Ignatius Park College Parent Lounge User Guide

Logging In

1. Go to

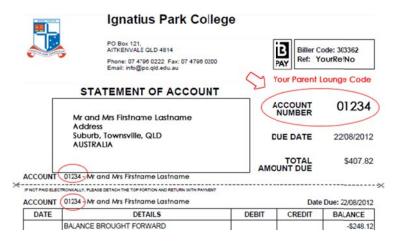
https://tassweb.ipc.qld.edu.au/parentlounge/ Log in via your username and password that was assigned to you.

Username: Your username is your Parent Code

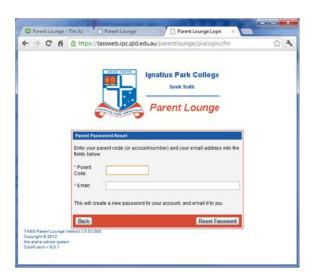
/ Account Number. It is a 5 digit code beginning with 0, such as 01234.



If you are not sure of your **parent code**, and have access to one of your bills. See below for how to match the parent code number. If you do not have access to your bill, you will need to come into parent reception with identification in order to retrieve your username.



Password: If you are not sure of your password, you can press the "forgotten password" link on the bottom right hand side of the login window. You will need both your **parent code** and your **email address**. Please note that your email address **must match what is in our system** (to prevent fraud). The email will come from reception@ipc.qld.edu.au (please make sure that this is in your safe senders list).



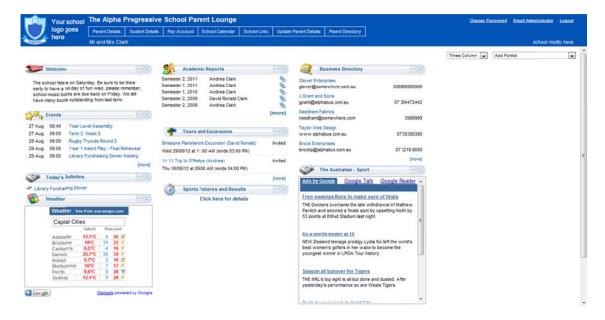
About Each Section in Parent Lounge:

- Parent Details: See your details as stored by the school.
- **Student Details**: View your son's:
 - Address Details
 - Attendance
 - Combined Results Comments
 - Email Class Teachers
 - o General Details
 - Parent Details
 - Student Timetable
- **Pay Account**: If you are listed as the billing contact, you will see this item and will be able to review the current balance of your account.
 - o You will be able to from here pay all or a select amount of the bill.
 - If you would like to make automatic recurring payments, this will need to be organised through the office.
 - Notes for Split Families:
 - If you are not listed as the billing contact in a split family, you will not have access to this area.
 - If you have arranged for a split bill, you will see the specific amount owing to you on this page.

• Tours and Excursions

- Allow parents to accept and purchase tours / excursions online. (Note: Not all School Tours will be added here). We may also sell other items here such as Graduation tickets, Sporting uniforms, etc).
- Change Password: We recommend that you change your password on first login. For security reasons, we also recommend that this is different to any email passwords and does not include any family names and year dates. We recommend a mix of capitals, numbers and letters.
- School Calendar: View the Public and Parent's IPC Calendar.
- School Links: Links as added by the college to resources such as: Assessment
 Calendars and Exam Timetables, the IPC Business Directory, IPC Newsletters,
 Payment Policies and more.
- **Update Details:** Parents may update their details. Note that once your details have been updated in Parent Lounge, the College reviews these changes before applying them to our system (as we store these details in a certain format).
- **Email Administrator:** This link will email a staff member at *Ignatius Park College* Parent Reception for support.
- **Logout:** Will end your session and will return you to the login screen. Please ensure that you log out at the end of every session.

The Parent Lounge Home Dashboard



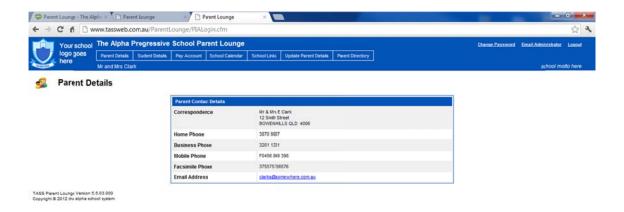
The **Parent Lounge Home Page** is the first screen after login and is also viewable by clicking the School Logo.

Here you will see a welcome message, upcoming school events, today's bulletins, Academic Reports (note that the school will release academic reports into Parent Lounge after the email release and not immediately due to some internal policies), Tours and Excursions, Sports Fixtures and Results, The College Business Directory (Rugby Union Sponsors) and other gadgets.

