



# Edumate Parent Portal

## What is the Parent Portal?

The Parent Portal is a link for parents into the School database.

It allows parents to view information about what is happening in the school and to update information about their family.

## How do I access?

Go to [www.opac.nsw.edu.au](http://www.opac.nsw.edu.au) > Click on Parent Portal



Username:

Password:

Mobile:

- Note: this mobile number is used to send you a 6-digit SMS verification code. If it is incorrect, please contact College reception as soon as possible on 4604 0000 to update.

The first time you log in, you will be asked to change your password. Please store your new password somewhere safe.

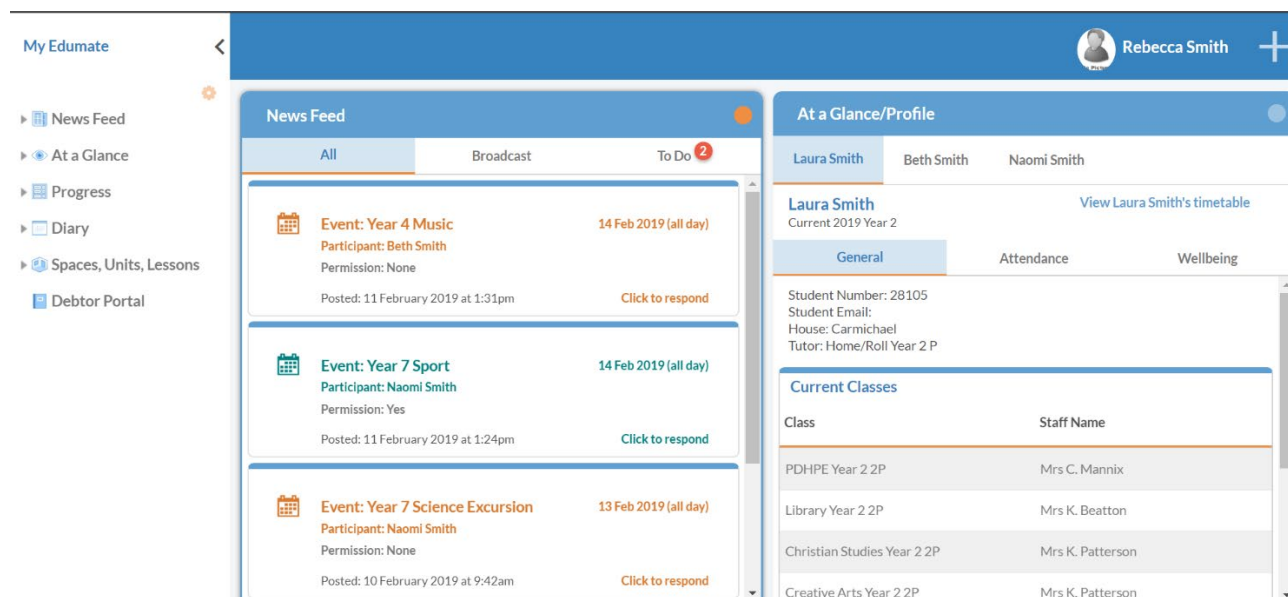
For a step-by-step guide to logging in, please see page 12.

