

Parent Orbit – 'How to' guide

Parent Orbit is our new College App and is the central hub for important College information. The app integrates seamlessly with Parent Lounge which is a web-based version of Parent Orbit.

Parent Orbit is where you can do the following:

- **Instant Notifications** - access important College communications, alerts, Chev Need to Knows and Chev News. (Be sure to enable Notifications.)
- **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.

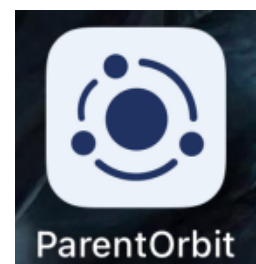
How to log in

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.

How to download the Parent Orbit App

- Download ParentOrbit from the AppStore OR Google Play
- Enter school code: chevalier
- Tap 'Login'
- Continue as prompted through the sign in process (using the login details you have set up with the College)
- Allow the App access to all information...and you are in! Be sure to enable Notifications.



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



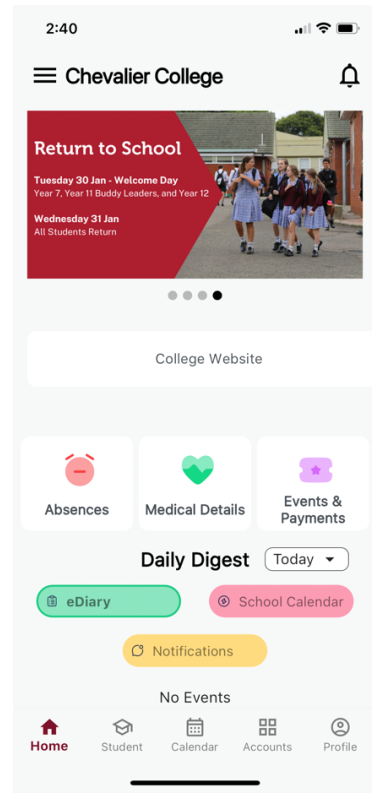
Overview

Home screen

You will now be able to navigate around the app.

The **Absences**, **Medical Details** and **Events and Payments** (Excursions) buttons provide quick links to these pages.

The icons at the bottom of the page provide quick links to these sections.



Notifications

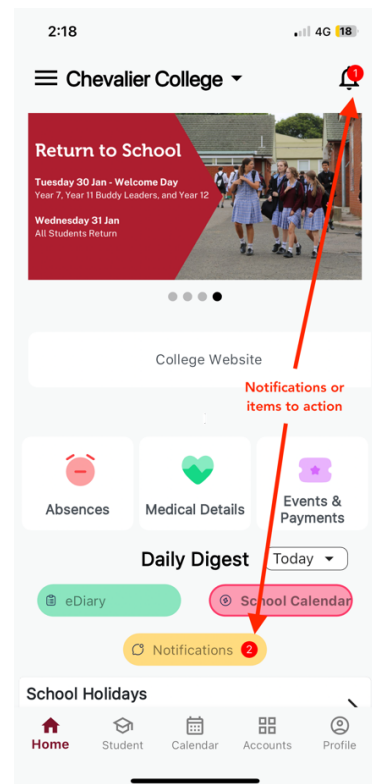
A **red** number indicates either a notification or something to action.

- an absence to acknowledge,
- an excursion to approve
- medical details to update/verify

Events and Payments

Follow the steps below to approve your child's attendance on an excursion:

- Click on **Events and Payments**
- Click on the excursion name.
- Click on **Other details** for access departure/return times, transport, cost, meals, clothing and any other items students need to bring.
- View **Terms and Conditions** and tick the box to acknowledge.
- View your child's **Medical Details** and tick the box to verify.
- Tick the **Options** your child can participate in (if applicable)
- Approve and submit the approval.

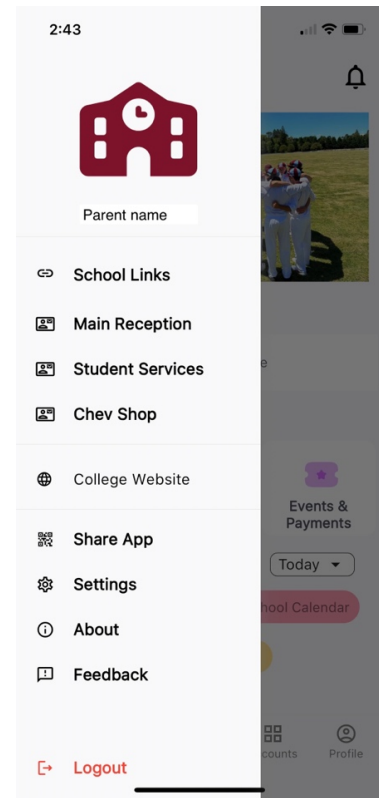




Quick links

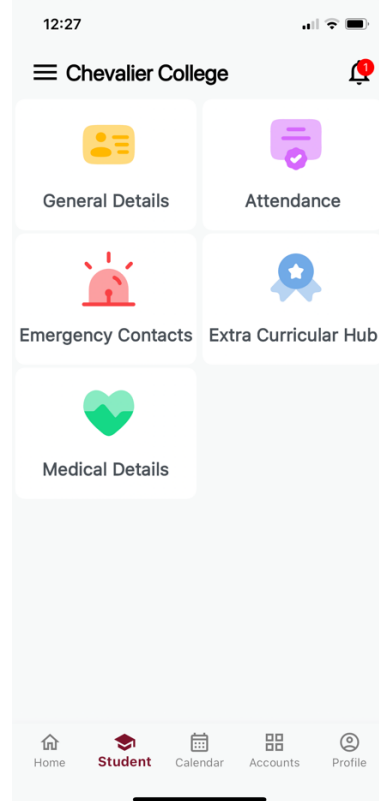
Click on the 'hamburger menu' in the top right-hand corner to open the side menu where you will find:

- School Links – access to Academic Information, College Resources, Student Information, Weekly Newsletters, Extracurricular Information, and Wellbeing Information.
- Quick links to phone or email Main Reception, Student Services, Chev Shop.
- College website link.



