

**PARENT  
MOBILE APP  
INSTRUCTION  
GUIDE**








**The  
Anglican  
Schools  
Corporation**



*Wollondilly Anglican College  
Mobile Application guide – version 2  
14<sup>th</sup> July 2025*

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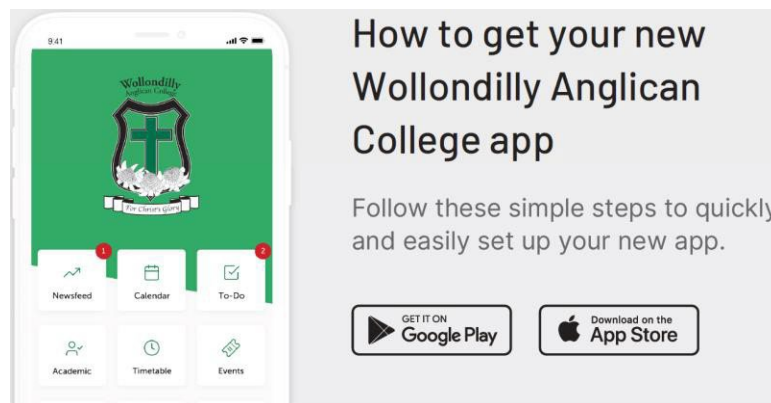
# 1 INTRODUCTION

The College mobile application is an easy way to centralise all College communication channels into one, easily accessible place to connect anytime and anywhere. The Parent Mobile Application facilitates easy review of student activities, events, and attendance, while being kept informed of Wollondilly Anglican College news and activities.

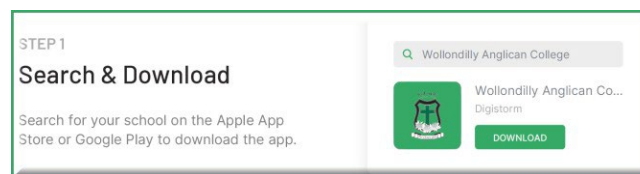
The app is available on both Android and iOS versions.

## 1.1 How to get the app?

Download the new app from Google Play (Android users) or App Store (iOS users).



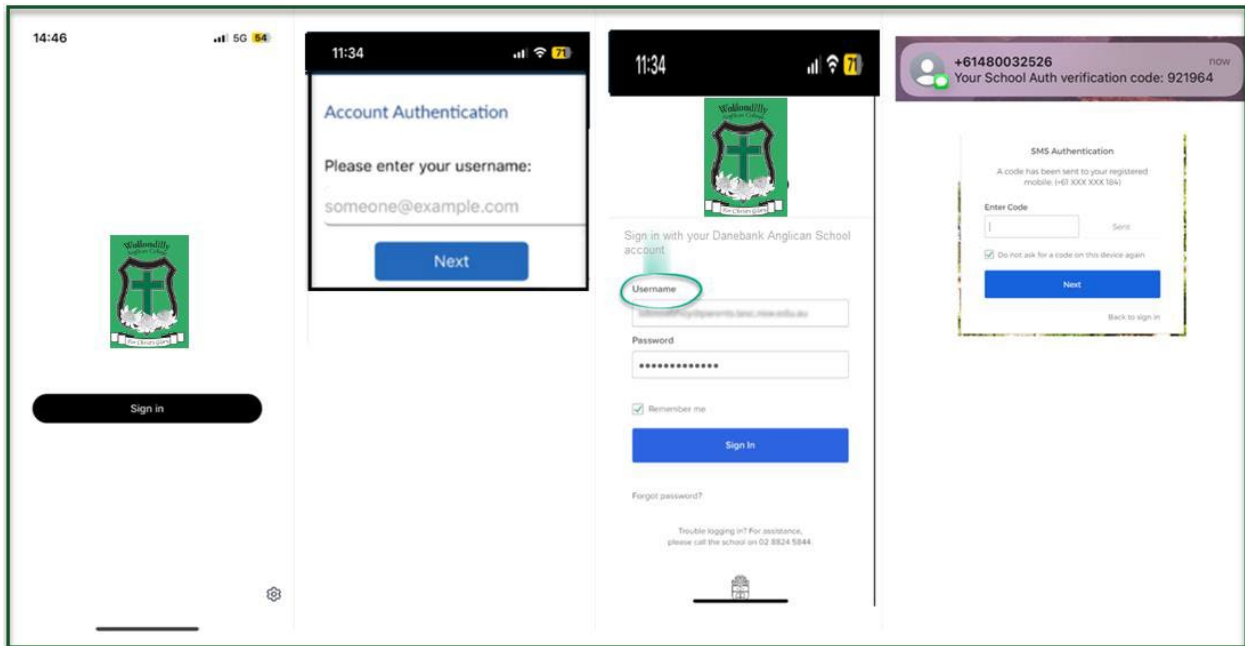
**Step 1:** Search for “Wollondilly Anglican College” & press download.



