



The  
Anglican  
Schools  
Corporation

# **Parent Portal Instruction Guide**

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## AUDIENCE:

This document provides guidance to parents and carers of students of **The Anglican Schools Corporation** to efficiently use the Edumate System features available within the Parent Portal.

## INTRODUCTION:

This document will take you through a guide on the Parent Portal including school updates through news feeds, overview of student lessons/units, actioning notices sent by the school, attendance review, academic reports, dairy/calendar, processing payments and much more.

You should have already been provided with login access by your School/College. If you have **not** been provided with login details, please make contact with the School/College directly to furnish you with these details.

## CLASSIC DASHBOARD MENU:

The parent portal classic home page allows you to navigate through the below menu:

- [News Feed](#)
- [At a Glance/Profile](#)
- [Progress](#)
- [Diary](#)
- [Integrity and Security](#)
- [Debtor Portal for Paying Fees & Charges](#)

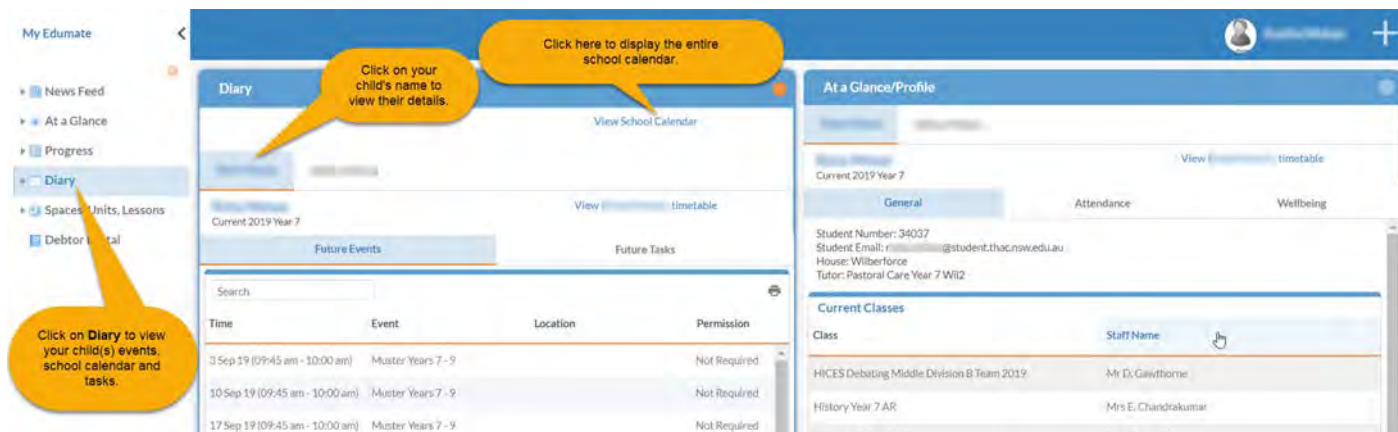
1. Log in to the Edumate Parent Portal with the credentials provided to you by the school.
2. Once logged in, you will land on the Edumate Dashboard screen that displays:
  - **News Feed:** General information about events and information happening within the school.
  - **At a Glance/Profile:** General student profile information including timetabled classes, attendance and student welfare.

The screenshot shows the Edumate Parent Portal dashboard. On the left is a sidebar menu with options: News Feed, At a Glance, Progress, Diary, Spaces, Units, Lessons, and Debtor Portal. The main content area is divided into two sections. The 'News Feed' section has tabs for 'All', 'Broadcast', and 'To Do' (with a red '3' badge). It displays an event: 'Excursion to zoo' from 10 Aug 2019 10:53am to 11 Aug 2019 10:53am. The 'At a Glance/Profile' section shows the parent's name, 'Current 2019 Year 7', and tabs for 'General', 'Attendance', and 'Wellbeing'. It also displays the student number (34037) and email. Callouts provide instructions: 'Click on the link to navigate' (pointing to the sidebar), 'This section displays all the notices / events from the child(s) school.' (pointing to the News Feed), 'Click here to action notices sent by the school. The 3 here means 3 notices pending your response.' (pointing to the 'To Do' badge), 'Your credentials & profile is shown here' (pointing to the parent's name), and 'This section gives information about your child's profile, learning goals, attendance, etc.' (pointing to the At a Glance/Profile section). Another callout says 'Click on your child(s) name to switch & view their details' (pointing to the student's name).

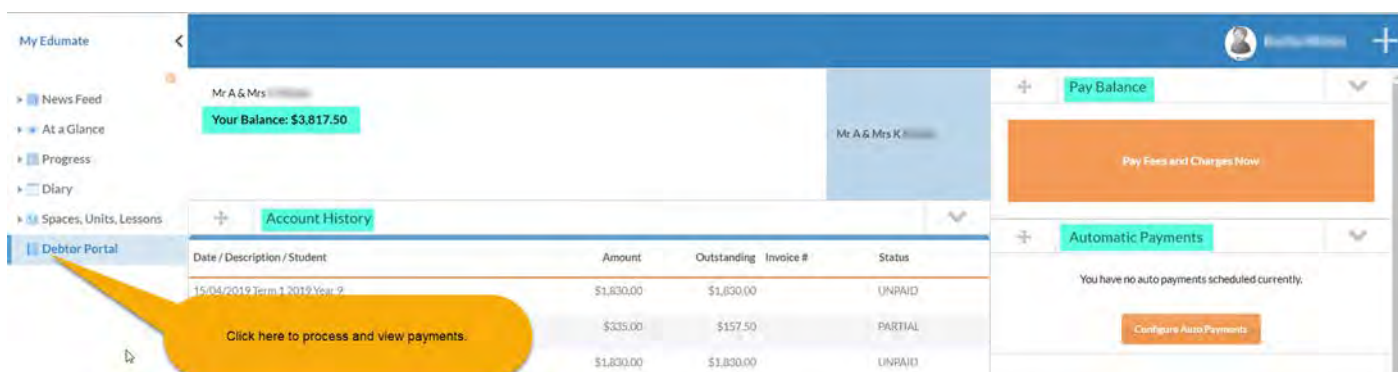
- **Progress:** Click here to view your child(s) assigned tasks & Academic Reports.

The screenshot shows the 'Progress' section of the Edumate Parent Portal. The sidebar menu is the same. The main content area has tabs for 'Upcoming Tasks', 'Past Tasks', and 'Academic Reports'. The 'Upcoming Tasks' tab is active, showing a table of tasks. A callout says 'Click here to view your child(s) assigned tasks & Academic reports.' (pointing to the Progress tab). Another callout says 'Click here to view your child(s) Learning Tasks.' (pointing to the 'View upcoming tasks by course' link). A 'My Learning Tasks' pop-up window is open, showing a table of learning tasks. The table has columns: Date Due, Title, Course, and Category. The tasks listed are: 'Speaking Task' (English Year 7), 'Oral Task' (History Year 7), 'Research Project' (Science Year 7), 'Gospel Reflection' (Christian Studies Year 7), and 'Objects, Body of Work and VAPD - Date T...' (Visual Arts Year 7). The 'My Learning Tasks' window also has a search bar and a 'View upcoming tasks by course' link.

- **Diary:** Click here to view your child's events, calendar and timetable.



- **Debtor Portal:** Click here to make process payments, view financial balance, statements and set up automatic payments and debits.



**Paying Fees & Charges:** Your College/School offers you the ability to pay for any school fees and charges at any time, anywhere through the **Parent Portal**.

The debtor portal provides parents with flexibility for managing your school accounts. At any time, transactions can be viewed and payments made as a One-Off payment or establish instalments for payment by direct debit.

