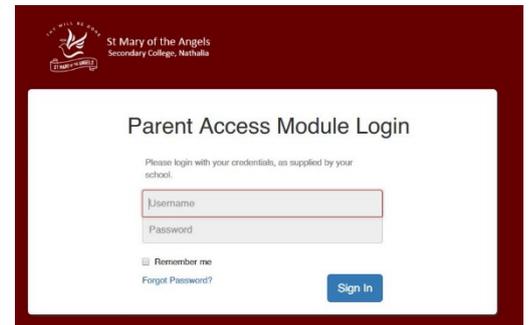




# St Mary of the Angels Secondary College

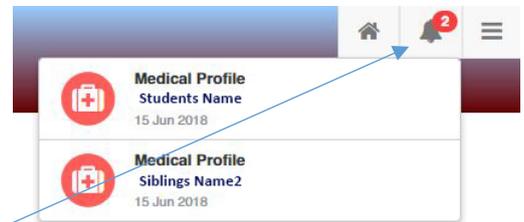
## Updating Medical Details on PAM (Parent Access Module)

**Step 1:** Type [pam.smotanathalia.catholic.edu.au](http://pam.smotanathalia.catholic.edu.au) into your internet web browser OR click on the Parent Access Module on the College's website [www.smotanathalia.catholic.edu.au](http://www.smotanathalia.catholic.edu.au) Login to your PAM Account.



**Step 2:** You may be asked to verify your email address, please ensure you complete this process in order to receive the email alerting you to any excursions that require your approval.

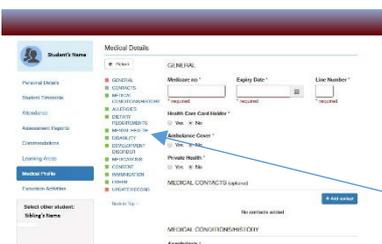
**Step 3:** When in PAM look at the bell in the top right corner. It will alert you to any information that requires your attention. You will also be sent an email alerting you to any excursion that requires your approval.



**Step 4:** To update your child(ren's) Medical details click on the bell alert in the top right hand corner. Alternatively, you can click on your child's image on the home page and then click on 'Medical Profile'

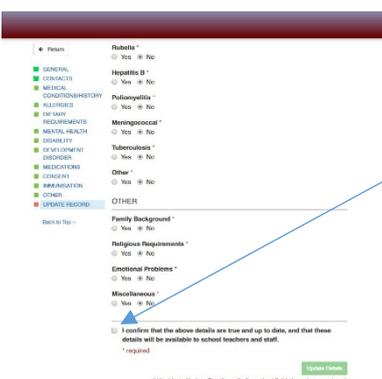


**Step 5:** Please complete each section in 'Medical details' The sections will appear green as you work through the form



**Step 6:** Please complete 'Medical details' step-by-step. The sections will appear green as you work through the form. If your child has a medical action plan you will be prompted to attach any relevant documents. Finally, confirm the 'details are true and up to date'.

***If your child's medical information alters at any time please log into PAM and amend as necessary.***



**As always, if you need any assistance logging onto /or navigating PAM please contact the College Office and speak to Kylie Palmer. If you do not have internet access a hard copy can be provided for you to complete.**