**Step 2:** The College app has a double layer of authentication to keep your data secure. Sign in using your username and password as the Edumate Parent Portal Login details.

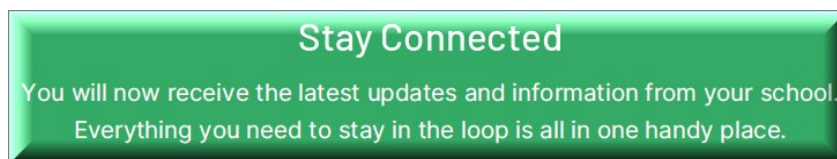
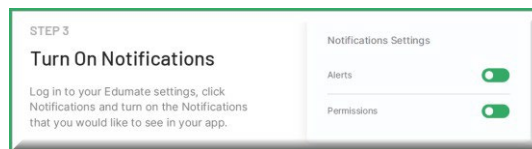
A 6 digit SMS/Email verification code will be sent to your mobile phone as a second level of authentication. If you are on a trusted device, you can select the option to not ask for a code on this device again. Once authenticated, you will be taken to the parent portal landing page.

**Please note,** each parent has their own separate username and password. Parents must not share login details.



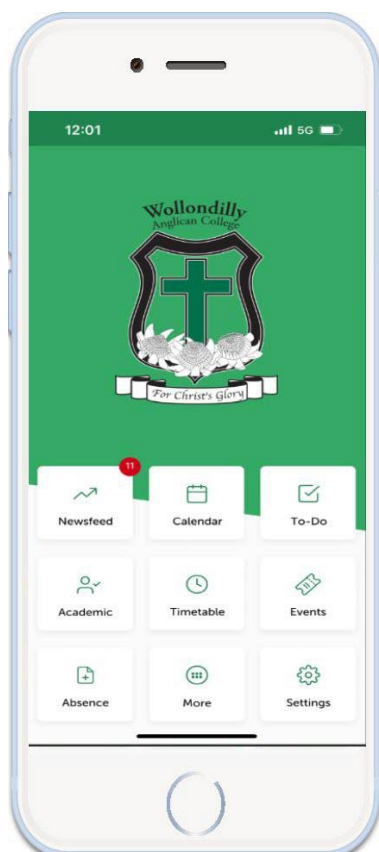
**Step 3: Turn on Notifications.** Please follow instructions in **Module 10: Settings** section below.

**Why do I need push notifications?** The main objective for any push notification is to instantly deliver a snippet of information for your attention such as important announcements, attendance alerts, event reminders, grade releases, etc. even if the app is not open.



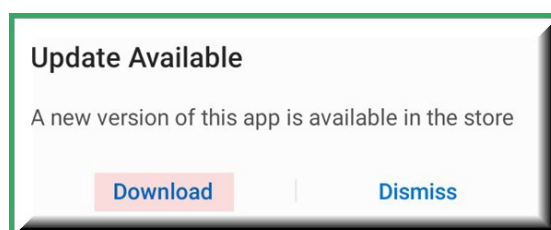
## 1.2 Dashboard

**Overview of Dashboard:** The dashboard provides you with an instant overview of all the modules available. Further instructions will explain each module in more detail.



## 1.3 New Updates

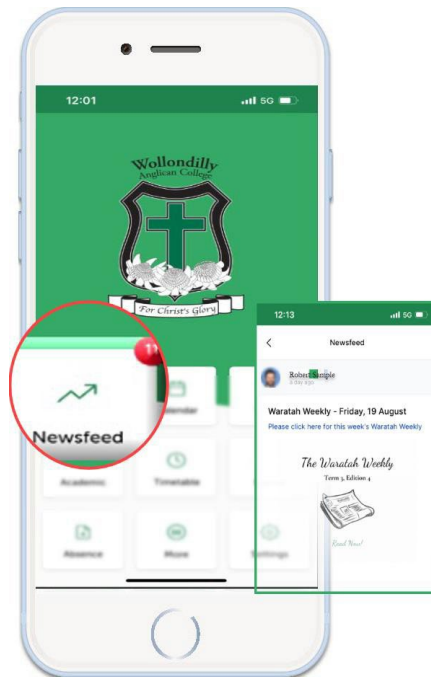
New features are pushed to your device automatically. When you see the below notification of a new update on your app, please click the **download** button to install them.



