



**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. A six-digit code will be sent to your email address, which you will be required to enter to sign in.

Parent Access Module Login

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


☐ Keep me logged in

[Forgot Password?](#)

PARENT ACCESS MODULE

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

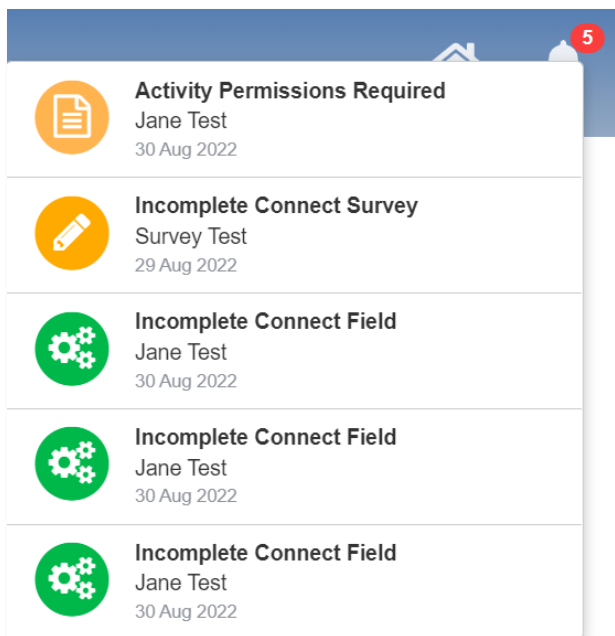
You will receive an email letting you know of a new notification.

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

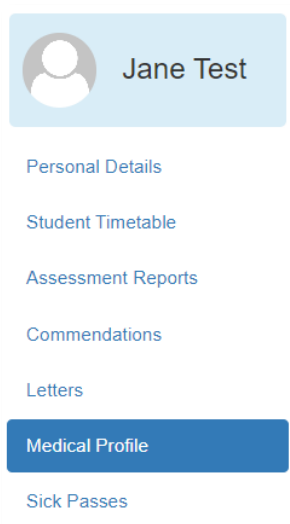
Preparing a Student Medical Profile

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:

Medical Profile			
GENERAL			
Medicare	Number: 999 , Expiry: Jun 2020 , Line Number: 9		
Healthcare Cardholder	Card Number: 99999999 , Expiry: 26 Nov 2018		
Ambulance Cover	Membership Number: With Private		
Private Health	Fund Name: MBF , Fund Membership Number: 99999999		
CONTACTS			
Doctor	Dr A Smith	03 1234 5678	
Dentist	Dr B Smith	03 1234 5679	

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.

☒ 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**'.

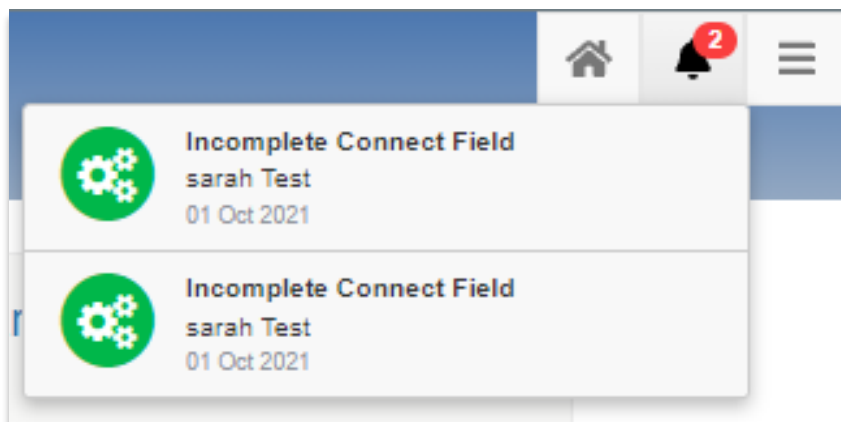
Making changes to the Student Medical Profile

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.

A screenshot of a web form titled 'Connect Field' with a close button (X) in the top right corner. Below the title, there is a yellow information box with an 'i' icon and the text: 'Once you complete this field you will be unable to change it. To change the response, please contact the school.' Below this, the form is titled 'Connect Field: Acceptable Use of Technology'. Under the heading 'Description:', there is a paragraph: '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.' Below the description, there is another paragraph: '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.' Under the heading 'Options:', there are two radio buttons: 'Yes' and 'No'. Below the options, there is a section titled 'View Connect Documents:' with a dropdown menu showing 'Total number of documents: 1'. At the bottom right of the form, there are two buttons: 'Close' and 'Complete'.