Note: If you cannot see the gadget that you are after (Example if Academic Reporting is missing), click the "Add Portlet" drop down in the top right hand corner.

Parent Details

Parent Details will display the parent contact details.



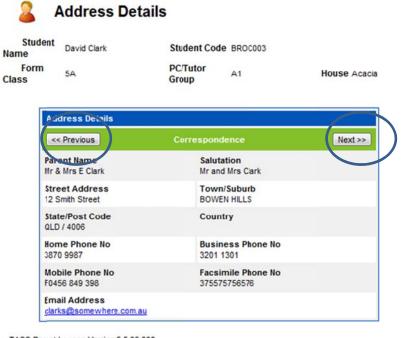
Student Details



Student details for Ignatius Park College will list your son's information at the College. To select your son, click on his picture and this will link to more pages.

Student Details - Address Details

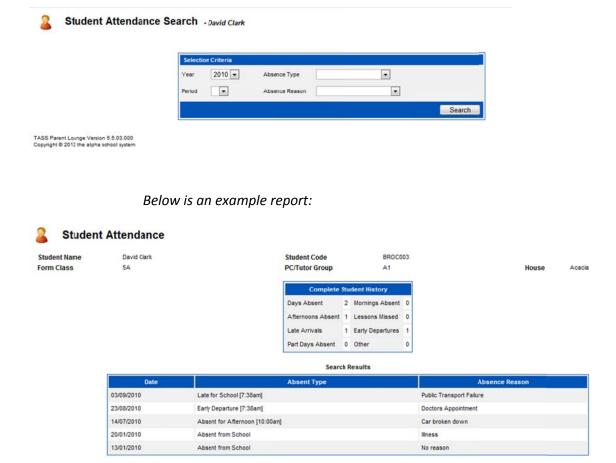
- Here you can view all addresses that you have access to.
- o Press the Previous and Back buttons to move between addresses.
- o Note that split families will only see their addresses.



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Student Details - Attendance

Select the **year** you want to search and then optionally the **Period**, **Absence type** and **absence reason** to generate a report of your son's attendance at Ignatius Park College.



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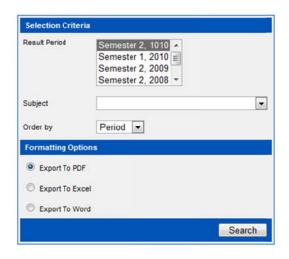
Combined Results Comments

Select the **Result Period** and if necessary the subjects and the order format. You can export to either PDF (most common – view in Adobe Acrobat Reader), Excel or Word. Press **Search**.

Note that you will need Adobe Acrobat Reader on your computer to view any PDF Reports.

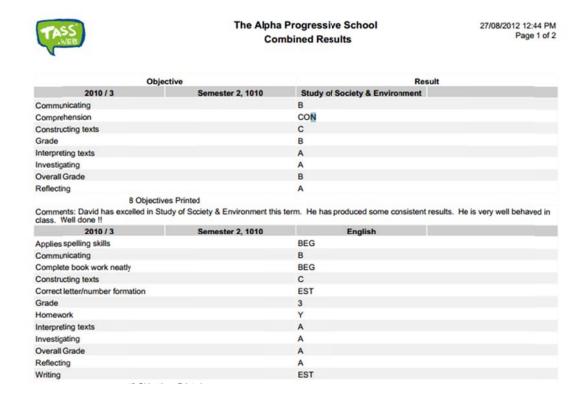


Student Results And Comments Search - David Clark



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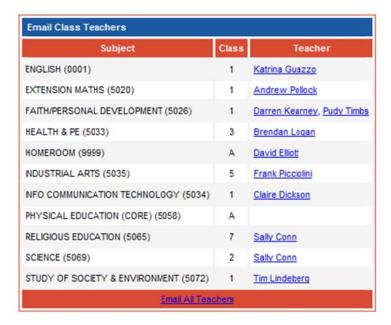
Sample Report (Note: Ignatius Park College use a slightly different format and Reporting Objectives).



Student Details - Email Class Teachers

Email Class Teachers allows the parent(s) to email their son's teacher if necessary. It also provides a link below to email all teachers.

This system works if you have a default mail program installed (such as Microsoft Outlook).



If you need to contact your pastoral coordinator, you will find the details on this page for your son's PC.

http://www.ipc.qld.edu.au/pastoral/pastoral_team.php

Email addresses for Pastoral Coordinators are firstname.lastname@ipc.qld.edu.au

General Details

General Details provides the basic information about your son.