## What you can see:

## Page Number

- **News Feed**
  - Broadcast **2**
  - To Do TAB – *Requires your action( Giving permission for events)* **3 - 4**
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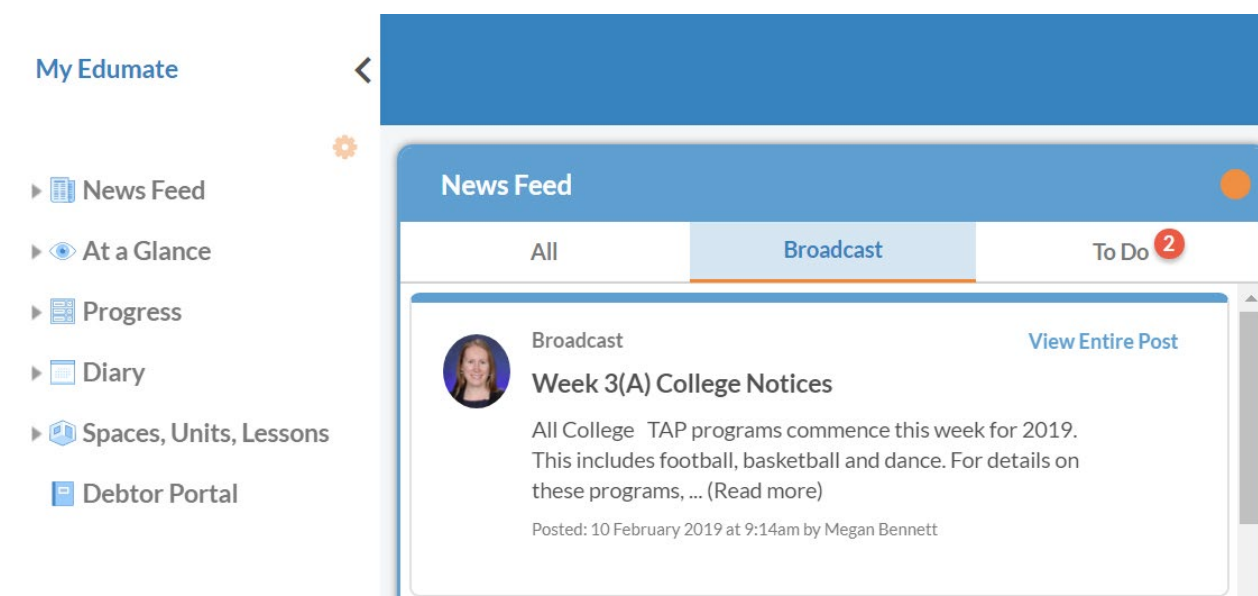
When you login to the Parent Portal, the following screen will be displayed:



By default, the News Feed and At a Glance/Profile will be shown. Other functions within the Parent Portal can be accessed via the 'My Edumate' menu that is displayed on the left-hand side of the screen.

**News Feed** – displays important information such as the weekly College Notices and any items requiring your action (for example, event permission approvals such as an excursion).

The **Broadcast** tab shows messages posted by the College:



**To Do tab** displays items requiring your action:

The screenshot shows the 'My Edumate' sidebar on the left with a gear icon. The main content area is titled 'News Feed' and has three tabs: 'All', 'Broadcast', and 'To Do' (which is selected and has a red notification badge with the number '2'). Two event notifications are displayed in the 'To Do' tab:

- Event: Year 4 Music** (14 Feb 2019 (all day))  
Participant: Beth Smith  
Permission: None  
Posted: 11 February 2019 at 1:31pm  
[Click to respond](#)
- Event: Year 7 Science Excursion** (13 Feb 2019 (all day))  
Participant: Naomi Smith  
Permission: None  
Posted: 10 February 2019 at 9:42am  
[Click to respond](#)

## Carers' View of Event Permissions

Any pending permissions are displayed in the Carer's ToDo tab in their Newsfeed.

The screenshot shows the 'Dashboard' and 'Debtor Portal' tabs. The 'News Feed' has three tabs: 'All', 'Broadcast', and 'To Do' (selected with a red notification badge with the number '1'). One event notification is displayed in the 'To Do' tab:

- Event: Year 12 Camp: 21 Nov 2015 10:00am - 25 Nov 2015 3:00pm**  
Participant: Christina Burns  
Permission: None  
Posted: 17 November 2015 at 12:00am  
[Click or tap this post to respond.](#)

Carers click on this alert (or tap on it with their tablet). A popup will appear displaying any event details made available to them and buttons allowing them to grant or deny permission.

*Instead of granting permission for events such as excursions using a paper form, the College is transitioning to the electronic granting of permission using the parent portal.*

Click on the **Event Permission note link** to view details about the event. This will download the information note, which will need to be opened to view. Please read the information about the scheduled event.

**Event Permission: Year 12 Camp**

Date/Time: **Sat 21 Nov 2015 10:00am - Wed 25 Nov 2015 3:00pm**

By granting permission for Christina Burns to participate in this event, you agree that you have read and understood any attached documentation.

Event Documentation: [Click to download](#)  
[Event\\_Permission\\_Note\\_NAC\\_long\\_date\(2\).pdf](#)

I grant permission for Christina Burns to participate in the event Year 12 Camp on Sat 21 Nov 2015 10:00am - Wed 25 Nov 2015 3:00pm.