This will bring up a preview of the form. In this example, it is the *Acceptable Use of Technology Agreement*.

PARENT ACCESS MODULE

Prior to completing the form, you are required to read the attached documents. These can be found by pressing the down arrow.

View Connect Documents:

Total number of documents: 1

Document Name
Acceptable Use of Technologies Agreement

 View Item

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



103%





DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT 2021

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.

At MSJ, students are expected to use digital technologies including social media tools respectfully, ethically and safely. We believe that teaching students about safe and responsible online behaviour is essential and is best supported by a partnership between home and school.

We support parents, guardians and carers as they also encourage positive online behaviour when the learning extends to the home.

This Agreement outlines responsibilities relating to the safe and respectful use of digital technologies and IT infrastructure while at school and at home.

We encourage regular, open communication between home and school. We are available to discuss computer/digital technology use at home and encourage you to contact your child's Learning Mentor to organise a telephone interview or meeting where required.

Our partnership reflects our commitment to fostering strong links between home and school.

Close

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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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.



sarah Test

Personal Details

Student Timetable

Social Behaviour

Attendance

Assessment Reports

Commendations

Letters

Medical Profile

Sick Passes

School Activities

Connect

NAPLAN

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

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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.

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.

 Jane Test

[Personal Details](#)
[Student Timetable](#)
[Assessment Reports](#)
[Commendations](#)
[Letters](#)
[Medical Profile](#)
[Sick Passes](#)
[School Activities](#)
[Connect](#)
[NAPLAN](#)

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.

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

Test excursion vu

Thankyou for you submission, your response/s have been recorded.
Please [click here](#) to return to the student excursion list.

Close

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

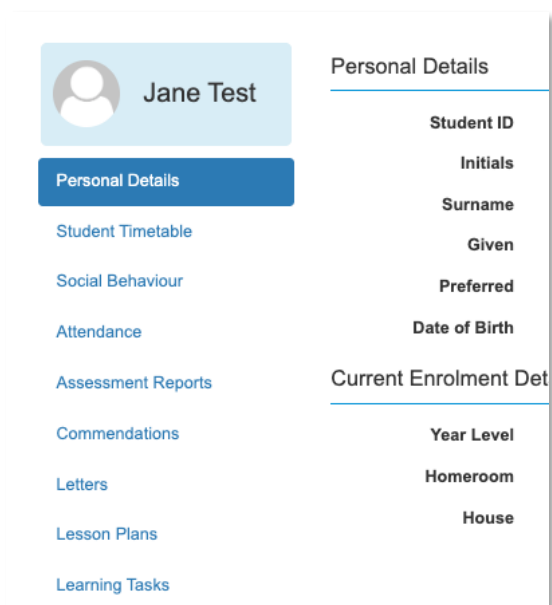
If you made a mistake on the permission form, please call reception on 03 8398 2000 during office hours. They can cancel the current permission and reissue a new request to you.