## 2 NEWSFEED

### 2.1 News: Keep informed of updates relating to Wollondilly Anglican College

Communication is key when it comes to nurturing the relationship between the College and parents. With Newsfeed it's easy to stay connected via newsletters and broadcasts. We take pride in all our students' achievements and are keen to share these with you. When published, newsletters and broadcasts will be sent to your app. If you have mobile notifications turned on, you will be alerted via push notifications.

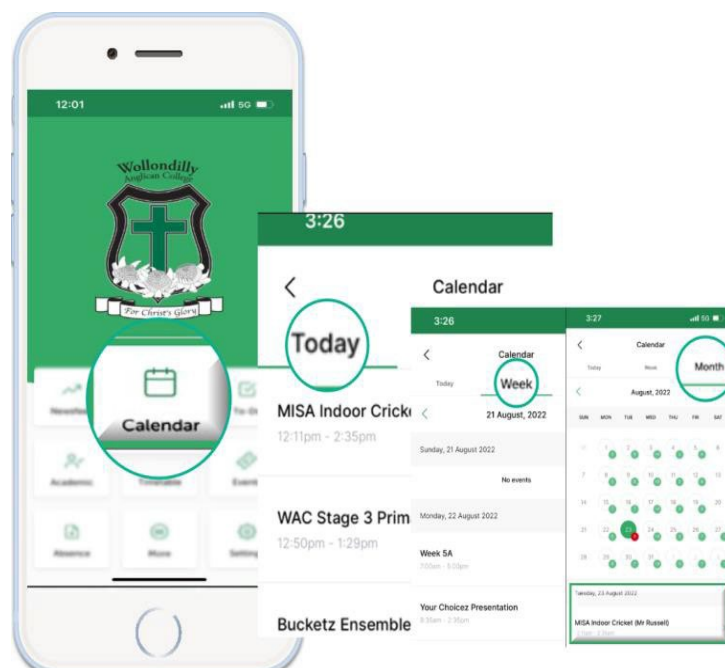


## 3 CALENDAR

### 3.1 Calendar Features: College and student calendars

You can view your Edumate parent portal personal calendar and child(ren)'s events with a touch of a button that offers three views: **Today**, **Weekly** and **Monthly**.

You could also add an individual event to your personal calendar by clicking on the 3 vertical dots on your right-hand side AND even share it.