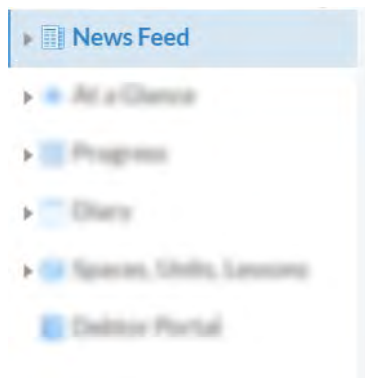
Payment Method	Features	Surcharge
BPAY	Pay using the BPAY code on your invoice	No fees
Direct Debit	Via Edumate Portal only - Once off or via instalments	No fees
Credit Card	Via Edumate Portal only - Once off or via instalments	0.9%

## MENU NAVIGATION:

### News Feed

The 'News Feed' is a single, consolidated location for parents and carers to review posts created by the School.

**Please Note:** It is the parent and carers responsibility to check these messages regularly.



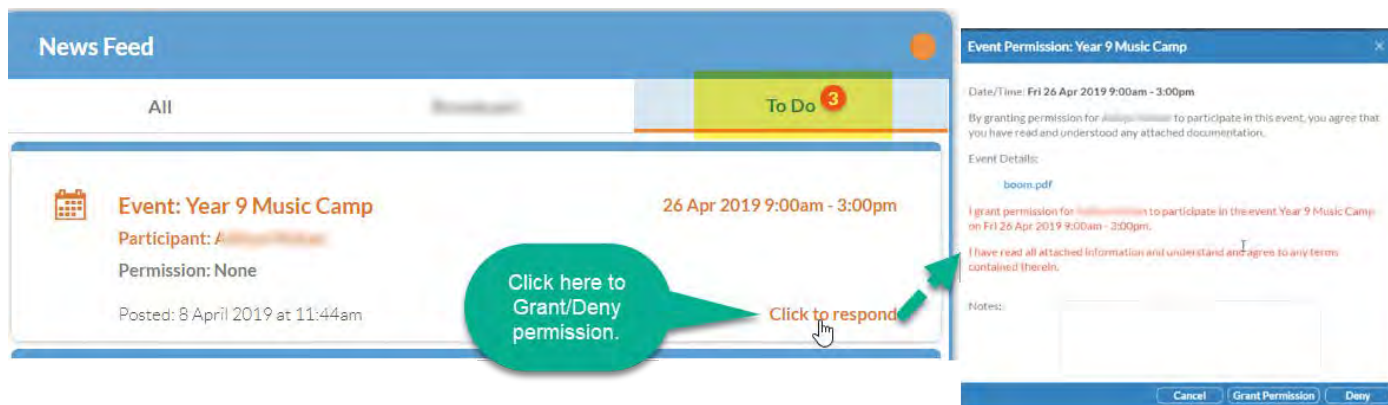
News Feed will display:

- all **broadcasted** messages
- All **unactioned To Do** messages such as:
  - student absence response requests and attendance alerts.
  - appointment requests from staff.
  - unactioned requests for event permissions.

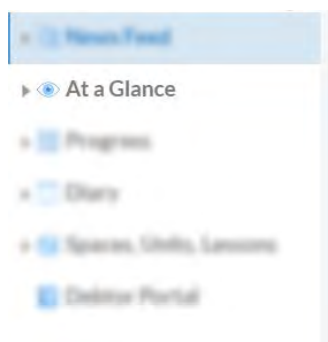
### To Do Tab

This is part of the 'News Feed' and contains **unactioned** requests from the school. Actions may include

- Student Absences explanation request.
- Event Permissions.
- Appointment Requests.



### At a Glance/Profile



At a Glance provides access to general information about your child and is split into 3 sections – **General, Attendance and Wellbeing.**



## General Profile

The General section displays your child's student information such as Student Number, Email, House and Tutor. Your child's list of Current Classes along with the assigned teacher is displayed.

**At a Glance/Profile**

**Student 1** **Student 2**

**Kisha Mahan** [View Kisha Mahan's timetable](#)

Current 2019 Year 7

**General**

Student Number: 34037  
 Student Email: kisha.mahan@nsw.edu.au  
 House: Wilberforce  
 Tutor: Pastoral Care Year 7 Wil2

**Current Classes**

Class	Staff Name
HICES Debating Middle Division B Team 2019	Mr D. Gawthorne
History Year 7 AR	Mrs E. Chandrakumar

## Attendance Profile

The attendance section will show you any **absence notifications** including those that need action/verification. There is a full **absence history** and **detailed attendance information** to keep parents informed of student attendance.

**At a Glance/Profile**

**Student 1** **Student 2**

**Kisha Mahan** [View Kisha Mahan's timetable](#)

Current 2019 Year 7

**Attendance**

**Absence Notifications**

There are no unexplained or unverified recent absences at this time

**Absence History**

Date	Absence	Reason	
15/02/2019	Whole day	Sick (S)	via Portal
12/02/2019	Partial (arr: 08:11 AM)	Leave -Family Business (L)	Note from Carer
07/02/2019	Whole day	Late/Signin UNEXPLAINED(r...	None provided

**Attendance Details**

[Click to view](#)

## Absence Notifications

Parents and carers can submit absence notifications along with a valid explanation reason for the school to review and approve. The notice only appears when there are unexplained or unverified absences awaiting a response by a parent or carer.

Please click on ***“Recent unexplained absences exist. Click to submit carer explanation/s”***

Select the date, reason and add a valid explanation and click the **submit** button. This will send the absence response to the school for approval to add to the student record.

The screenshot shows the 'At a Glance/Profile' section of the Parent Portal. Under the 'Attendance' tab, there is a notification: 'Recent unexplained absences exist. Click to submit carer explanation/s'. A green arrow points from this notification to a modal form titled 'Submit Absence Explanation/s'. The modal form contains the following fields and instructions:

- Student absences require an explanation verified by a carer to be provided promptly.
- 1. Select date/s of an absence:  
☒ 30/07/2019 (Whole day)
- 2. Apply reason for the absence and add details as required.  
Sick (S) [dropdown menu]  
Full [text input field]

At the bottom of the modal, there are three buttons: 'Cancel', 'Submit and do more', and 'Submit and close'. A green 'G' icon is visible in the bottom right corner of the modal.

The absence explanation notice is usually sent if a student signs in late, stating an appointment however no parent advice has been received. This verification process takes the place of a written note or email regarding your child's absence. Once you have verified your child's absence and clicked saved, you **DO NOT** need to send a written note to the school.

**Please Note:** Parents and carers have **7 days** to verify an absence, as per the regulations outlined by the Board of Studies. You will receive an email notification to verify any unverified absence on the day of absence, as well as on the 5<sup>th</sup> and 7<sup>th</sup> day thereafter. Should you fail to verify the absence within the 7 days, please contact the school to discuss this further.

## Absence History

You can access your child's past records of attendance.

Absence History			
Date	Absence	Reason	Verification
15/02/2019	Whole day	Sick (S)	via Portal
12/02/2019	Partial (arr: 08:11 AM)	Leave -Family Business (L)	Note from Carer
07/02/2019	Whole day	Late/Signin UNEXPLAINED(r...	None provided

## Attendance Details

You can view the history of your child's attendance details.

**At a Glance/Profile**

Current 2019 [View timetable](#)

General **Attendance** Wellbeing

There are no unexplained or unverified recent absences at this time

**Attendance Details**

[Click to view](#) Select to review attendance across dates

**View Student Attendance**

**View Student Attendance**

Student Attendance

Show [View By Student](#)

Filter By Date From  To  Input date parameters to review

Student

[Refresh List](#) [Show Absences Only](#)

Date	Info	Day	B4	HR	1	2	AR	3	4	LA	LB	5	6	Bus	Events
/2019 Wed	2019 Kindergarten	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Wellbeing Profile

The wellbeing section gives you information about your child's incidents and actions taken to address the incident at school. The various tabs here will contain their appropriate records and details should there be one.