PARENT ACCESS MODULE

Lesson Plans

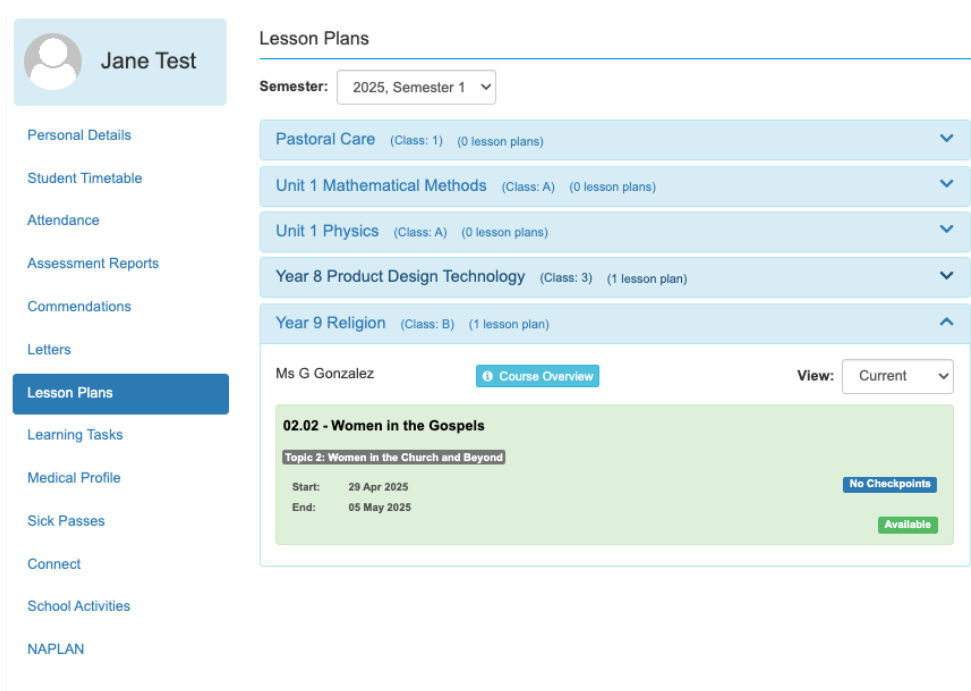
We use Simon Learning Areas as our Learning Management System, which means that you can view lessons, tasks and assessment results through your PAM login.

To see the current lesson plans for each subject, click on your child's name, and then from the list of options, choose Lesson Plans.



You should see a list of subjects appear. Please note this list will vary between terms and semesters while lessons are not running, but during the term, there should be a complete list of subjects.

When you click on a subject, you should see any current lesson plans in green as shown in the screenshot below.



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If you click on the title of the lesson plan, you should see the details for the lesson, and expand each section that you would like to view:

02.02 - Women in the Gospels

Topic 2: Women in the Church and Beyond

Start: 29 Apr 2025
End: 05 May 2025

General

Lesson Details

Learning Intentions

- You will learn about:
 - To explore the role of women in Gospel narratives

Success Criteria

- Students can name key women in the Gospels and source Scripture

Teaching and Learning Activities


Introduction


Women in biblical times had few rights. They were considered property of their fathers and husbands and had very little control over their lives. In the time of Jesus, Jewish women had little to no authority over religious life, yet they were central to the running of the household and the integration of faith practices into the family.

Jesus treated women differently from other men in his day. He counted women amongst his close friends and disciples, and several women are named in Gospel narratives for their important role in Jesus' ministry.

Linked below the lesson plan details may be links to the relevant online resources for the lesson that your child can access. Please note that most of these require an MSJ email address to access, so you may not be able to access these using your personal account.

Resources

 02.02 - Women in the Gospels Slides [Follow Link](#)

 02.02 - Women in the Gospels Questions [Follow Link](#)

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You can also view historic or upcoming lessons here by changing the drop-down menu in the top right corner of the window:

The screenshot displays the 'Year 9 Religion' course page for 'Ms G Gonzalez'. At the top, it shows '(Class: B)' and '(5 lesson plans)'. A 'View:' dropdown menu is open, showing options: 'Current', 'Upcoming', and 'Historic' (which is selected with a checkmark). Below the header, there is a 'Course Overview' button. The main content area lists two lessons:

- 02.01 - Women in the Church**
 - Topic 2: Women in the Church and Beyond
 - Start: 28 Apr 2025
 - End: 29 Apr 2025
 - No Checkpoints
 - Available
- 01.09 Is Jesus a prophet or a rebel?**
 - Topic 1: The Prophets
 - Start: 24 Mar 2025
 - End: 25 Mar 2025
 - No Checkpoints
 - Available

Learning Tasks

Under Learning tasks, you are able to view student results and feedback for each subject. Learning tasks contain both summative assessment tasks that are included in Assessment reports, and classwork tasks or formative assessments that are completed during class time.

When viewing the task results, you will notice 'Formal assessment' in the preview window, which means that this is a summative assessment that will be included in the end-of-semester reports.

Examples of summative assessment tasks:

Task 1 - Mental Health - Case Study

Mental Health

Formal Assessment

Task 2 - Machined Garment: Pyjamas - Production

05.Production: Producing & Evaluating

Formal Assessment

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Summative assessments

For each summative assessment task, you will be able to see the result for the task and any feedback your child received. You can also click to view all rubric details (if one was used) for more information about the levels of achievement.