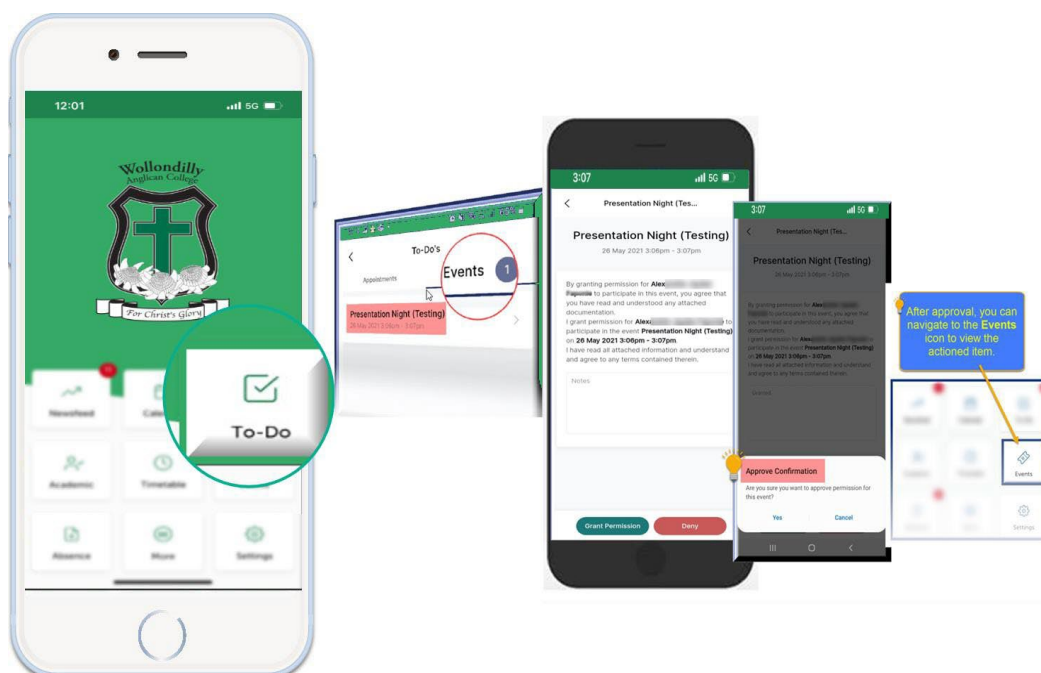
## 4 TO-DO

### 4.1 To-Do: Outstanding messages to review

Any unactioned, pending actions such as event permissions, appointment requests, etc., will be found here for your review. Triggered **push notifications** are displayed by a **number** as below that will be sent to the app when items are posted by the College.

When the event is reviewed, a confirmation will pop-up. Thereafter any **approved** actioned items will disappear from the To-Do Module and will be moved to the events Module for your future reference. Please note, if an event is **declined**, it will disappear from the app entirely.

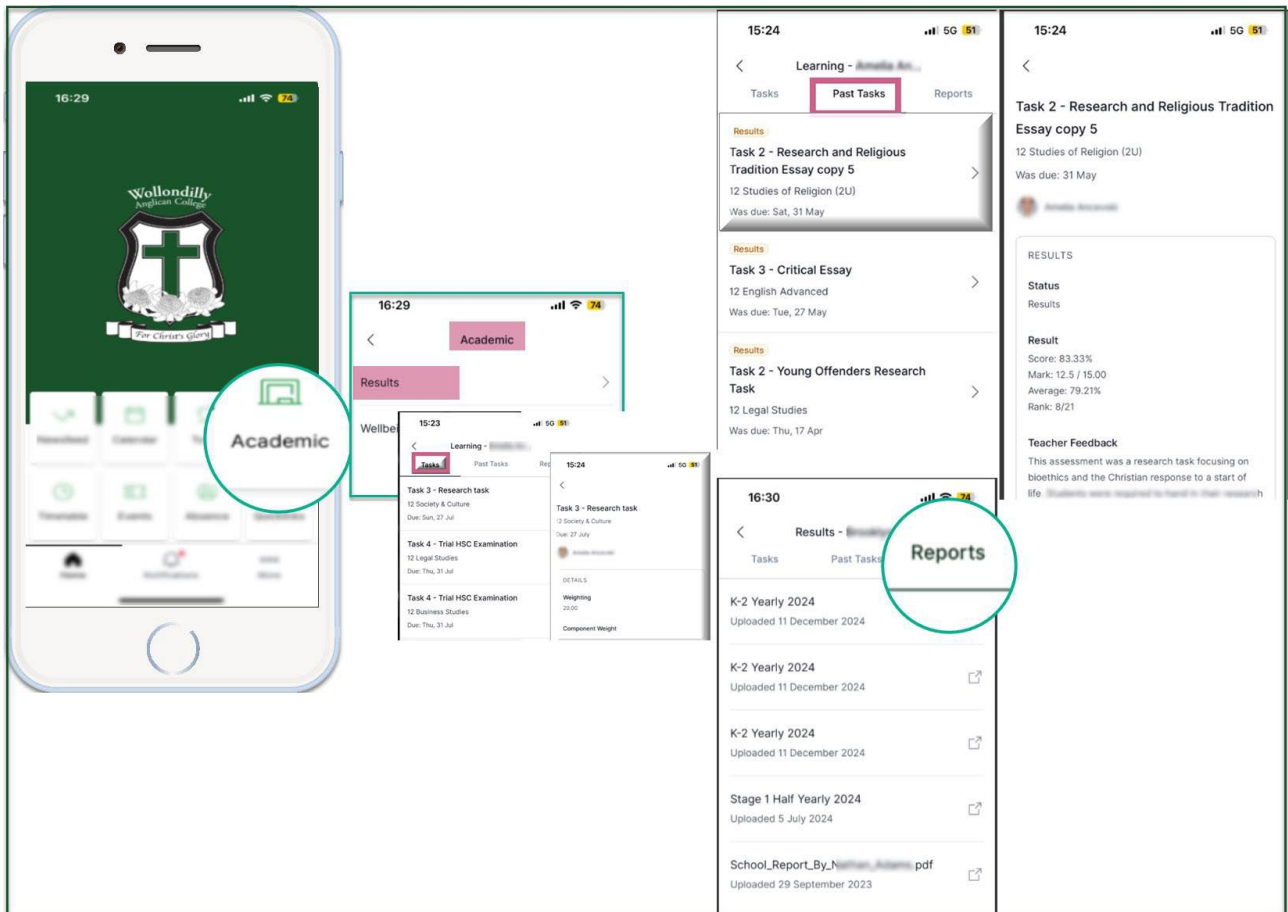
If one parent approves or declines the event, the other parent will not be able to action the event as well.