## SickBay/Medications

You can view your child's Sickbay incidents occurred at school along with the Medications administered to them.

## Awards/Disciplines

You can view any awards and disciplinary actions received by your child.

### At a Glance/Profile

**Student 1** **Student 2**

Click on the child's name to view their profiles.

[View](#) [timetable](#)

[General](#) [Attendance](#) **Wellbeing**

### SickBay/Medications

**Sickbay** Medications Administered

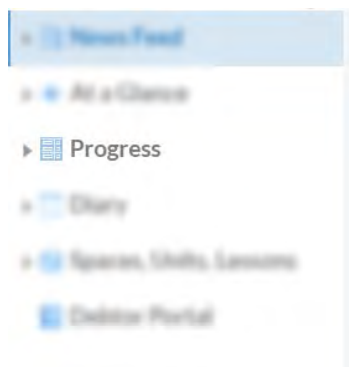
Date	Time In	Time Out	Reason	Attended By
No sick bay recorded at present				

### Awards/Disciplines

**Awards Received** Disciplines

Date	Award Name	Reason	Staff Member	Points
21/02/2019	Positive Learning Merit - P...	Positive Learning - Persist	Elizabeth Ford	0

## Progress



You can see details of upcoming tasks, recent tasks (including results and feedback), past tasks and Academic Reports in the Progress section.

To view all tasks that have been set for a specific course, use the **“View upcoming tasks by course”**.

Click here to to display 'My Learning Tasks'.

Date Due	Task Details	Course
12 Aug 2019	Design Portfolio	Technology Mandatory: Timber and Design Projects Ye...
19 Aug 2019	Case Study (TBA)	PDHPE Year 7
		English Year 7
		History Year 7
		Science Year 7
		Christian Studies Year 7
		Visual Arts Year 7

View upcoming tasks by course




## Upcoming Tasks

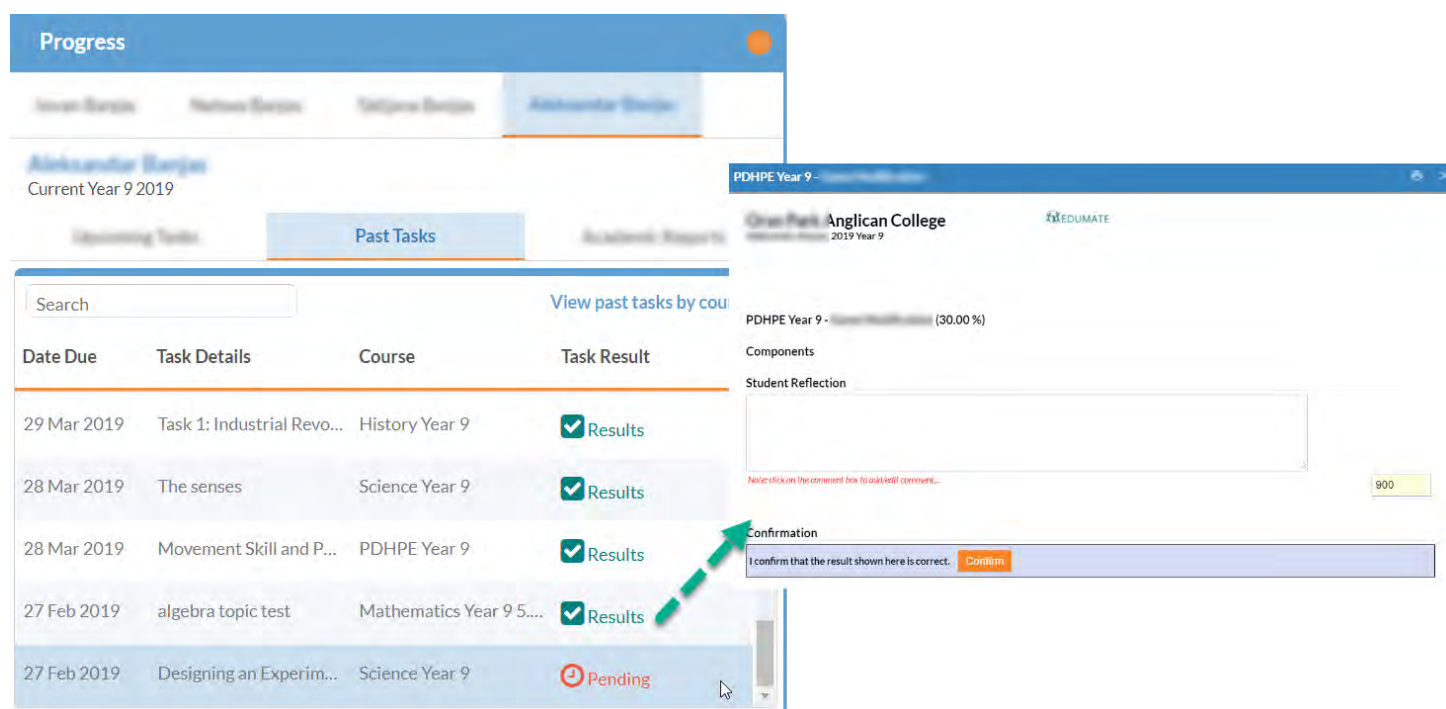
Date Due	Task Details	Course
12 Aug 2019	Design Portfolio	Technology Mandatory: Timber and ...
19 Aug 2019	Case Study (TBA)	PDHPE Year 7
2 Sep 2019	Speaking Task	English Year 7

Gives you an overview forecast of any tasks set for the future date. This allows you to be aware of assignment and task due dates.

## Past Tasks

Past tasks displays an historical view of tasks that have been completed. Parents and Carers can view task results and feedback provided by the school.






- 💡 Tasks with released results will show a  **Results**.
- 💡 Tasks with a result awaiting grading will show a  **Pending** icon.
- 💡 Clicking on the  **Results** link will open a pop up window displaying additional results of that task.



**Progress**

Current Year 9 2019

**Past Tasks**

Date Due	Task Details	Course	Task Result
29 Mar 2019	Task 1: Industrial Revo...	History Year 9	 Results
28 Mar 2019	The senses	Science Year 9	 Results
28 Mar 2019	Movement Skill and P...	PDHPE Year 9	 Results
27 Feb 2019	algebra topic test	Mathematics Year 9 5...	 Results
27 Feb 2019	Designing an Experim...	Science Year 9	 Pending

**PDHPE Year 9 - [Task Details]**

Great Park Anglican College  
2019 Year 9

PDHPE Year 9 - [Task Details] (30.00 %)

Components

Student Reflection

900

Confirmation

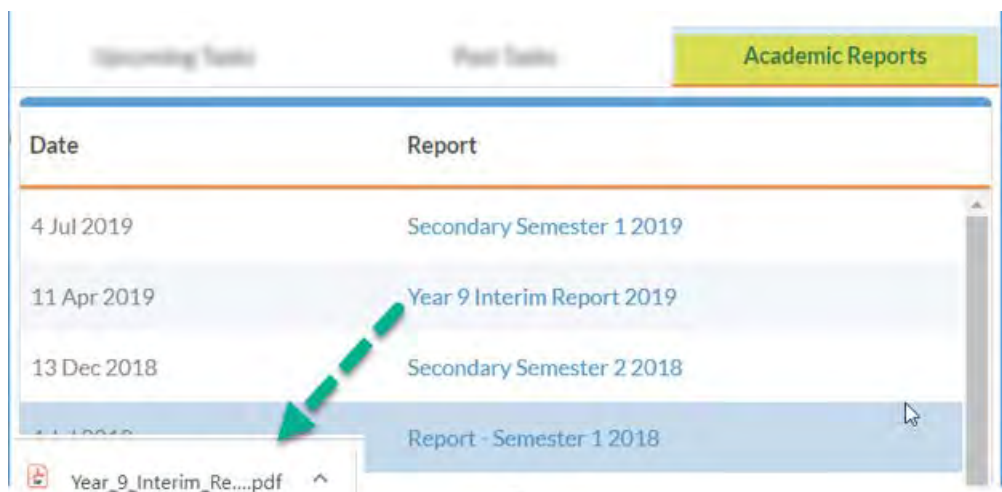
I confirm that the result shown here is correct. **Confirm**

## Academic Reports

The Progress section holds a historic view of your child's reports.