Task 1 - Mental Health - Case Study

Mental Health

Formal Assessment

19 Mar

27 Mar

27 Mar

29 Apr

Start

Due

End

Submitted by Grace Gonzalez

B+

Submitted Files

Assessment Result

Marking Rubric

Criteria	Result
Understanding of Mental Health Issues	3 / 4
Application of Knowledge	3 / 4
Identification of Support Services	3 / 4
Clarity and Structure	3 / 4
Use of Examples and Detail	3 / 4

View All Rubric Details

Feedback

Marked by Grace Gonzalez, a few seconds ago

Jane has shown a very good understanding of mental health issues, identifying key signs and effects. Jane's responses include relevant strategies and support services, though some areas could be further developed with more explanation or evidence. On occasion throughout the analysis, there were some incorrect services mentioned. Overall, a solid effort with some room for further detail, given that there was a pre-prepared notes sheet allowed for this task. Jane is encouraged to continue working in class and further develop her understanding of Health concepts.

Classwork & Formative Assessment Tasks

Below is an example of a formative assessment completed in class:

Year 10 English (Class: 7) (1 tasks)

Inactive

Miss T Hales

Course Overview

Formative Task: Graffiti analysis - Written Analytical Response

3 / 5

Topic 1: Analysing Language and Argument

6th March 2025

Classwork Task

3 / 5

Submitted Files

Assessment Result

Marking Rubric ^

Criteria	Result
Learner demonstrates an understanding of the article and analysis task by constructing a clear introduction containing all required elements and 1 body paragraph which highlights an argument, persuasive techniques and devices, evidence / quotes and how the writer positions the audience to agree with their contention.	3 / 5

[View All Rubric Details](#)

Feedback

Marked by Grace Gonzalez, 2 months ago

Great practice Jane, please see the rubric for more information.

If the marking and feedback process is still occurring, results may not yet be released for an assessment task, and you will see that instead of a result, it will say 'Results withheld by the school' as shown below:

Year 8 Product Design Technology (Class: 3) (2 tasks) 2 Active ^

Ms G Gonzalez

[Course Overview](#)

<p>Task 2 - Machined Garment: Pyjamas - Production</p> <p style="background-color: #808080; color: white; padding: 2px 5px; display: inline-block;">05.Production: Producing & Evaluating</p> <p>Assessment Task</p>	<p>Active</p> <p>9th May 2025</p>	<p>Results withheld by the school</p>
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If your child has not yet submitted an assessment task, but it is still active, it will say "Not Yet Submitted" as shown below:

<p>PJ pants evaluation of product and process</p> <p style="background-color: #808080; color: white; padding: 2px 5px; display: inline-block;">05.Production: Producing & Evaluating</p> <p>Classwork Task</p>	<p>Active</p> <p>16th May 2025</p>	<p>Not Yet Submitted</p>
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If your child was present but has not submitted the assessment task, it will say "Unscored - Not Submitted".

<p>Human wellbeing infographic</p> <p style="background-color: #808080; color: white; padding: 2px 5px; display: inline-block;">Geography of Human Wellbeing</p> <p>Assessment Task</p>	<p>1st May 2025</p>	<p>Unscored - Not Submitted</p>
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Student Periodic Digest

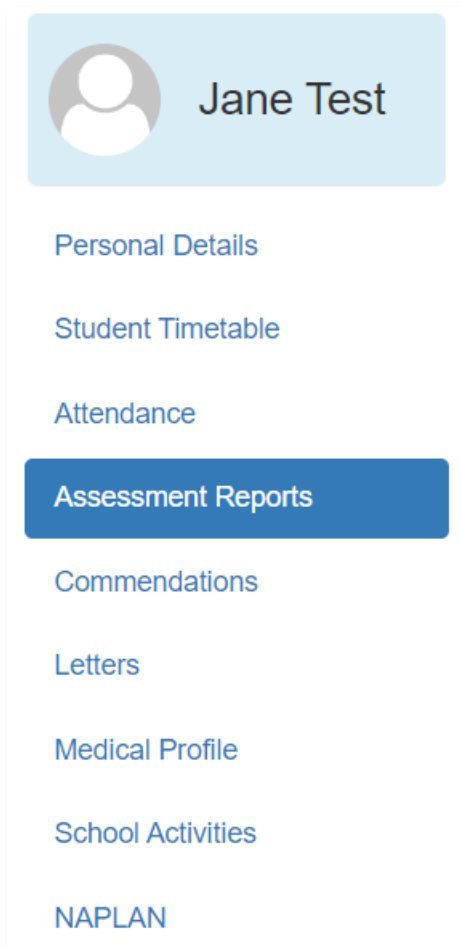
Each week, the primary parent account holder will receive an overview of each student's attendance and progress with their tasks in each class.