## 5 ACADEMIC

### 5.1 Results: Tasks, Past Tasks and Academic Reports

You can view your child(ren)'s **tasks** here. If you have multiple children at the College, each child will have a separate profile to access their individual academic tasks. Any task, along with its Title, Course details and due date will be displayed within this module, allowing you to keep an eye on student assignments and tasks which need to be completed. The reports tab will display all the semester reports, NAPLAN reports and more. You can download the reports to view in the PDF format.

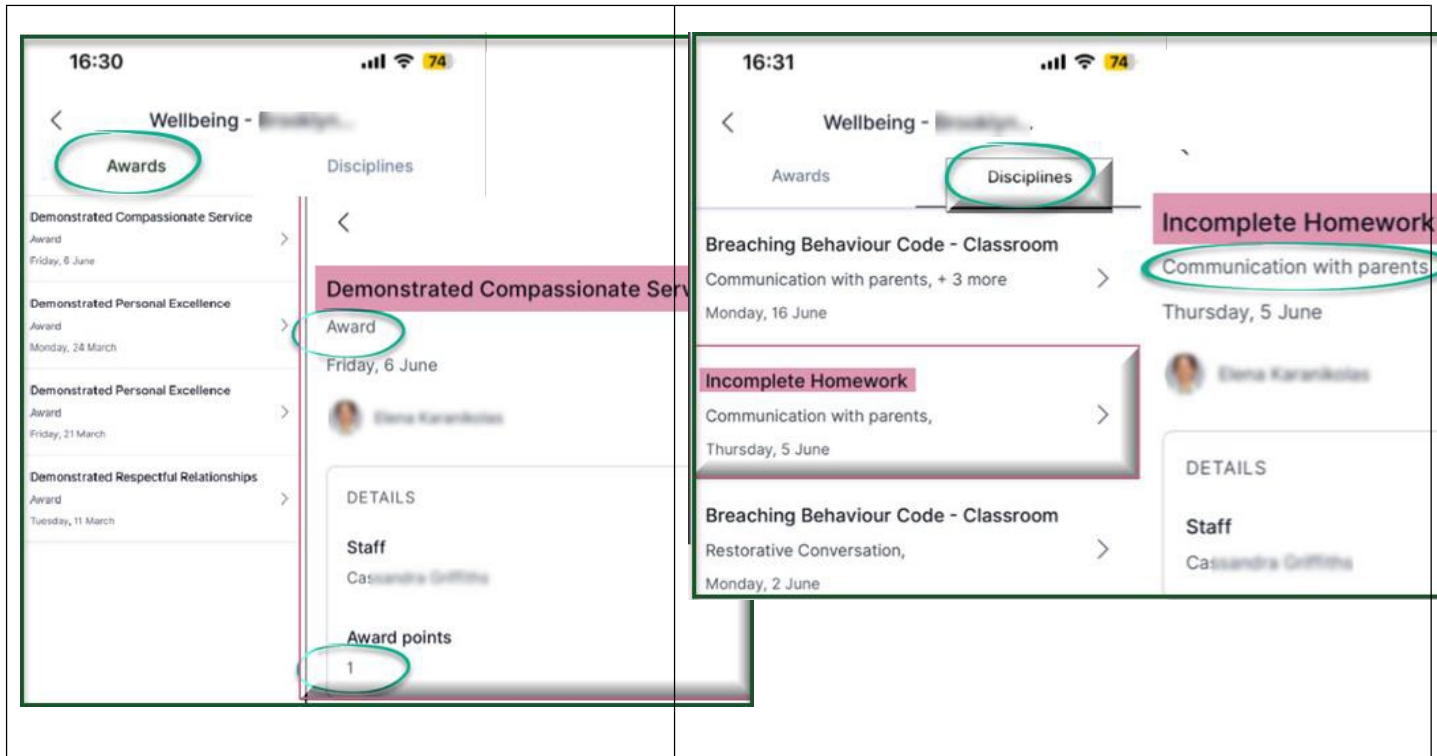


## 5.2 Wellbeing: Awards & Disciplines

The school recognises outstanding student achievements through various awards. You can find all your child(s) awards, and who they were awarded by, with one click of a button.