Student

- General Details – view general school information for your child including their Home Room, House, Student number and school email address.
- Attendance – you can use this screen to advise us of future absences using the '+ Add Absence' button at the bottom of the screen or view any absences your child has throughout the year, including those that are unexplained and require an explanation.
- Emergency Contacts -
- Extra Curricular Hub – view upcoming fixtures and training sessions for your child/ren who are in a team for the current season. Please note you may need to scroll across the top to access the current season.
- Medical Details – view the medical details we have on file for your child or use the '+ New' button to advise us of a new medical condition. *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*



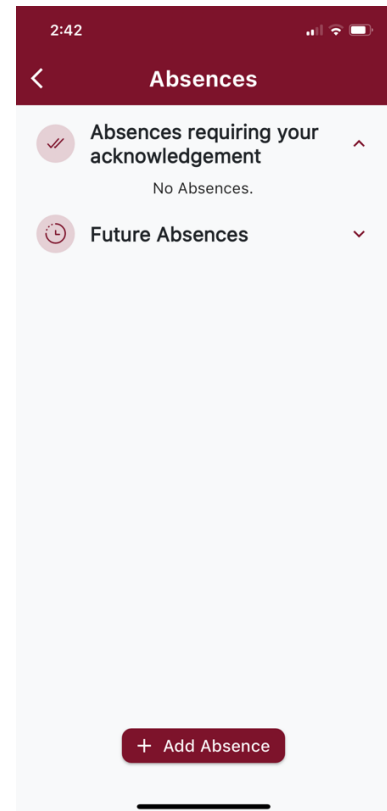


Absences and Attendance

- Absences requiring your acknowledgement – any unexplained absences will be listed here. Follow the link to provide an explanation.
- Future Absences – if you know your child will be absent on a future date (either a full day, late arrival or early departure), click on 'Add Absence' at the bottom of the page to advise us.

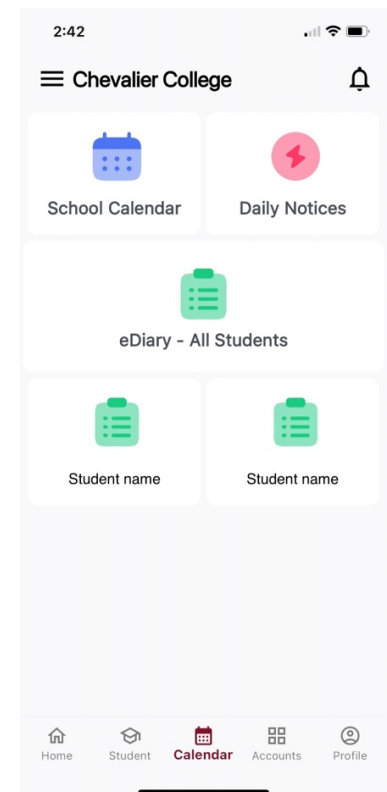
Please note:

- 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.



Calendar

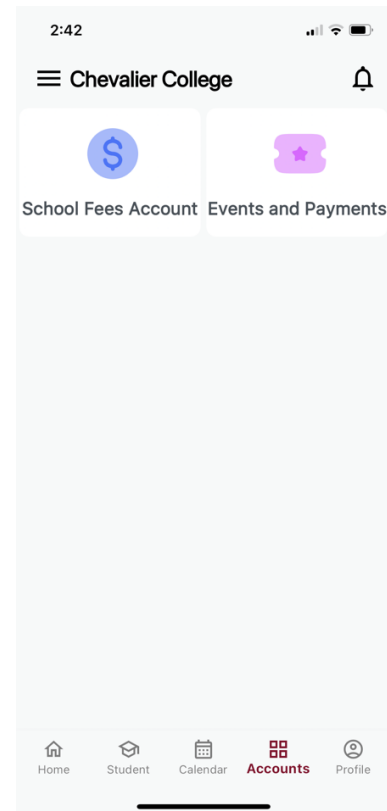
- School Calendar – view the College calendar. This is a live calendar which is updated as events are added or when changes are necessary.
- Daily Notices – the Student Daily Notices are available by 4.30pm on the day before.
- eDiary – view your child's daily events including their timetabled classes,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





Accounts

- School Fees Account – view your current school fees balance and access a direct link to Edstart that will 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.
- Events and Payments – view and provide permission for your child to attend excursions Details for the excursion (e.g. departure and return times, transport, clothing, meals, what to bring) and the Terms and Conditions for excursions can also be found here.



Profile

- Parent Details
- Address Details – you can update your address, contact, and Emergency Contact details by clicking on 'Update Address' at the bottom of the screen, completing the details and clicking 'Submit'.
- *Please note: You will not see your updated details on until the College has approved the 'Address Update Request'. If you have any queries, please contact the Main Office on 4861 1488.*
- Login History – this will show a record of each time you login to the app.