The periodic digest includes:

- Overall attendance for the semester
- Parent notified absences during the digest period (past week)
- Class attendance percentages for the semester
- Tasks that have been submitted during the digest period for each subject and the result if published
- Overdue tasks that have not yet been completed for each subject
- Active tasks that are currently open for each subject

Accessing Semester Reports

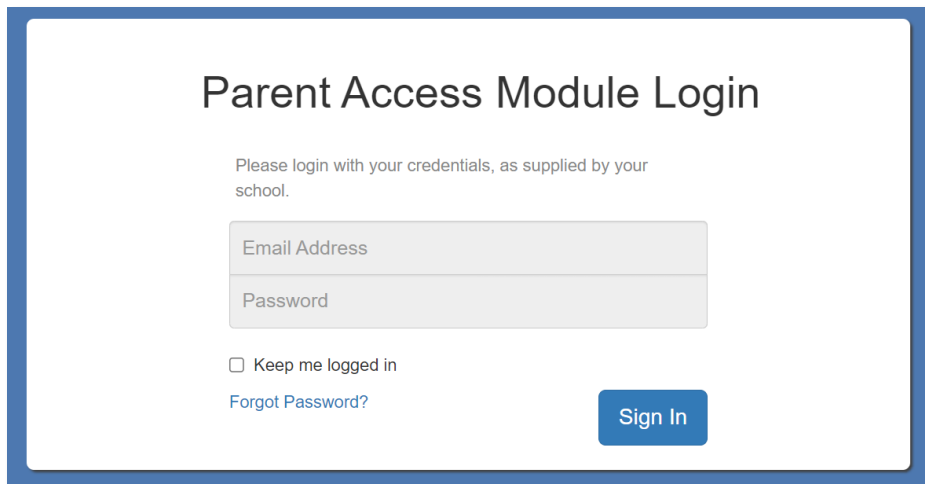
At the end of each semester, reports will become available. To access Semester Reports, navigate to your child's profile and click **Assessment Reports**.



A list of available reports will be visible, allowing you to view or download each one as a PDF.

Resetting your password

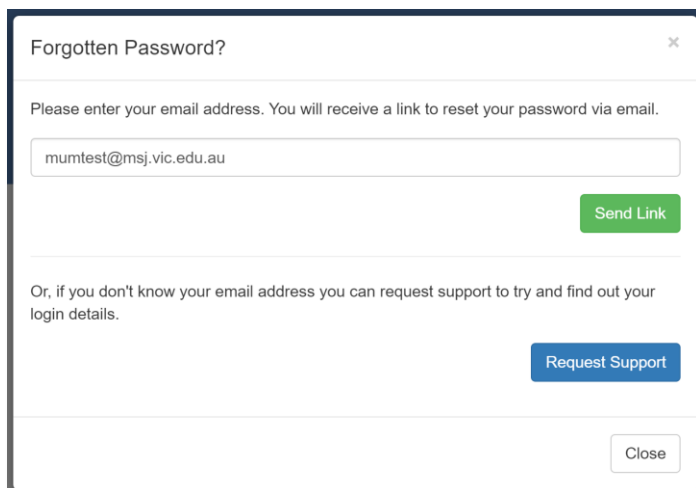
If you have forgotten your password, you can reset. If you do not have access to the email address associated with the account, please contact the school at 8398 2000 to change your email address in our system.