On the other hand, the school has policies and procedures for addressing disciplinary matters which can also be found here. This is when students violate school rules or engage in inappropriate behavior. Disciplinary actions can range from minor interventions to more serious consequences like detention, suspension or even expulsion in severe cases.

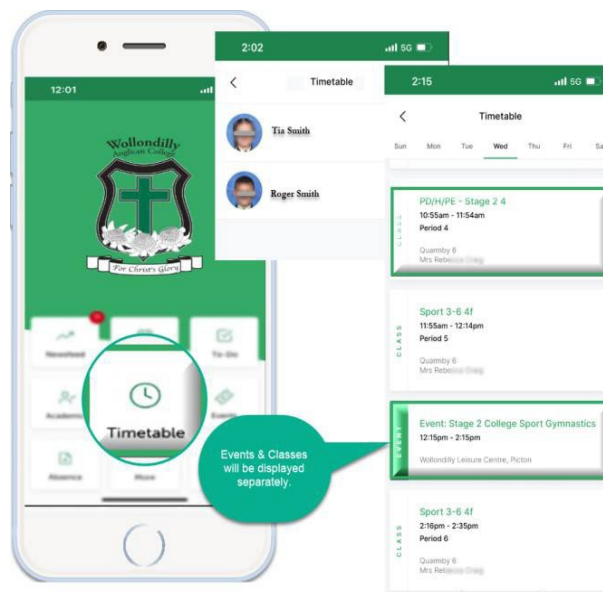
Please follow up by checking the wellbeing module regularly and support your child(s) needs.



## 6 TIMETABLE

### 6.1 Timetable: Daily and Weekly Subjects/Periods

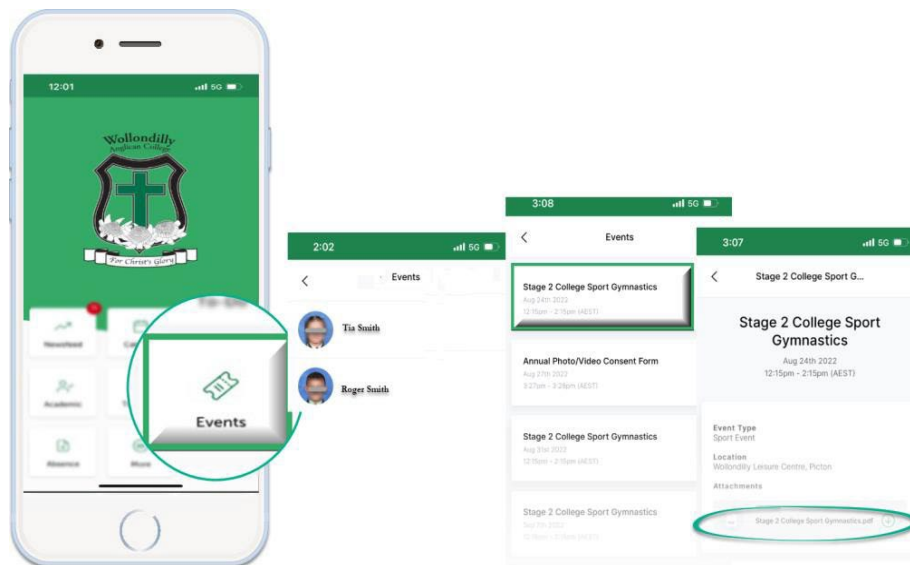
You can access your child(ren)'s timetable using this module. The timetable view has a slightly modified tile design when differentiating between a class which includes the period number, start/finish times, room/resource location and an event. You can navigate through the week within the app, allowing you to review individual days.