Parents and Carers can download semester and interim reports issued by the school in pdf format.

For any queries relating to the Academic Report, please kindly contact the School to assist.

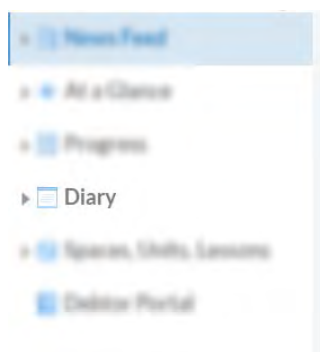


**Academic Reports**

Date	Report
4 Jul 2019	Secondary Semester 1 2019
11 Apr 2019	Year 9 Interim Report 2019
13 Dec 2018	Secondary Semester 2 2018
	Report - Semester 1 2018

Year\_9\_Interim\_Re....pdf

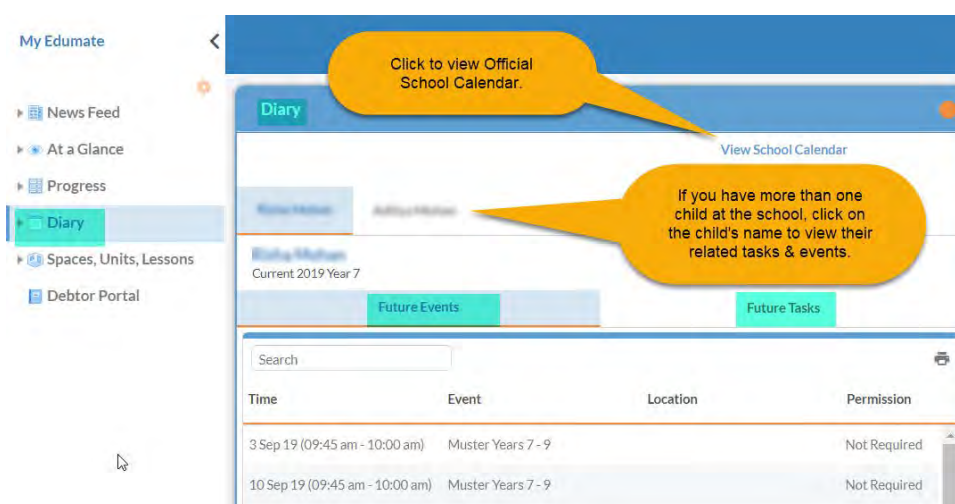
## Diary



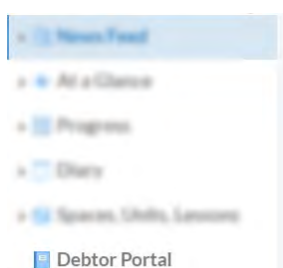
The Diary section shows information about dates for activities in the school:

- The official school calendar.
- The student's Diary.
- List of future event and future tasks for their student's.

**Please Note:** Events and timetables may be subject to change. To ensure you are aware of the updated times and schedules, please review the diary.

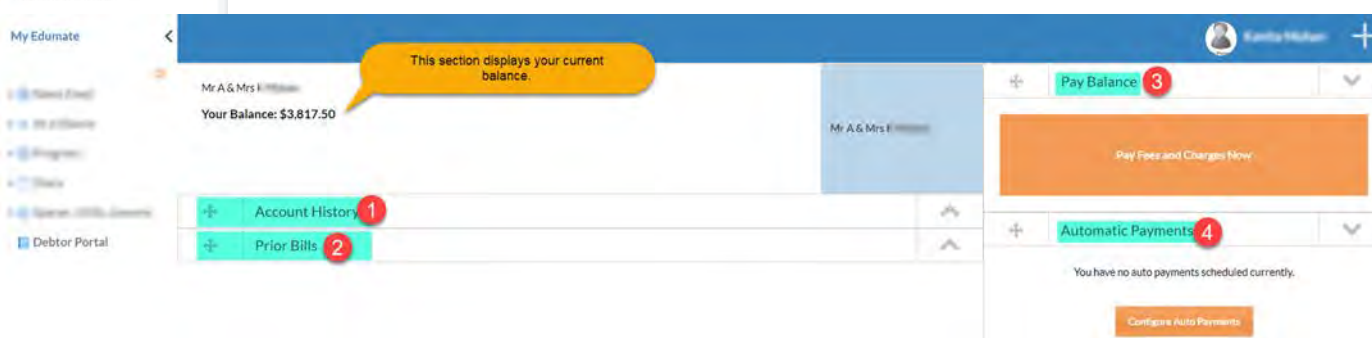


## Debtor Portal



The Debtor Portal provides parents and carers with flexibility for managing their school debtor accounts. Within the debtor portal you will find a history of your invoices and payments.

When logging into the Debtor Portal you will clearly see your current balance at the top of the screen as the total outstanding balance.





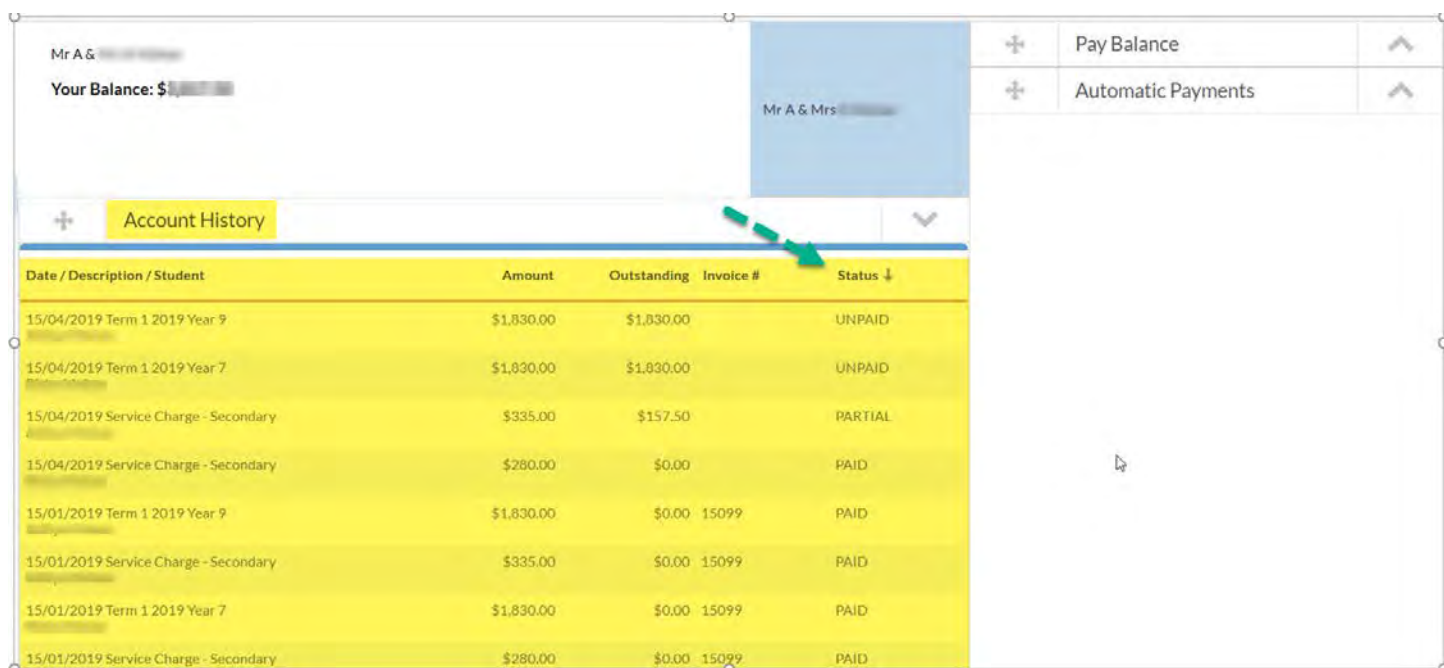
The **Account History** section lists all the transactions for your account(s) to which you are logged-in as a title holder.