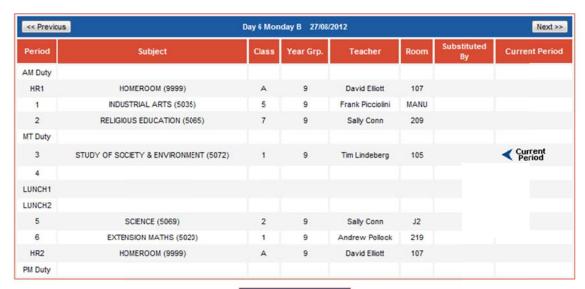
Parent Details

Parent Details provides the Parent Code, Surname and Mother / Father Occupation Details. If this information needs updating, please contact Parent reception on 07 4796 0222 or send an email to reception@ipc.qld.edu.au.



Student Details - Student Timetable

Student Timetable allows the parent to see information on their son's current timetable.



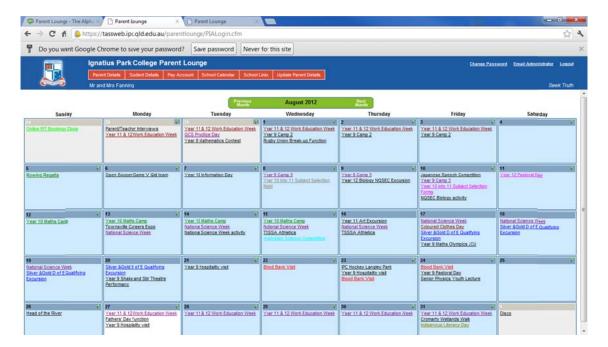
Detailed Student Timetable

Parents can also choose to see a detailed listing:

Monday A	Tuesday A	Wednesday A	Thursday A	Friday A	Monday 8	Tuesday E	Wednesday B	Thursday 8	Friday B
AM Duty	AM Duty	AM duty	AM duty	AM duty	AM Duty	AM Duty	AM Duty	AM Duty	AM Duty
HR1	HR1	HR1	HR1	HR1	HRI	HR1	HR1	HR1	HR1
HOMEROOM 9 A 107 / Learning Support David Eliott 8:30am - 8:44am	HOMEROOM 9 A 107 / Learning Support David Ellott 8:30am - 8:44am	HOMEROOM 9 A 107 / Learning Support David Elliott 8:30am - 8:44am	HOMEROOM 9 A 137 / Learning Support David Elliott 830am - 8:44am	HOMEROOM 9 A 107 / Learning Support David Eliott 8:30am - 8:44am	HOMEROOM 9 A 107 / Learning Support David Elliott 8:30am - 8:44am	HOMEROOM 9 A 107 / Learning Support David Ellott 8:30am - 8:44am	HOMEROOM 9 A 107 / Learning Support David Elliott 8:30am - 8:44am	HOMEROOM 9 A 107 / Learning Support David Ellott 8:30am - 8:44am	HOMEROOM 9 A 107 / Learning Support David Elliott 8:30am - 8:44am
1	1	1	1	1	1	1	4	- 1	11
SCIENCE 9 2 108 Sally Conn 8:45am - 9:34am	ENGLISH 9 1 202 Katrina Guazzo 8:45am - 9:34am	EXTENSION MATHS 9 1 219 Andrew Pollock 8:45am - 9:34am FAITH/PERSONAL DEV 9 1 105 Darren Kearney 8:45am - 9:34am	HEALTH & PE 9 3 81 Brendan Logan 845am - 9:34am	STUDY OF SOCIETY & 9 1 105 Tim Lindeberg 8.45an - 9:34am	INDUSTRIAL ARTS 9 5 MANUFACTURING Frank Piccidini 8:45am - 9:34am	ENGLISH 9 1 202 Katrina Guazzo 8:45am - 9:34am	SCIENCE 9 2 JNR SC LAB 2 Sally Conn 8.45am - 9:34am	STUDY OF SOCIETY 8 9 1 105 Tim Lindeberg 8:45am - 9:34am	INFO COMMUNICATION \$ 1 C2 Claire Dickson 8:45am - 9:34am
2	2	2	2	2	2	2	2	2	2
HEALTH & PE 93 B1 Brendan Logan 9:35am - 10:24am	ENGLISH 9 1 202 Katrina Guazzo 9:35am - 10:24am	EXTENSION MATHS 9 1 219 Andrew Pollock 9:35am - 10:24am	RELIGIOUS EDUCATIO 9 7 210 Sally Conn 935am - 10:24am	INDUSTRIAL ARTS 9 6 INDUS2 Frank Picciolini 9:35am - 10:24am	RELIGIOUS EDUCATIO 9 7 209 Sally Conn 9:35am - 10:24am	B1 Brendan Logan 9:35am - 10:24an	SCIENCE 9 2 108 Sally Conn 9:35am - 10:24am	STUDY OF SOCIETY 8 9 1 105 Tim Lindeberg 9:35am - 10:24am	EXTENSION MATHS 9 1 219 Andrew Pollock 9:35am - 10:24am
MT Duty	MT Duty	MT duty	MT duty	MT duty	MT Duty	MT Duty	MT Duty	MT Duty	MT Duty

School Calendar

Here you will see a detailed listing of the School calendar for both the public and the Parent Bulletins.