## 7 EVENTS

### 7.1 Events: Approved activities, permission notes and links

You can access all **approved** events through the Event module. All current and future events for each of your child(ren) will be available with the event date, start time and finish times. This helps you keep track of all events and activities your child(ren) will be involved in, along with key information, such as special uniforms etc., required.



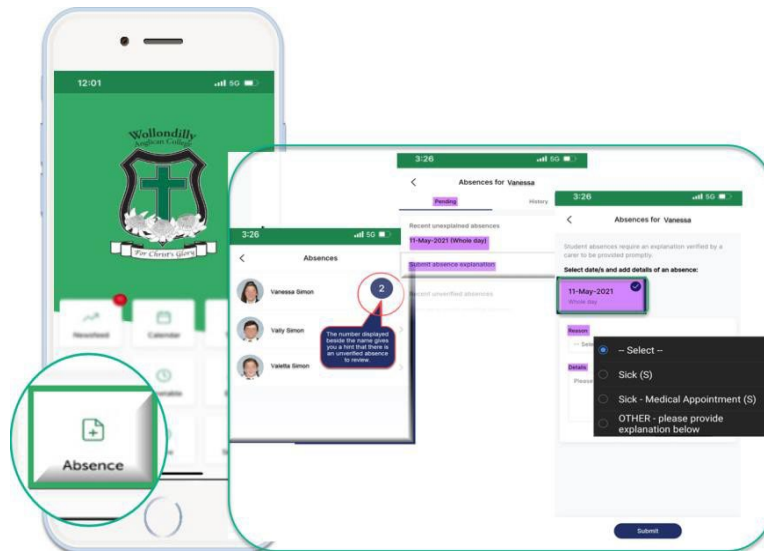
## 8 ABSENCE

### 8.1 Absences: Overview, outstanding responses, and past absence history

You can access **important** absence information relating to your child(ren) through this module. Actions and views available here are:

- Morning alerts – Care & Culture period
- View unexplained / unverified absences
- Provide absence explanations
- Verify absences
- View absentee history

It is the responsibility of parents/carers to respond to absent notifications through the app to inform the College about your child(ren)'s whereabouts where applicable.



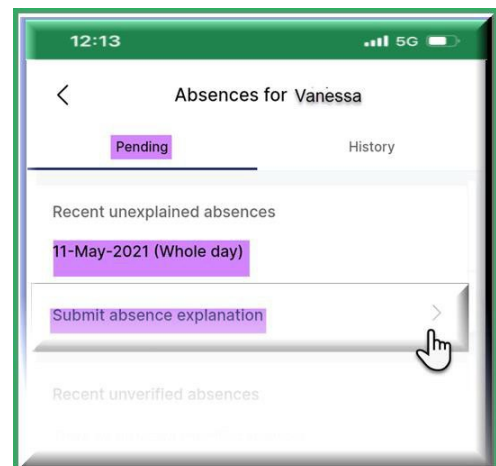
## 8.2 Absence: Alerts

Parents/Carers will receive a morning alert if your child is marked absent.

### Morning Alert:

The morning alert is posted to the app after the first roll is taken by the Care & Culture teacher and the teacher identifies that your child is absent or missing from the Care & Culture period or Period 1. The morning alert notifies that your child is **not** present at school and is usually sent before noon.

Click on the text “Submit absence explanation” to respond with a valid reason for your child’s absence. This will instantly report the reason directly to Student Reception.



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## 8.3 Future Absences: Requesting Advanced Leave

We understand that families sometimes have planned vacations and/or appointments. There are various ways you can inform the College about planned absences. At this stage, this can be done by contacting Student Reception directly on 02 4684 2577 or [contact@wac.nsw.edu.au](mailto:contact@wac.nsw.edu.au), as well as writing it in your child's diary.

For absences longer than 5 days, students will need to see Student Reception to collect a 'Student Leave Request' form which will need to be completed and approved prior to their absence.