1. The **Prior Bills** section lists all the recent/past bills that have been generated and sent/mailed to the debtor. These can be downloaded anytime from here if needed.
2. The **Pay Balance** section displays a button “**Pay Fees and Charges Now**”, to make a once-off payment.
3. The **Automatic Payments** section displays both the status of the payment schedule feature (if one is active) and a button “**Configure Auto Payments**” to setup a new automatic payment schedule.

## Account History

This section provides a full financial history with all your transactions and payments listed here. If transactions have been invoiced, the number of the invoice to which they are related to is also displayed. Transaction charges that have not yet been invoiced can be viewable here as well.

The ‘**Status**’ column indicates whether the transaction is PAID, PARTIAL (partially paid) or UNPAID. If the transaction shows ‘PARTIAL’ (i.e. partially paid), the ‘Outstanding’ column displays the portion of the amount that is still due.



Date / Description / Student	Amount	Outstanding	Invoice #	Status
15/04/2019 Term 1 2019 Year 9	\$1,830.00	\$1,830.00		UNPAID
15/04/2019 Term 1 2019 Year 7	\$1,830.00	\$1,830.00		UNPAID
15/04/2019 Service Charge - Secondary	\$335.00	\$157.50		PARTIAL
15/04/2019 Service Charge - Secondary	\$280.00	\$0.00		PAID
15/01/2019 Term 1 2019 Year 9	\$1,830.00	\$0.00	15099	PAID
15/01/2019 Service Charge - Secondary	\$335.00	\$0.00	15099	PAID
15/01/2019 Term 1 2019 Year 7	\$1,830.00	\$0.00	15099	PAID
15/01/2019 Service Charge - Secondary	\$280.00	\$0.00	15099	PAID

## Multiple Debtor Accounts

If you have more than one debtor account (for example, you may have a responsibility to pay fees for children from more than one relationship who are all students at the school) you can view transactions from all debtor accounts.



Toggle here to switch between debtor accounts (only available for multiple account holders).

The arrow when clicked allows to view /close further details.

Date / Description / Student	Amount	Outstanding	Invoice #	Status
15/04/2019 Term 1 2019 Year 9	\$1,830.00	\$1,830.00		UNPAID
15/04/2019 Service Charge - Secondary	\$335.00	\$157.50		PARTIAL
15/04/2019 Term 1 2019 Year 7	\$1,830.00	\$1,830.00		UNPAID
15/04/2019 Service Charge - Secondary	\$280.00	\$0.00		PAID



## Prior Bills

Previous payments and invoices are viewable in the Prior Bills section. Simply click on the Download link as shown below to download a copy of an invoice.

Prior Bills				
Invoice	Date Sent	Date Due	Amount	Download
400047197	15/01/2019	01/02/2019	3817.5	Download
400045893	02/10/2018	19/10/2018	0	Download
400043434	09/07/2018	27/07/2018	0	Download
400042087	17/04/2018	04/05/2018	0	Download
400040694	15/01/2018	09/02/2018	0	Download
400039363	03/10/2017	13/10/2017	0	Download
400038091	03/07/2017	21/07/2017	0	Download
400036800	10/04/2017	28/04/2017	0	Download
400036800	10/04/2017	28/04/2017	0	Download
400035524	09/01/2017	03/02/2017	0	Download
400034289	04/10/2016	14/10/2016	1590	Download
400033117	11/07/2016	22/07/2016	0	Download
400031913	18/04/2016	29/04/2016	1590	Download
Show LESS				

## Pay Balance

There are multiple forms of payment means available within the Debtor Portal. Below outlines One-Off Credit or Debit Card payments as well as setting up Direct Debits.

### Once-Off Payments – Credit and Debit Card Payments

To make a payment, click on the button “Pay Fees and Charges Now” and select a payment method.

Mr A & Mrs B  
Your Balance: \$0

Mr A & Mrs B

Account History

Prior Bills

Invoice	Date Sent	Date Due	Amount	Download
400047197	15/01/2019	01/02/2019	3817.5	Download
400045893	02/10/2018	19/10/2018	0	Download
400043434	09/07/2018	27/07/2018	0	Download
Show ALL				

Pay Balance

Pay Fees and Charges Now

Automatic Payments

You have no auto payments scheduled currently.

Complete Auto Payments

### PAYMENT METHOD

Choose a payment method

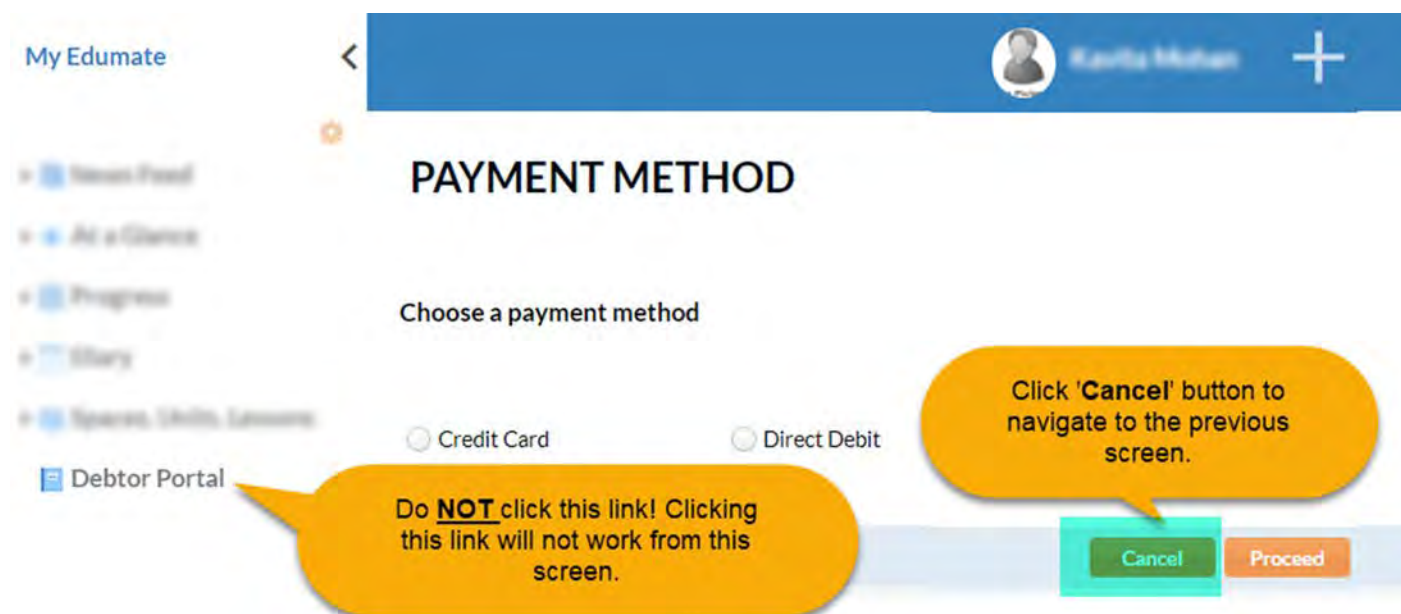
Credit Card

Direct Debit

Cancel

Proceed

**Tip:** If you wish to navigate to the 'Debtor Portal' screen again, press the **Cancel** button. Clicking on the "Debtor Portal" link on the left side pane will not navigate you back to the Debtor Portal.



