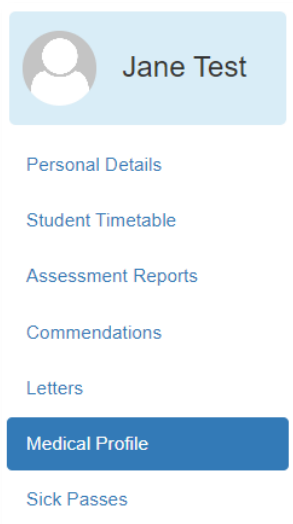
When you click on 'Medical Profile' from the menu, the following screen will appear:
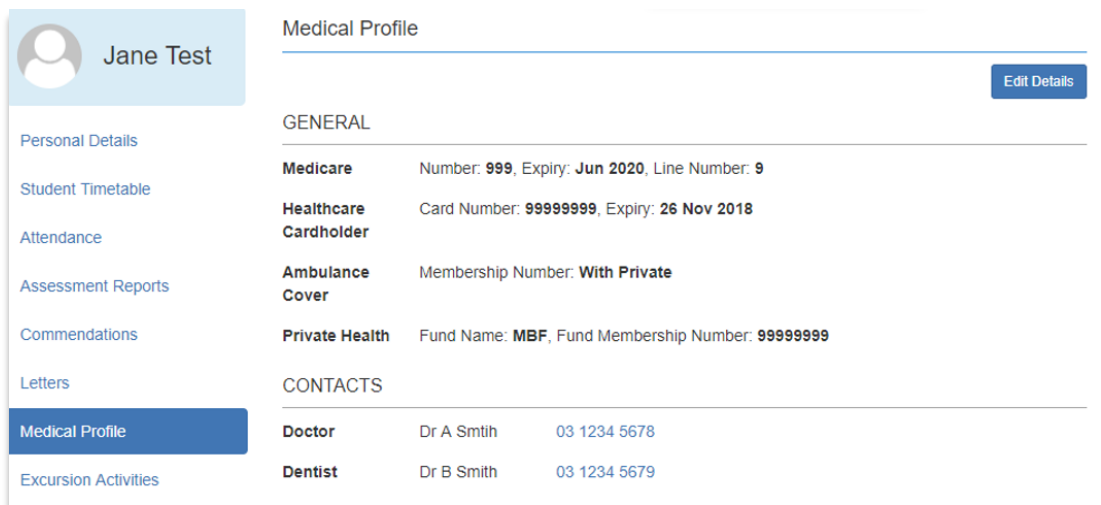
Click on 'Edit Details' in the top right-hand corner and complete all relevant information.

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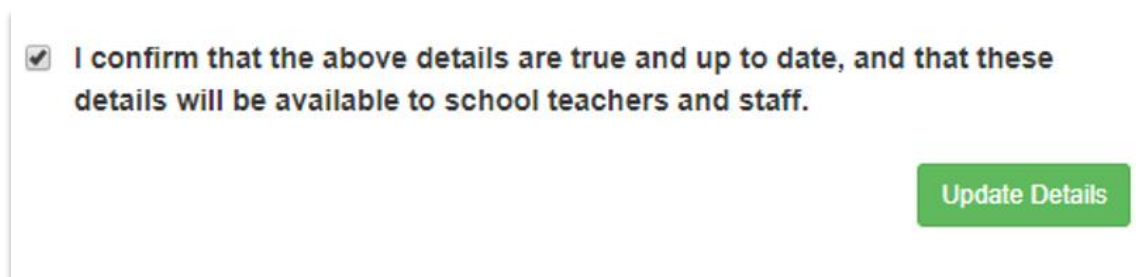
- Please select Yes and complete all sections.
- If you do not have an exact date for the Tetanus or Hepatitis boosters, please select an approximate date.

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.

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**'.
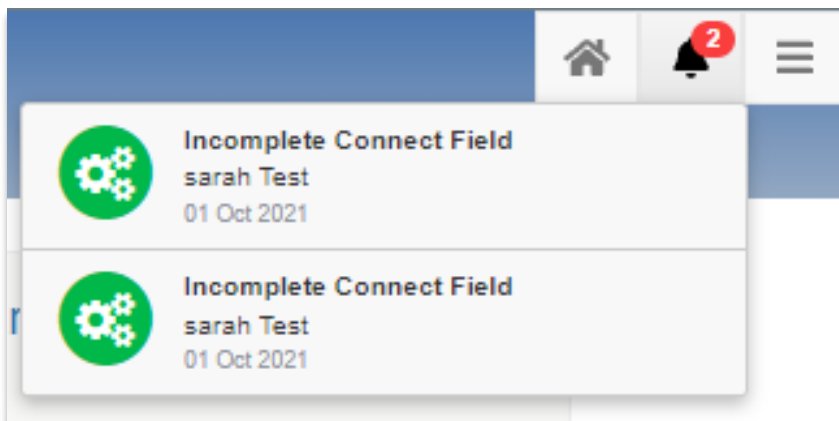
Making changes to the Student Medical Profile

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.

