

# Parent Portal Access

## Via Parent Orbit App and Parent Lounge for PC

At Kalamunda Christian School we believe that the partnership between families and the school is fundamental.

All parents are provided with access to a secure web-based Parent Portal with the following features, and more:

- Absence entry
- Teacher contact information
- Excursion permissions
- School calendar
- Extra curricular activity registrations
- Academic reports
- Student medical records
- Student timetables
- Parent teacher interview bookings
- Account statements
- Direct debit management
- Attendance data

**Your Parent Portal can be accessed via your Smartphone, Tablet or PC as follows:**

### Option 1: Parent Orbit App

The Parent Orbit App is available for download on your smartphone or tablet from the Google Play Store or Apple App Store. Once installed, follow the prompts and enter school code **kaltass** to get started.

Parent Orbit App



School Code: kaltass

### Option 2: Parent Lounge for PC

Go online to: <https://kal-tass.scea.wa.edu.au/parentlounge>

### Logging In

- Your Username is your Account Number from your school fee statement.
- Temporary passwords are issued to families on commencement, and we ask that you set your own at first login.
- If you ever forget your password, select Forgot Password, enter your email address and a link will be emailed so you can reset your password.

### Push Notifications

We recommend you **Allow Notifications** in Parent Orbit so we are able to send you targeted notifications via the app. Parents will be alerted to information relevant to their child.

**Instructions for some of the most used features in the Parent Portal are listed below:**

### Absence Entry

- Navigate to **Absences**, select **Add Absence**, enter absence details for single or multiple days, select **Submit**.

### Contacts

- **Contact Teachers:** Navigate to **Student, Email Class Teachers** for an easy way of getting in touch.
- **Contact Office Staff or Uniform Shop:** Navigate to ☰ in the Parent Orbit App, select **Primary Contacts**.

### Permissions

- Navigate to **Events and Payments** to provide permission for an excursion, select the event.
- **Medical Details: Review** (click the red cross, update if necessary) and **Verify** (tick box).
- **Accept/Decline:** Using the drop-down menu.
- **Options:** To volunteer for parent help (if applicable) tick the small tick box. Select **Save**.

### Extra Curricular Activities

- Navigate to **Extra Curricular** to sign up for activities like music lessons, school production, team sports, choir and more when they are advertised as open.
- Select **Sign-up Now** and follow the prompts.
- Review the **Terms & Conditions** and **Accept** (if applicable).
- **Important: Select Submit to School, review your selections, then select Submit Signup (your registration will not reach us if this step is not completed).**
- **Notes:** Drop down menus provide additional information for some activities if required. Places may be limited for some activities and will be subject to availability. We will be in contact with you if further correspondence is required regarding places and arrangements for your child's extra curricular activities.

### Direct Debit Management

- Navigate to **Accounts**, select **School Fees Account**.
- Navigate to **Payment Methods, New Payment Method**, to enter/manage your saved credit/debit card details.
- Navigate to **Payment Schedule, Add Payment Schedule**, and follow the instructions to set up/manage your direct debit (weekly, fortnightly, monthly or quarterly).
- **Note:** Direct debits are only set up for the current calendar year and do not continue into the next year.

### Calendars and Timetable

- Navigate to **Calendar** to view school events and term dates. We encourage parents to check the online calendar regularly as entries are added throughout the year.
- Navigate to **View eDiary** to take a look at your child's timetable.

## Parent and Student Details

- View your parent profile and student details in the Parent Portal.
- Submit updates to your address, contact information, children's medical details and more.

*Please note: Updates submitted need office approval before changes are reflected in the parent profile or student record.*

## Items to Action

- Red circle symbols indicate items to action in the Parent Orbit App.
- This includes items to view, give permission for, acknowledge, or potentially sign up for. 2

## Other Useful Information

- Navigate to **School Links** in Parent Lounge, or ☰ in the Parent Orbit App for easy access to important information such as:
  - The Parent Handbook
  - Uniform Policy
  - Online Uniform Shop
  - Booklists
  - Newsletters
  - Fee Schedule
  - SCEA Calendars
  - School Lunches Menu
  - Policies
  - and more...
- **Fee Statements:** Can easily be viewed via the Parent Portal under **Accounts**.

## Multi-School Login

- Parents with students at more than one SCEA school (or other schools using TASS school management system) will be able to switch between schools within the Parent Orbit App.
- Kalamunda Christian School's code is **kaltass**. Additional schools can be added using a code provided by the other school.

If you have any questions or problems, please contact the school office and we will be happy to help.