Parent Lounge – 'How to' guide

Parent Lounge is the web-based version of the Parent Orbit app. The lounge and the app contain the same information.

Parent Lounge is where you can do the following:

- **College communications -** access important information, alerts, Chev Need to Knows and Chev News.
- **Excursions -** approve excursion attendance and access important excursion details.
- **Attendance -** advise the College of absences and track your child's attendance.
- **Extra Curricular -** access your child's training sessions and upcoming fixtures.
- **School Calendar -** stay informed about school events, meetings, and important dates.
- **Student eDiary and Timetable -** view your child's timetable and eDiary including excursions, extracurricular training sessions, and sports fixtures.
- **Medical details -** view and keep your child's medical details up to date.
- **Update your details –** address, email, phone number, emergency contact.
- **Academic reports -** coming soon! Reports will be available at the first reporting period in 2024.

How to log in

Your login details will be the same for the Parent Lounge, the Parent Orbit App and Canvas. If you are a current family, your username is the email address you have registered with the College. Your password is the one you set when you set up your account.

If you are new to the College and/or have not set up an account, you will need to do this first. Please read Setting up your Account for how to instructions.

Use the link below. You will also find this link on our website - Parent Portal.

https://chevalier.nsw.tass.cloud/parentlounge/

Enter your login details:
- Username/Chev Full email Address – the email address you have registered with the College.
- Password – is the one you set when you set up your account. If you cannot remember your password, please use the 'Forgot Password' button.

If you encounter any difficulties during the download or setup process, please contact the College via parentportal@chevalier.nsw.edu.au for assistance.

Overview

Attendance

To enter details as to why your child was absent or to add a notification for a future absence.

1. On homepage screen scroll down left menu to **Absences.**
2. If there is an absence the number of absences will appear on the right side of the menu
3. Click the **Absences** menu.
4. A window will appear for you to enter the absence reason.
5. Absences will be updated once the College has approved them in the system.

To view a summary of attendance information

1. Click **Student Details** then **Attendance.**
2. Dates of absences will appear in rows.
3. Results can be filtered using the menus at the top.

To advise us of a future absence, late arrival or early departure

1. Click **Student Details** then **Attendance.**
2. Click on the blue **+ Add Absence Notification** button on the top right hand corner of the screen.
3. A window will appear for you to enter the date and type of absence.
4. Click **+ Submit New.**

Please note:

- Absences can only be added for the current term.
- Extended Leave (more than 5 days) must be applied for and approved by the Principal. The Extended Leave Application can be accessed via School Links>>Student Information.

Events and Payments (excursions)

All permission notes for school excursions and extracurricular activities will appear under Events and Payments.

1. Click on **Events and Payments** in the left-hand menu on the home screen.
2. Click on the **Event name**
3. Click on **Other details** to access departure/return times, transport, cost, meals, clothing and any other items students need to bring.
4. View **Terms and Conditions** and tick the box to acknowledge
5. View your child's **Medical Details** and tick the box to verify
6. Approve and submit the approval

Extra Curricular

If you child plays a school sport, you will be able to see their training session and weekend fixtures.

1. Click on **Student Details** and **Extra Curricular** to view the activities your child is signed up for.
2. Click on **Calendar** and your child's **e-Diary** to view their upcoming training sessions and weekend fixtures.
3. Click on **School Links** and **Extra Curricular** to view the season Home and Away Schedule and the weekend fixtures and bus times for all teams. We aim to upload the weekend fixtures and bus times by Wednesday each week. Parents should do a final check of the fixtures on a Friday afternoon or evening in the event there have been any last-minute changes or cancellations.

School Links

Access Academic Information, College Resources, Student Information, Weekly Newsletters, Extracurricular Information, and Wellbeing Information.

Updating parent details

1. Click **Parent Details** and then **Address Details.**
2. Click **Update Address** or **Update Contact Details**.
3. You don't need to repeat (Add) details to the Residential address and Parent 1 and 2 sections if the data listed in the top section, **Correspondence**, would be the same details.
4. Update the information as necessary and then click **Submit Changes.**

* Please note: You will not see your updated address details on Parent Lounge until the College has approved the 'Address Update Request'. If you have any queries, please contact the Main Office on 4861 1488.

Updating your child's medical information

1. Click **Student Details** then click **Medical Details**
2. Scroll through the menu on the left hand side (see below).
3. Click **Update** as required, or add **New** medical details.
4. Once you have made the necessary changes, click **Submit**

* Please note: You will not see your updated medical details on Parent Lounge until the College has approved the 'Medical Update Request'. If you have any queries, please contact the Main Office on 4861 1488.

Important – please verify your child's medical information

The College will at various times in the year require that you verify your child's medical details If you see a box with the word Verify, please proceed as follows:

1. You will need to check your child's medical details and once you are happy to confirm the details are accurate, click **Verify**.
2. Once this has been done the box will no longer appear.

Calendar

- **School Calendar** – view the College calendar. This is a live calendar which is updated as events are added or when changes are necessary.
- **Daily Notices** – the Student Daily Notices are available by 4.30pm on the day before.
- **eDiary** – view your child's daily events including their timetabled classes, excursions and school events, extracurricular training sessions and weekend sports fixtures.

Viewing your child's timetable

- Click **Student Details** and then **Timetable**. This will provide you with the day view of the timetable. A full timetable view can be accessed using the button on the far-right Full Timetable.
- Click **Calendar** and then **eDiary**. You can select day, week, month views. Move through dates using the < and > buttons.

Accounts and Payments

The Parent Lounge provides a direct link to Edstart to make it easy for new families to establish an Edstart account and plan. If you are an existing Chevalier family there is no need to establish a new plan. Edstart will contact you directly if a change to your plan is required.