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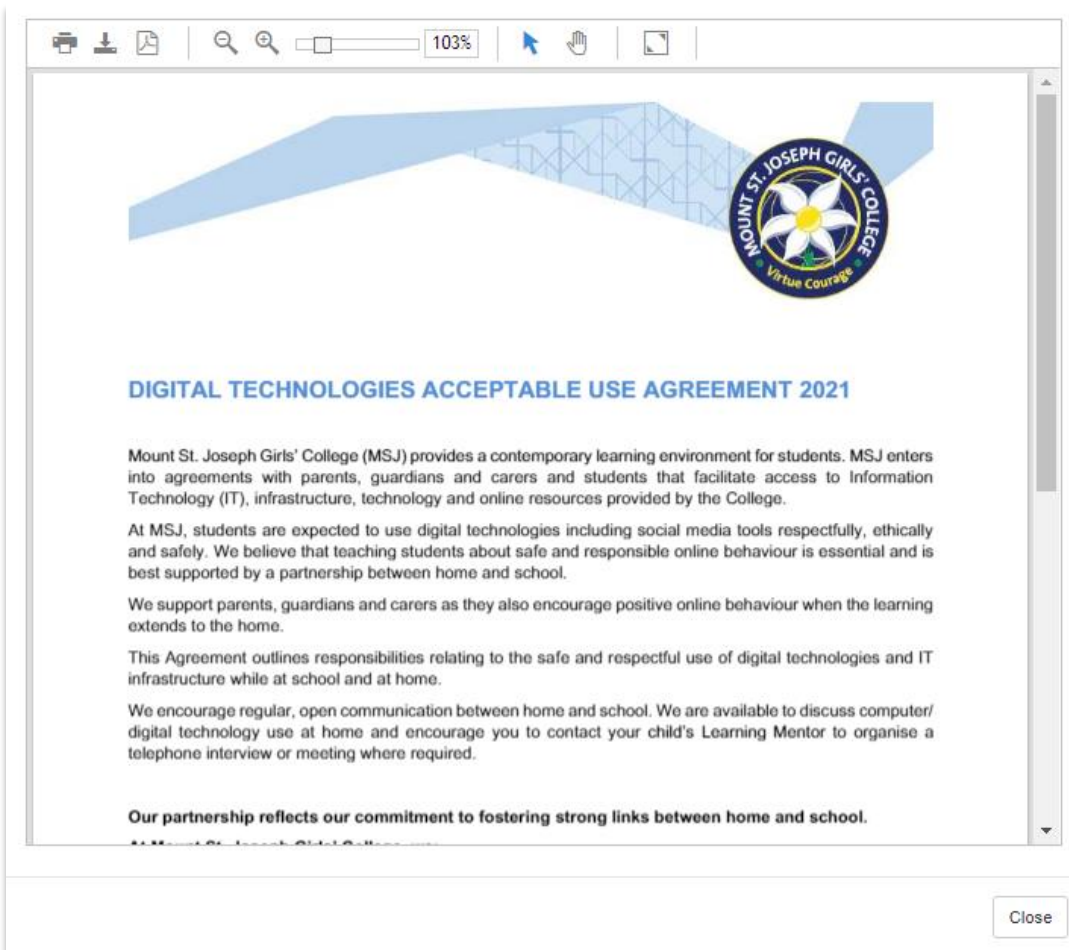
Once you have read and agree to the document, press '**Close**' and complete the form.

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.

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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.

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.

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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.

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

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Once you have clicked 'Confirm', the following window will appear:
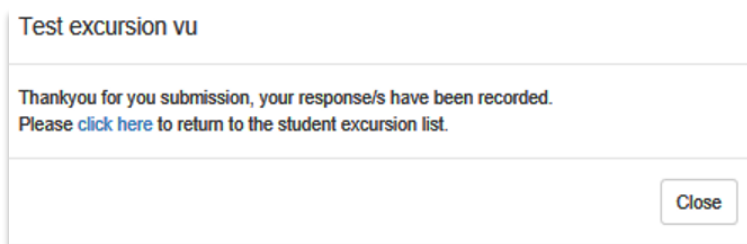
From this window, you can either click on the '**Close**' button or select '**click here**' to return to the student excursion list.

View Consent for Excursions

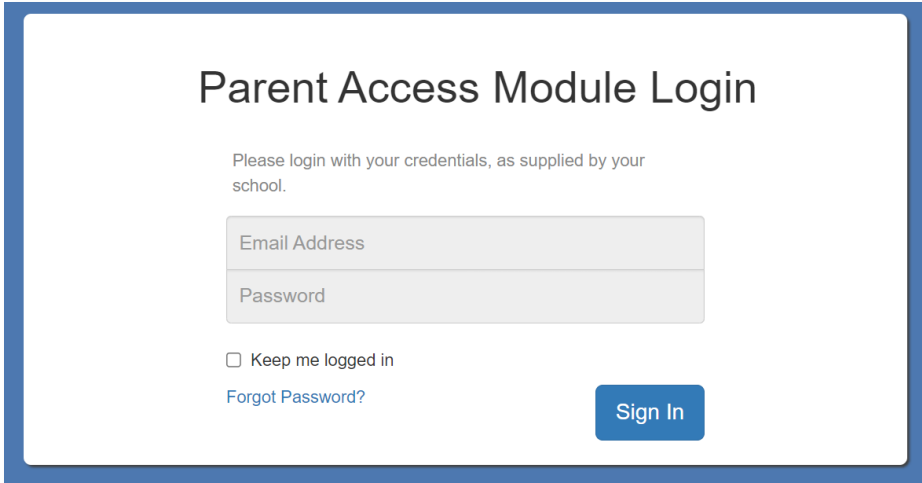Select '**School Activities**' from the menu to view a list of all current excursion permissions.

