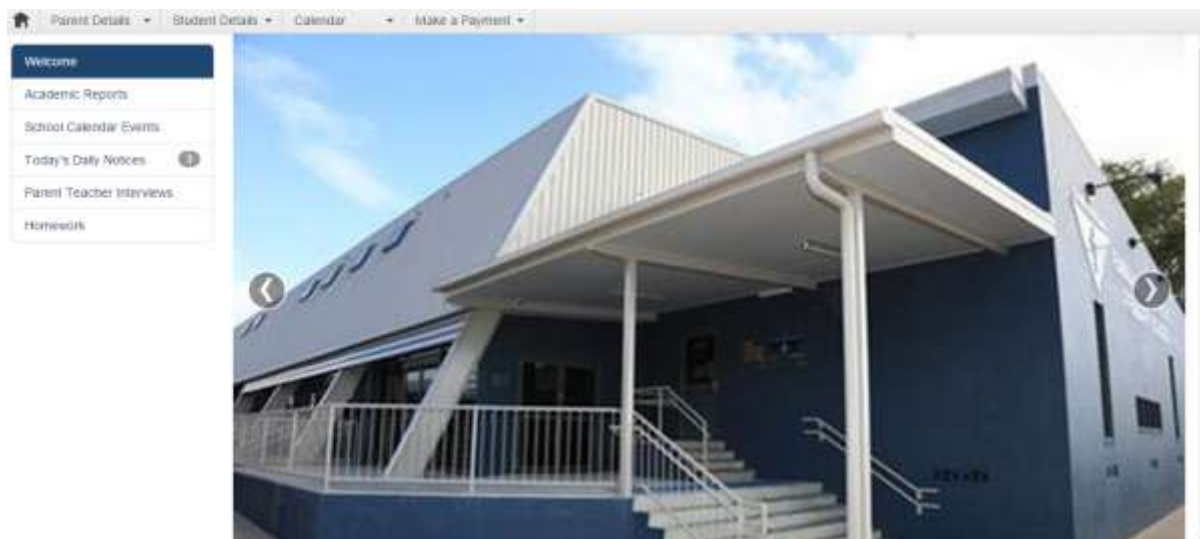


# EMMANUEL CATHOLIC PRIMARY SCHOOL

## THE HOME PAGE AND TOP MENU BAR



The **HOME PAGE** gives you access to

- *Academic reports – archived each semester*
- *School Calendar events – updated throughout term*
- *Daily Notices - active periodically through text alerts*
- *Parent Teacher Interviews – active in reporting time*
- *Homework – currently not active*

The **TOP MENU BAR** gives you access to

- *Parent details*
- *Student details*
- *Calendar and Daily Notices*
- *Make a payment – school fees account*

### **CHANGE PASSWORD**

To change your password select from Parent details drop down menu

### **FORGOTTEN PASSWORD OR USERNAME**

**In the event that you forget your unique Username or password, please contact the School office by emailing [enm@rok.catholic.edu.au](mailto:enm@rok.catholic.edu.au) or 07 49 425 999**

### **ACCESSING STUDENT INFORMATION**

*On the Student details tab, select academic reports and then your child's name from the all students box on the right hand side if you have more than one child attending the school.*

### **UPDATING PARENT DETAILS**

*To view or update residential address, home or mobile phone numbers, email addresses, select the preferred options from the parent details menu.*

### **SCHOOL FEES**

Accounts are automatically created from the school. To pay school fees, select Make a payment, then School fees account and Proceed to payment.

*NB: The school office is unable to view your account without your password. However, please contact the School office by emailing [enm@rok.catholic.edu.au](mailto:enm@rok.catholic.edu.au) or 07 49 425 999 should you require further information.*