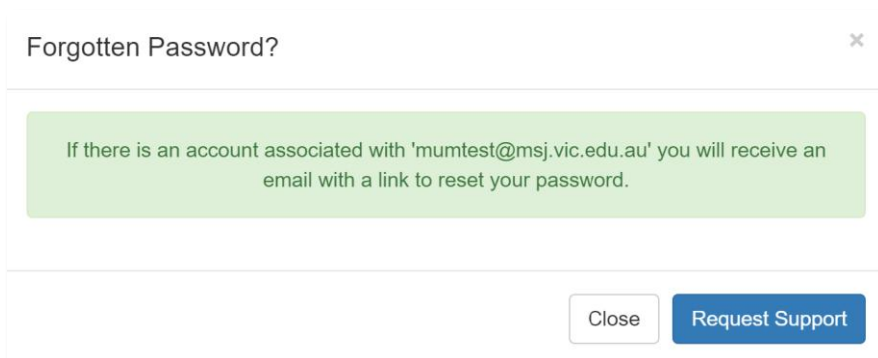
The login screen is titled "Parent Access Module Login". Below the title, it says "Please login with your credentials, as supplied by your school." There are two input fields: "Email Address" and "Password". Below these fields is a checkbox labeled "Keep me logged in" and a link labeled "Forgot Password?". A blue "Sign In" button is located at the bottom right of the form.

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**'.



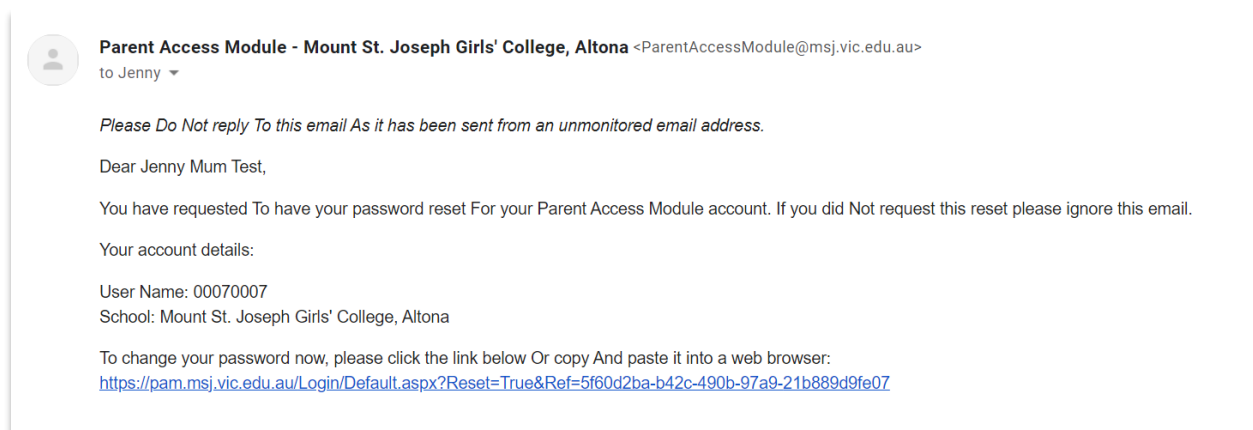
The dialog box is titled "Forgotten Password?". It contains the text "Please enter your email address. You will receive a link to reset your password via email." Below this is an input field containing the email address "mumtest@msj.vic.edu.au". To the right of the input field is a green "Send Link" button. Below the input field is the text "Or, if you don't know your email address you can request support to try and find out your login details." To the right of this text is a blue "Request Support" button. At the bottom right of the dialog box is a "Close" button.



The dialog box is titled "Forgotten Password?". It contains a green message box with the text "If there is an account associated with 'mumtest@msj.vic.edu.au' you will receive an email with a link to reset your password." Below the message box are two buttons: a "Close" button and a blue "Request Support" button.

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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:

- Password must not be the same as your previous password
- Password must be a minimum of 12 characters in length
- Password must contain at least 1 number
- Password must contain at least 1 upper case letter
- Password must contain at least 1 special character

The screenshot shows a web form titled "Parent Access Module Login". Below the title, it says "Please enter your new password." There is a text input field with a password icon. Below the input field, there are four lines of red text indicating password requirements: "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", and "Password must contain at least 1 special character: !@#\$%^&*()_+=[]{};:<>|./?,-". Below these requirements is a "Confirm New Password" text input field. At the bottom right, there is a green button labeled "Set New Password".

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 same "Parent Access Module Login" page. A green message box at the top says "Your password has been reset." Below this message box 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: 5 December 2025
Date for review: 10/01/2024

Educating Today, Shaping Tomorrow



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