**PAYMENT METHOD**

Choose a payment method

☐ Credit Card ☐ Direct Debit

Do **NOT** click this link! Clicking this link will not work from this screen.

Click 'Cancel' button to navigate to the previous screen.

Cancel Proceed

## Paying by a Credit Card

Selecting '**Credit Card**' as a payment method allows you to select the transactions you wish you pay, as well as choose voluntary donations to add to your one-off payment. Transactions can be fully or partially paid. Once you select 'Credit Card', then click the button "Proceed".

The '**Make a Payment**' screen lists all your unpaid or partially paid transactions. Choose an amount to pay by clicking on the corresponding tick box in the 'Pay Today' column. You will notice that the 'Total to Pay Today' amount will be updated relative to the corresponding transaction(s) selected/unselected.

## MAKE A PAYMENT

### 1. Fees and Charges

Date / Description / Student	Total Amount	Outstanding	Invoice #	Pay Today	Amount to Pay Today
2019-04-15 Term 1 2019 Year 9	1830.00	1830.00		<input checked="" type="checkbox"/>	1830.00
2019-04-15 Service Charge - Second...	335.00	157.50		<input type="checkbox"/>	100.00
2019-04-15 Term 1 2019 Year 7	1830.00	1830.00		<input type="checkbox"/>	1830.00

Double click to amend.

**Total to pay today** **\$1,830.00**

Cancel Next

Partial payments against a line item can be made by double-clicking on the figure in the 'Amount to Pay Today' column and entering in a different value. Click the 'Next' button to progress to the next step.

Voluntary Contributions may be opted to pay from here:

## MAKE A PAYMENT

### 2. Voluntary Donations

Donation	Pay Today	Amount to Pay Today
Voluntary Building Fund Donation	<input type="checkbox"/>	80.00
Voluntary Library Fund Donation	<input type="checkbox"/>	30.00

**Total** \$0.00

Finalize your payment by entering your card details and click the button "Pay Now".

## MAKE A PAYMENT

### 3. Finalise Credit Card Payment

You are making the following payments...

Total fees and charges: \$1,830.00

Total donations: \$30.00

Credit Card Surcharge: \$16.74

**Total Payment Amount: \$1,876.74**

Fill in your Credit Card Details.

Card number:  Expiry month:  Expiry year:  CCV #:

Cancel

Pay Now

## Paying by Direct Debit

Selecting '**Direct Debit**' as a payment method allows you to make a one-off direct debit payment against the total outstanding balance. Once you select 'Direct Debit', click the button "Proceed".

**Note:** If you are already paying in instalments by direct debit, the **same** bank account details are used to debit the additional once-off payment.

The '**Make a Payment**' screen lists all unpaid or partially paid transactions. Choose an amount to pay by clicking on the corresponding tick box in the 'Pay Today' column. The 'Total to Pay Today' amount will be updated relative to the corresponding transaction(s) selected/unselected.

Partial payments against a line item can be made by double-clicking on the figure in the 'Amount to Pay Today' column and entering in a different value.

## MAKE A PAYMENT

### 1. Fees and Charges

Date / Description / Student	Total Amount	Outstanding	Invoice #	Pay Today	Amount to Pay Today
2019-04-15 Term 1 2019 Year 9	1830.00	1830.00		<input checked="" type="checkbox"/>	1830.00
2019-04-15 Service Charge - Second...	335.00	157.50		<input type="checkbox"/>	100.00
2019-04-15 Term 1 2019 Year 7	1830.00	1830.00		<input type="checkbox"/>	1830.00

**Total to pay today** **\$1,830.00**

Click the 'Next' button to progress to the next step.

Voluntary Contributions may be opted to pay from here:

## MAKE A PAYMENT

### 2. Voluntary Donations

Donation	Pay Today	Amount to Pay Today
Voluntary Building Fund Donation	<input type="checkbox"/>	80.00
Voluntary Library Fund Donation	<input type="checkbox"/>	30.00

**Total** **\$0.00**

Fill in the bank account details from which the deduction should be debited. Please **read the terms and conditions** outlined before proceeding to select "I agree".

Click the 'Pay Now' button to finalise your request.



## MAKE A PAYMENT

### 3. Finalise Direct Debit Payment

You are making the following payments...

Total fees and charges: \$1,830.00

Total donations: \$0.00

**Total Payment Amount: \$1,830.00**

Request and Authority to debit the account named below to pay

Thomas Hassall Anglican College APCA ID [REDACTED]

Please enter BSB and account details as numbers only, with no dashes

BSB:

Account#:

Account Name:

Fill in your bank details from which you require the amount to be debited.

This debit or charge will be made through the Bulk Electronic Clearing System Framework (BECS) from your account held at the financial institution you have nominated and will be subject to the terms and conditions of the Direct Debit Request Service Agreement

Please read the DD service agreement before agreeing to it.

☐ I agree to the terms and conditions outlined in the Direct Debit Request Service Agreement

[View the Direct Debit Service Agreement](#)

Cancel

Pay Now

## Automatic Payments

Setting to pay by Direct Debit payments for the **first time**:

Depending on the instalment calculation method chosen, either tuition fees only or the total debtor balance can be paid in instalments by direct debit.

To set up regular payments through Direct Debit for the **first time**, click on the button '**Configure Auto Payments**' to set up this facility.

Mr A & Mrs [REDACTED]	Mr A & Mrs [REDACTED]	+ Pay Balance	▼
Your Balance: \$[REDACTED]		Pay Fees and Charges Now	
+ Account History	▲	+ Automatic Payments	▼
+ Prior Bills	▲	You have no auto payments scheduled currently.	
		Configure Auto Payments	

**Tip:** If by any chance you DO NOT see this button '**Configure Auto Payments**', please click the arrow as shown here.

+ Automatic Payments	▲
----------------------	---

If you DO NOT see the 'Configure Auto Payments', please click this arrow button!



In the Direct Debit Request screen, tick the '**Enable Automatic Payments**' to reveal the automatic payment option.

**DIRECT DEBIT REQUEST**

☐ Enable Automatic Payments

Cancel Save

Payment method and frequency options are displayed for selection.

☒ Enable Automatic Payments

How would you like to pay?

Payment Method: ☐ Bank account ☐ Credit card

**Payment Options**

Frequency: ☐ Balance Due ☒ Quarterly ☐ Monthly ☐ Fortnightly ☐ Weekly

Calculated Instalment Amount: To be calculated Calculate

**Optional Item Selections**

Item	Add to Each Instalment	Amount - Click to Change
Voluntary Building Fund Donation	<input type="checkbox"/>	\$80.00
Voluntary Library Fund Donation	<input type="checkbox"/>	\$30.00

Top Up Amount: On top of your calculated instalment amount, the top up can be used to cover any incidentals

Total Instalment Amount: **\$0.00** The Total Amount will be displayed here

Cancel Save

## Change Direct Debit Instalments

If auto payments are already activated, the screen will display the **frequency** and **amount** currently being paid. Click on the '**Configure Auto Payments**' button to change these settings.

Mr A & Mrs B (Student)

Your Balance: \$3,817.50

Pay Balance

Pay Fees and Charges Now

**Account History**

Date / Description / Student	Amount	Outstanding	Invoice #	Status
15/04/2019 Term 1 2019 Year 9	\$1,830.00	\$1,830.00		UNPAID
15/04/2019 Service Charge - Secondary	\$335.00	\$157.50		PARTIAL

This message will be displayed when an active instalment is in place.