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.

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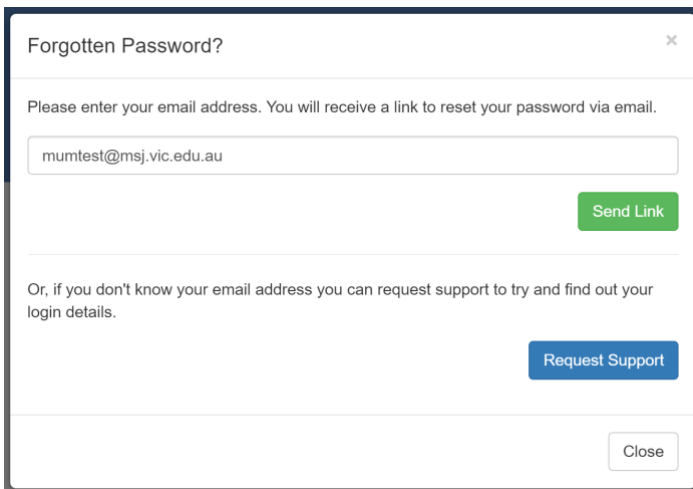
If you have forgotten your password, you can reset. If you do not have access to the email address associated with the account, please contact the school at 8398 2000 to change your email address in our system.
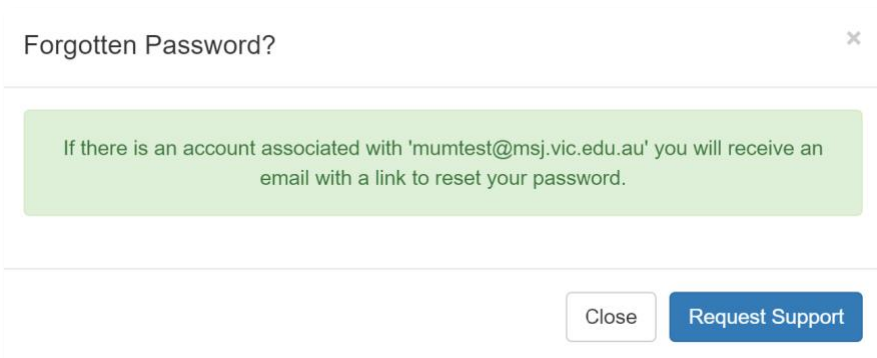

To reset your password, press '**Forgot Password?**' at the bottom of the login screen.

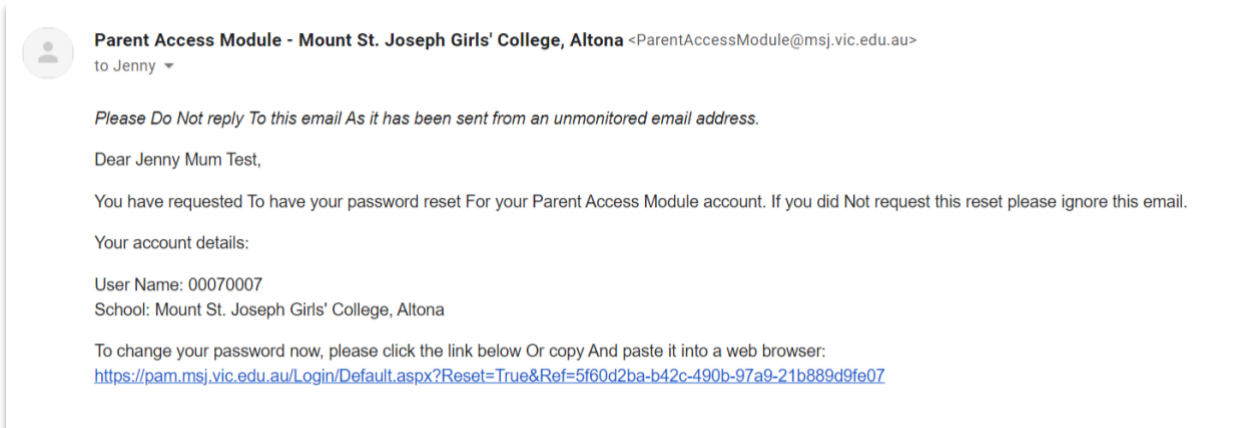Enter the email address associated with your account, and press '**Send Link**', and then '**Close**'.

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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

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.

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