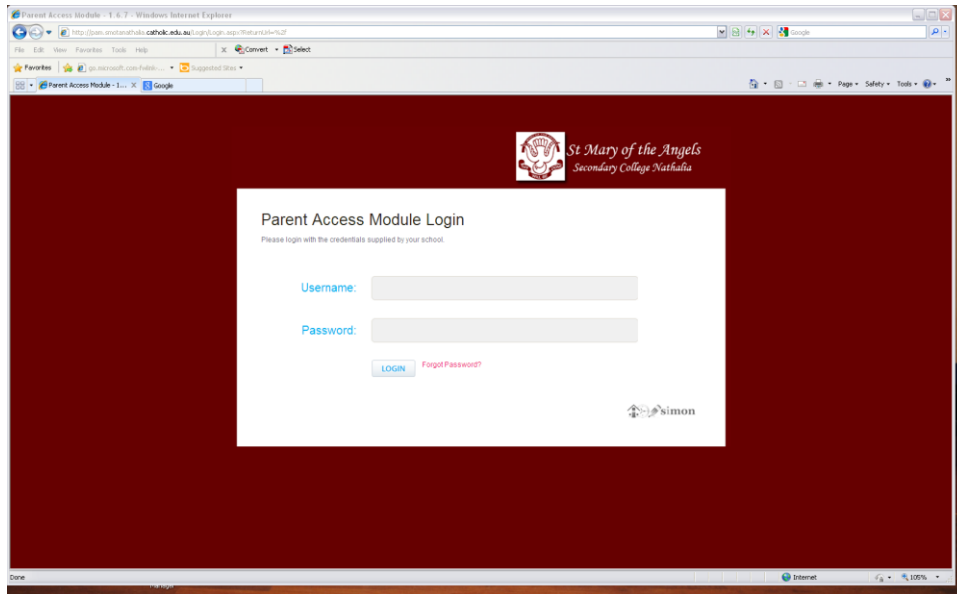




Welcome to St Mary of the Angels Secondary College PAM (Parent Access Module)

Step 1: Type 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

The screen below will load.



Step 2: The first time you login you will need to enter the Username and Password below.

PARENT ACCESS MODULE LOGIN

USERNAME:

PASSWORD:

NB. The username is not case sensitive however the password is case sensitive (the **S** is a capital letter).

Step 3: Click on 'Login'. You should now see your child(ren)'s name on photo on the screen.

Step 4: Please click on the 'My Settings' button in the burgundy banner at the top of the screen.
Enter your email address and confirm your email. Click on save.
(This email address will be used to send your password should you forget).
Please change your password and repeat in the confirm password box. Click on save.

Step 5: Return to child(ren)'s page by clicking on the 'Home' button in the burgundy banner at the top of the screen.

Step 6: Click on the box with your child's photo and name to find information such as their timetable, student assessment and reporting or Learning Areas.

PAM (Parent Access Module) will give parents and guardians immediate access to all relevant reports and current information.

ON THE HOME PAGE:

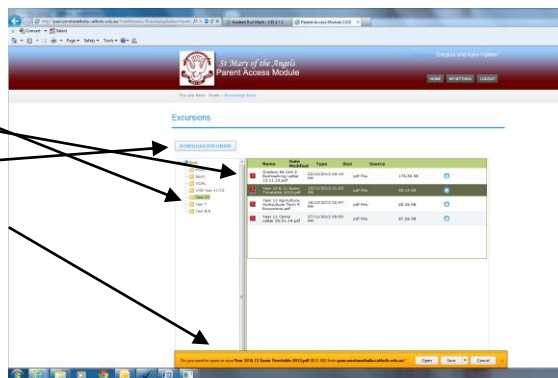
- Keep up to date with the 'Daily Messages'.
- 'Upcoming events' will display activities, excursion and important events with their dates.

KNOWLEDGE BANK:

- In the 'Knowledge Bank' you can download and print excursion letters.

To open a letter:

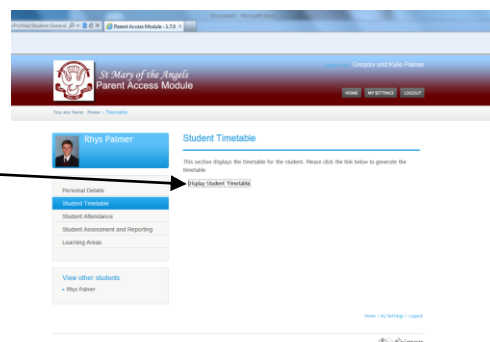
1. Click on the appropriate folder i.e. Year 7
2. Click on the document that you wish to read/print
3. Click on the 'Download Document' button.
4. Your computer may ask if you wish to Open /Save / Cancel



STUDENT TIMETABLE:

- You can see your child's timetable for the week
- The teacher for each subject.
- The times for each period.

To view your child's timetable click on 'Display Student Timetable'

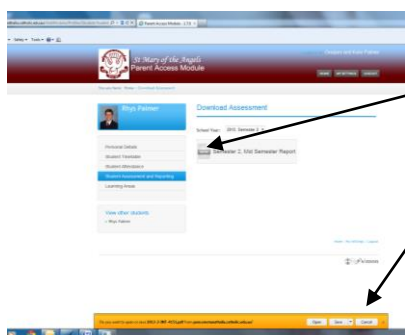


STUDENT ASSESSMENT & REPORTING:

- Your child's Semester and Interim reports will be available here.

To open the report:

1. Click on the Report Icon
2. A drop down menu will appear click on 'Open Link'
3. Your computer may ask if you want to Open/ Save/ Cancel



LEARNING AREAS:

- Tasks/Homework due dates will be available here.
- Grades and Teacher comments for completed and marked work will be available from home.