**Automatic Payments**

You have a payment scheduled.  
Frequency: Fortnightly.  
Amount: 725.00

Configure Auto Payments

The current settings are again displayed in the Direct Debit Request screen and options for changing these.

**DIRECT DEBIT REQUEST**

**Current auto payment method:**  
Fortnightly payment of 725.00  
To change your settings use the form below:

☒ Enable Automatic Payments

**How would you like to pay?**  
☐ Bank account ☐ Credit card

**Payment Frequency**  
☐ Balance Due ☐ Monthly ☐ Fortnightly ☐ Weekly

**Instalment Amount:** To be calculated  
Calculated automatically based on your fees payable, subject to change as your fee commitment changes

**Top Up Amount:**  
On top of your calculated instalment amount, the top up can be used to cover any incidentals

## Configuring Direct Debit Instalments Settings

The direct debit facility can be activated by clicking on the tick next to **'Enable Automatic Payments'**. Clicking on the **'Bank Account'** option will reveal fields for entering bank account details.

**Direct Debit Service Agreement**

PCA ID 067084 & ABN 63 544 529 806. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

Definitions	
<b>account</b>	means the account held at your financial institution from which we are authorised to arrange for funds to be debited.
<b>agreement</b>	means this Direct Debit Request Service Agreement between you and us.
<b>banking day</b>	means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
<b>debit day</b>	means the day that payment by you to us is due.
<b>debit payment</b>	means a particular transaction where a debit is made.
<b>direct debit request</b>	means the Direct Debit Request between us and you.
<b>us or we</b>	means Sydney Anglican Schools Corporation, (the Debit User you have authorised by requesting a Direct Debit Request.
<b>you</b>	means the customer who has signed or authorised by other means the Direct Debit Request.
<b>your financial institution</b>	means the financial institution nominated by you.

**Check this box if you accept to Direct Debit agreement.**

**Payment Options**

**Frequency:** Balance Due (NEW)

**Calculated Instalment Amount:** To be calculated

**Optional Item Selections**

There is an active link for displaying the **Direct Debit Service Agreement** as well as a corresponding tick box to confirm agreement with the terms and conditions set out in the agreement. It is mandatory to accept the conditions before you proceed.

Choosing the **'Credit Card'** option will display fields for entering in card details.

In the Payment Frequency section of the screen, select the desired frequency of payment.

**DIRECT DEBIT REQUEST**

☒ Enable Automatic Payments

**How would you like to pay?**

Payment Method: ☐ Bank account ☒ Credit card

Card number:  Expiry month:  Expiry year:  Account Name:

Card Type: ☐ VISA ☐ Mastercard ☐ AMEX

**Payment Options**

Frequency: ☐ Balance Due ☐ Quarterly ☐ Monthly ☐ Fortnightly ☐ Weekly

Calculated Instalment Amount: To be calculated

The **'Balance Due'** option will automatically debit the balance that appears on each invoice on the due date that is on the same invoice.

**Payment Options**

Frequency: ☒ Balance Due ☐ Quarterly ☐ Monthly ☐ Fortnightly ☐ Weekly

Processed on the due date of your current invoice

Calculated Instalment Amount: To be calculated

Further options allow you to set the day that funds will be debited.

Select the desired frequency option suitable for you: **Quarterly, Monthly, Fortnightly & Weekly.**

**Payment Options**

Frequency: ☐ Balance Due ☒ Quarterly ☐ Monthly ☐ Fortnightly ☐ Weekly

Q1 - Pay on:  of

Q2 - Pay on:  of

Q3 - Pay on:  of

Q4 - Pay on:  of

Calculated Instalment Amount: To be calculated

**Payment Options**

Frequency: ☐ Balance Due ☐ Quarterly ☐ Monthly ☒ Fortnightly ☐ Weekly

Day of the week:

Calculated Instalment Amount: To be calculated

**Payment Options**

Frequency: ☐ Balance Due ☐ Quarterly ☒ Monthly ☐ Fortnightly ☐ Weekly

On file:

Day of the week:

Calculated Instalment Amount: To be calculated

**Payment Options**

Frequency: ☐ Balance Due ☐ Quarterly ☐ Monthly ☐ Fortnightly ☒ Weekly

Day of the week:

Calculated Instalment Amount: To be calculated

Optional Item Selections

Voluntary '**Optional Items**' can be selected if desired.

The screenshot shows a web form for payment options. The 'Payment Options' section includes radio buttons for frequency (Monthly is selected), dropdowns for 'On the' (1st) and 'Day of the week' (Monday), and a 'Calculate' button. The 'Optional Item Selections' section is a table with columns for 'Item', 'Add to Each Instalment', and 'Amount - Click to Change'. It lists 'Voluntary Building Fund Donation' (\$80.00) and 'Voluntary Library Fund Donation' (\$30.00). Below the table is a 'Top Up Amount' field (30) and a 'Total Instalment Amount' field (\$110.00). Callouts explain the frequency selection, the checkbox for voluntary items, and the total amount calculation. 'Cancel' and 'Save' buttons are at the bottom right.

**Payment Options**

Frequency: ☐ Balance Due ☐ Quarterly ☒ Monthly ☐ Fortnightly ☐ Weekly

On the: 1st

Day of the week: Monday

Calculated Instalment Amount: To be calculated **Calculate**

**Optional Item Selections**

Item	Add to Each Instalment	Amount - Click to Change
Voluntary Building Fund Donation	<input checked="" type="checkbox"/>	\$80.00
Voluntary Library Fund Donation	<input type="checkbox"/>	\$30.00

Top Up Amount: 30

On top of your calculated instalment amount, the top up can be used to cover any incidentals

Total Instalment Amount: \$110.00

The Total Amount will be calculated and displayed here.

**Cancel Save**

The '**Optional item Selections**' part of the screen provides the option of adding to the direct debit instalments as a regular donation to the Building and/or Library fund(s). This can be deactivated by the parent or carer at any time by deselecting the option 'Add to Each Instalment'.

The column '**Amount – click to Change**' can be modified by clicking on the dollar amount at any time.

An amount can optionally be entered into the '**Top Up Amount**' field to pay charges (non-tuition fee transactions) in instalments, instead of paying these as a one-off payment.

**Important Note:** The **Top Up Amount** will continue to be debited in addition to tuition fee instalments until this is removed from the direct debit settings.

Click on the '**Save**' button to upload the credit card/bank account details. This is an **important step** for processing your payments.



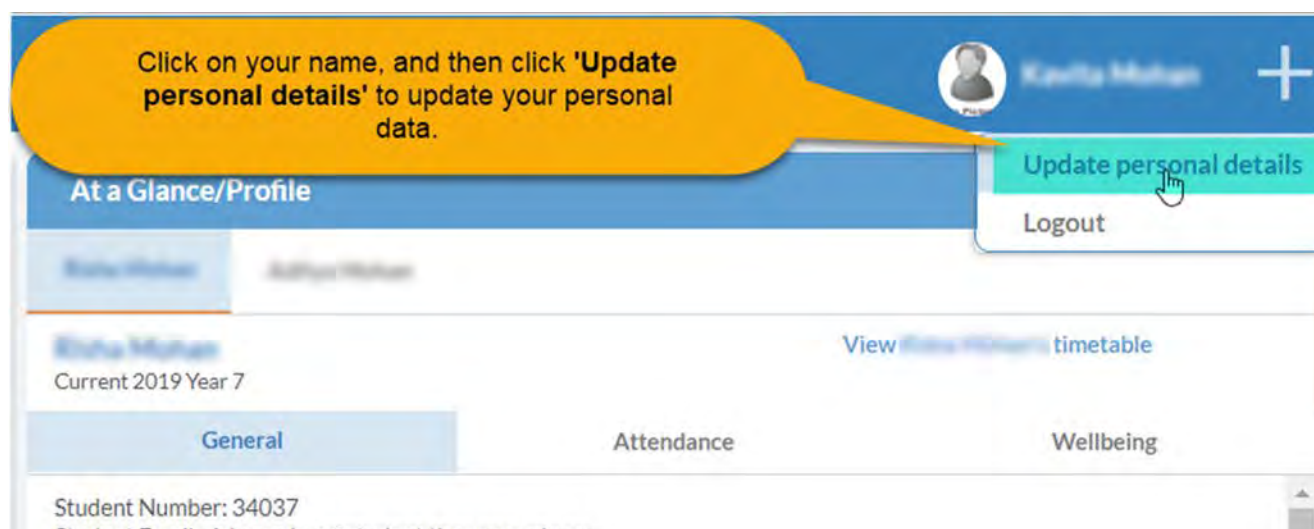
## Integrity & Security

Parents and carers can change personal information, approve attendance for events, provide absence verifications and operate on a linked debtor account. The integrity of the password is key to the security of the transactions with the school.