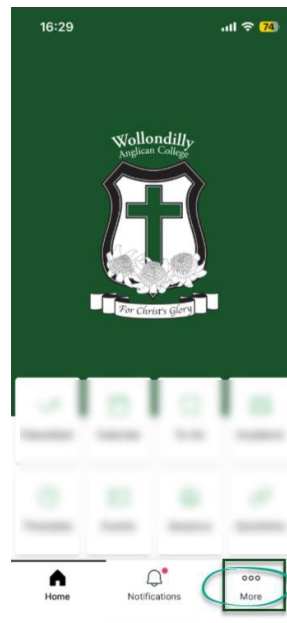
## 9 MORE

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### 9.1 More: Privacy Policies & Settings

The Anglican School and App Privacy Policies can be found here along with some helpful information for parents such as:

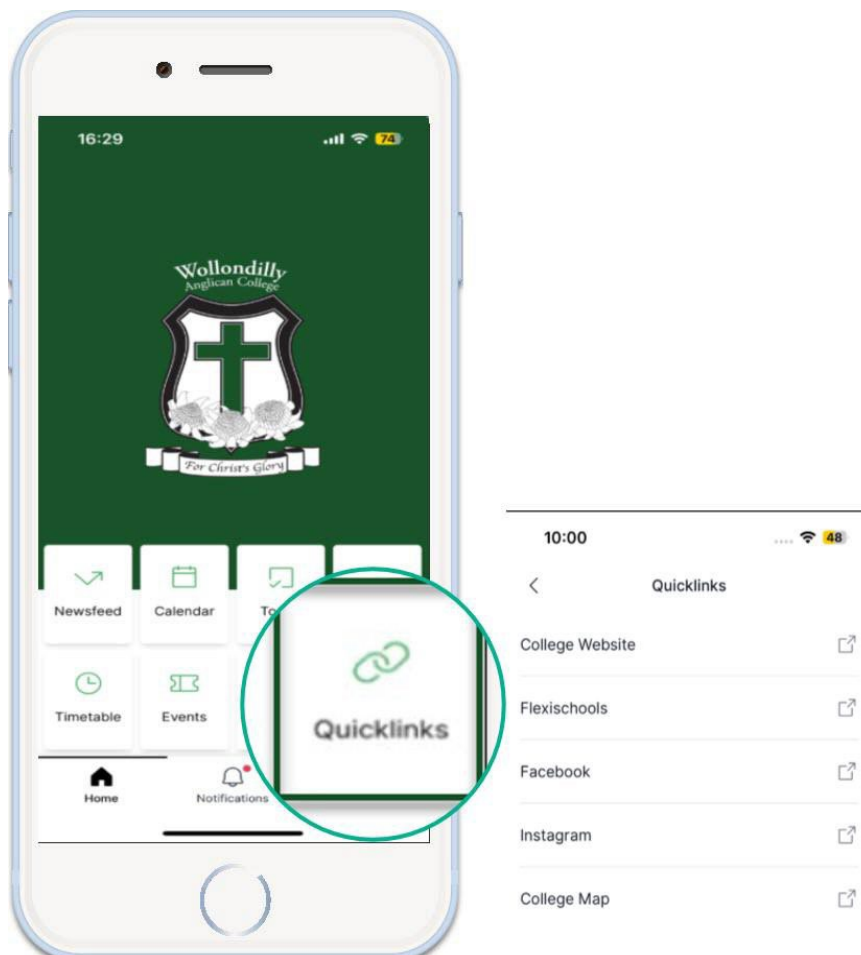
- Turning on Notifications
- Information to send technical data
- Turning on finger or face ID logins and More...



### 10.1 Quicklinks: Additional information

Some additional useful links can be found here such as:

- College Website
- Flexischools ie., Lunch orders
- Facebook
- Instagram
- College Map





# FREQUENTLY ASKED QUESTIONS

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## **I FORGOT MY USERNAME**

Please email [portal@wac.nsw.edu.au](mailto:portal@wac.nsw.edu.au) or call Student Reception at (02) 4684 2577 and confirm what your username is.

## **I FORGOT MY PASSWORD**

Please follow the password reset instructions above.

## **I HAVE A NEW MOBILE PHONE OR NUMBER AND I'M NOT GETTING THE SMS CODES ANYMORE**

Please email [portal@wac.nsw.edu.au](mailto:portal@wac.nsw.edu.au) or call Student Reception and tell them you have changed your mobile phone number. Once they make the change, please wait for 1 hour and try to log in again.

## **I AM UNABLE TO LOG IN, AND WHEN I TRY TO RESET MY PASSWORD, I DON'T GET AN SMS CODE**

You may have changed your email address with the College.

Please email [portal@wac.nsw.edu.au](mailto:portal@wac.nsw.edu.au) or call Student Reception to confirm your details.