Pay Account

Pay Account allows the parent to pay the School Fees or to check the balance of the account online in a secure environment.

Please note that you can change the amount that is shown below if you wish to make a smaller payment.



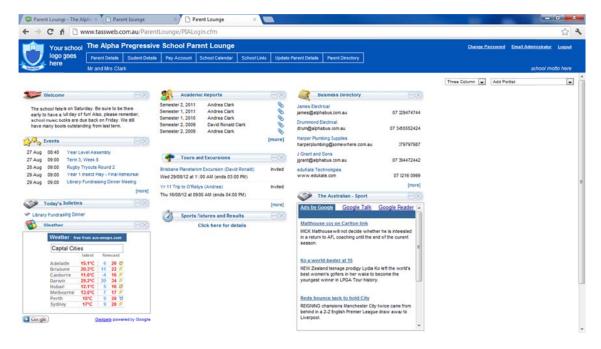
- To make a payment, click **Proceed to Payment**:
- Confirm the amount and then press **Proceed to Payment** again.
- Confirm the amount again and then press Pay Now.
- Fill out the secure **Westpac Bank Payway** Form and follow the prompts by pressing next and then confirming the payment by putting in the requested security code.
- You will receive an email as a receipt, if requested.



Enter the details of the payment below. All information with an asterisk * is mandatory. **Enter Payment Details** Your Parent Code: *Cardholder Name: *Card Number: VISA 😂 e.g. 02 / 14 *Expiry Date: *Card Verification Number: More Information Payment Amount: AUD 10.00 Enter your email address if you would like to receive a receipt for this payment. Email Address: **Customer Details** Quantity Description **Unit Price** Price (AUD) Account Payment 1 10.00 10.00 Total: 10.00 **Merchant Details** Merchant Name: Christian Brothers (QLD) -Ignatius Park College ABN: 38961317851 Address: 368 Ross River Road CRANBROOK Townsville QLD 4814 Email Address: finance@ipc.qld.edu.au 07 4796 0222 Phone: Fax: 07 4796 0200 Cancel Next **M**estpac

Tours and Excursions

From the home page (dashboard), if your son has been enrolled in any excursions, his name will appear in the Tours and Excursions portlet on the main home page (see the middle portlet in the screen shot below):



Click the tour that you are interested in accepting and paying for.

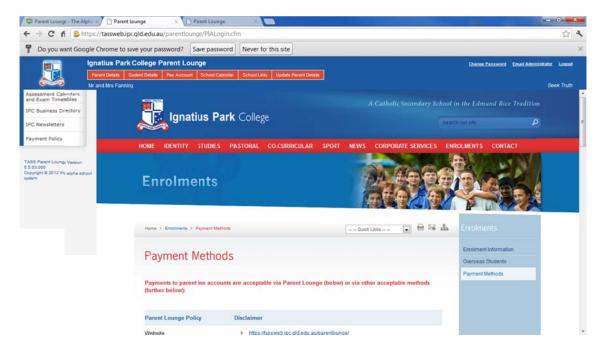
Review the Invited Tour Description, Dates, Teachers and Terms and Conditions and then if you agree to the terms, click the Accept and Verify boxes before saving accepted.

Note: For tours and excursions that are listed as \$0.00, you will just have to accept, however for tours with a costing, you will then have to proceed to payment, using the Westpac Bank Payway Facility – the same facility that is used in School Fees. Please note that unlike the School Fees module, you cannot change the payment amount for Tours and Excursions.



School Links

In School links, you will find specific links relevant to Parent Lounge and Ignatius Park College including our online payment policy, IPC Newsletters, Business Directory and the Assessment Calendars / Exam Timetables.



Still need more help?

Not a problem, please email our Parent Receptionist. We can also disable your Parent Lounge account upon request.

reception@ipc.qld.edu.au

or call (07) 4796 0222.

We will ask several randomised security questions to confirm your identity before making any changes, however please note that all password changes must be made online.