Each parent or carer (**not each family**) has their own password, which once reset, becomes the parent or carer's responsibility to keep secure, including changing it when it is compromised.

## Update Personal details

You may change your personal details at any time by clicking on your name at the top right-hand corner.



## My Details

Personal

Work

Relationships

My Child Details

First Name\*

Other Names:

Surname\*

Preferred Name:

Pronounced Name:

Salutation:

Rank:

Photo:

No Picture

Birthdate:

**Please Note:** All changes made are **subject to approval** of the school administrator. You are only allowed to change certain editable information. All greyed out information is not amendable due to security reasons. Should these need to be updated, please contact the school to discuss this further.



Details submitted as at 05/08/2019. These can not be updated until approved.

### My Details

Personal | School | Relationships | **My Child Details**

PHOTO: No Picture

FORM: Current 2019 Year 7, START DATE, TEACHERS

TUTOR: Pastoral Care Year 7, W112

NOTE: Greyed out data cannot be edited.

First Name: [Greyed out], Surname: [Greyed out], Email: [Greyed out], Password: [Greyed out]

Once a change is submitted a message as shown below will be sent for approval. Please click the **Yes** button if you would like your changes updated in the school's system.

**Confirm**

? All changes will go to approval process and 'My Details' pages can't be modified until approved or declined, Do you want to submit the request? Click 'Yes' to submit request or 'No' to continue update my details.

No Yes

## Login Issues

Should you be unable to login as you may have forgotten your username and/or password, then click on the '**Can't login?**' link on the login screen. Fill in the required selection.

### Can't log in?

☒ Forgot my password ☐ Forgot my username

Enter your email address

- and -

Enter your username

Submit

### Login to Edumate

Username

Password

You should not save your password information on public or shared computers.

Login Can't login?

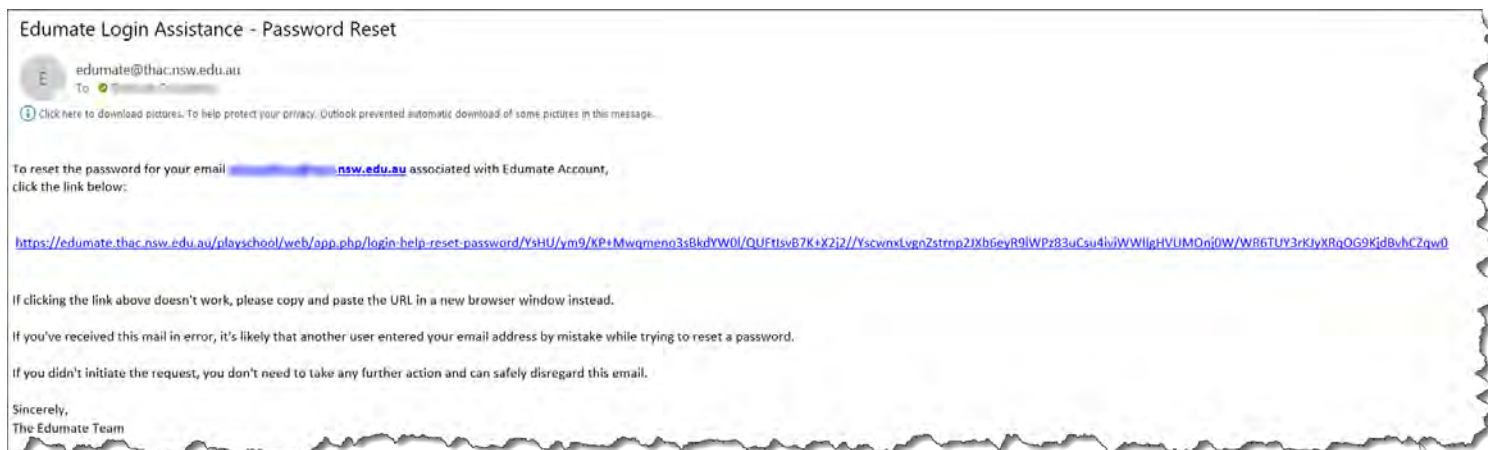
Once you enter a valid email and your username, you will receive a success message.

## We've sent password reset instructions to your email address.

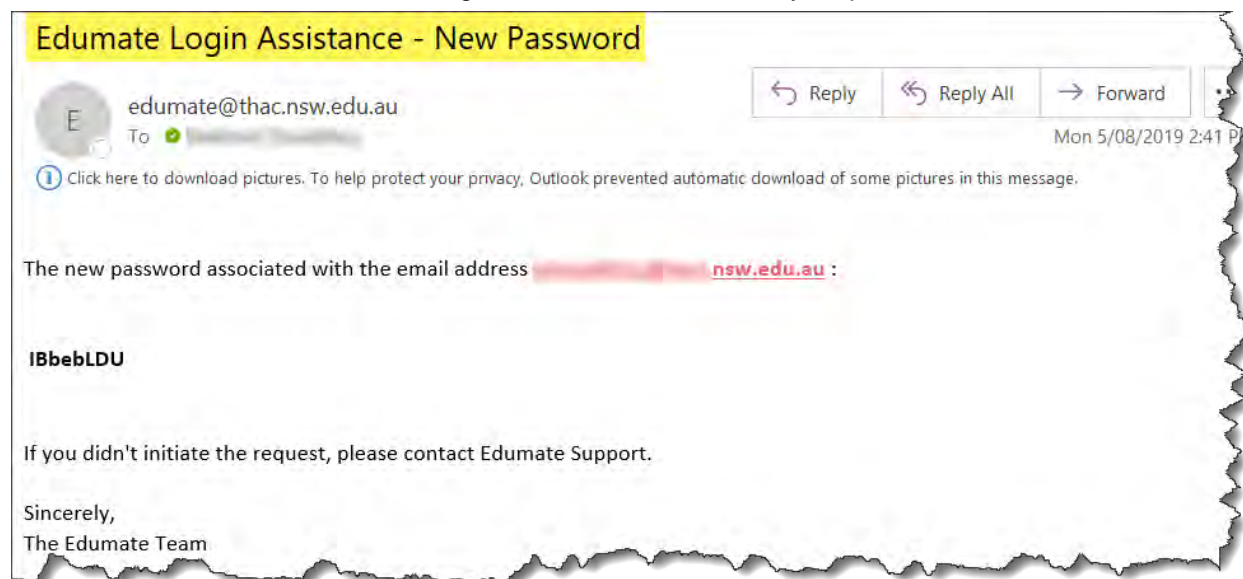
If you didn't receive the password reset email check your spam folder. If you still don't see the email, try again.

[Go to login page](#)

An email will be sent to the registered email with the relevant instructions to follow.



You will receive a further email to the registered email address with your password.



## Update / Change a Password

It is possible to make an update to your password by selecting "Change Password" under your profile name.