I have read all attached information and understand and agree to any terms contained therein.

Notes:

**Allergy to Eggs**

Any private transport arrangements or medical conditions should be noted here.

Enter any important information that the College should be aware of regarding your child's attendance at the event in the Notes section.


Click Grant Permission to authorise your child's attendance at the event.

The News Feed will now indicate that you have successfully granted permission for the event by displaying the event in green and showing Permission: **Yes**

**News Feed**

All Broadcast To Do 0

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**Event: Years 9 and 10 "Armstrong"**
26 Sep 2019 11:00am - 3:10pm

Participant: [Redacted]

Permission: **Yes**

Posted: 23 September 2019 at 12:06pm [Click to respond](#)

**At a Glance** – displays information for each of your children including their timetable, classes, attendance and wellbeing.

To view your child’s timetable, use the At a Glance/Profile section of the parent portal to select the relevant child (if applicable):

**At a Glance/Profile**

Laura Smith    Beth Smith    Naomi Smith

**Laura Smith**    [View Laura Smith's timetable](#)  
Current 2019 Year 2

General    Attendance    Wellbeing

Student Number: 28105  
Student Email:  
House: Carmichael  
Tutor: Home/Roll Year 2 P

**Current Classes**

Class	Staff Name
PDHPE Year 2 2P	Mrs C. Mannix
Library Year 2 2P	Mrs K. Beatton
Christian Studies Year 2 2P	Mrs K. Patterson
Creative Arts Year 2 2P	Mrs K. Patterson

Next to your child’s name, click View timetable:

**Timetable for Laura Smith**

18 - 24 February 2019    < Week 4 >

Mon 18	Tue 19	Wed 20	Thu 21	Fri 22	Sat 23	Sun 24
07:55 PC Home/Roll Year 2 P (A17) Mrs K Patterson	07:55 PC Home/Roll Year 2 P (A17) Mrs K Patterson	07:55 Period 1 Home/Roll Year 2 P (A17) Mrs K Patterson	07:56 PC Home/Roll Year 2 P (A17) Mrs K Patterson	07:55 PC Home/Roll Year 2 P (A17) Mrs K Patterson		
08:10 Period 1 Home/Roll Year 2 P (A17) Mrs K Patterson	08:10 Period 1 Home/Roll Year 2 P (A17) Mrs K Patterson	08:45 Period 2 Home/Roll Year 2 P (A17) Mrs K Patterson	08:10 Period 1 Home/Roll Year 2 P (A17) Mrs K Patterson	08:10 - 09:05 Period 1 Home/Roll Year 2 P (A17) Mrs K Patterson		
09:05 Period 2 Home/Roll Year 2 P (A17) Mrs K Patterson	09:05 Period 2 Home/Roll Year 2 P (A17) Mrs K Patterson		09:05 Period 2 Home/Roll Year 2 P (A17) Mrs K Patterson	09:05 Period 2 Home/Roll Year 2 P (A17) Mrs K Patterson		
				08:10 - 09:05 Period 1		

The timetable will be displayed with the option to print it in the top right-hand corner.

Once you have logged in to the Parent Portal, use the **At a Glance/Profile** to select the child you wish to **verify an absence**. Click on the Attendance tab:

**At a Glance/Profile**

Laura Smith   Beth Smith   **Naomi Smith**

**Naomi Smith**   View Naomi Smith's timetable  
Current 2019 Year 7

General   **Attendance**   Wellbeing

**Absence Notifications**  
Recent unexplained absences exist. Click to submit carer explanation/s

**Absence History**

Date	Absence	Reason	Verification
13/02/2019	Whole day		
11/02/2019	Whole day	Sick (S)	via Portal

**Attendance Details**  
Click to view

**Click to Verify Absence**

If you have unexplained absences that need to be verified, the message “Recent unexplained absences exist. Click to submit carer explanation/s” will be displayed under Absence Notifications (see above). Click on this message to enter your carer explanation/s.

Select the relevant date using the tick box, apply a reason for the absence (sick, sick – medical appointment, or other) and details in the textbox.

**Submit Absence Explanation/s Naomi**

Student absences require an explanation verified by a carer to be provided promptly.

1. Select date/s of an absence:

13/02/2019 (Whole day)

2. Apply reason for the absence and add details as required.

Reason

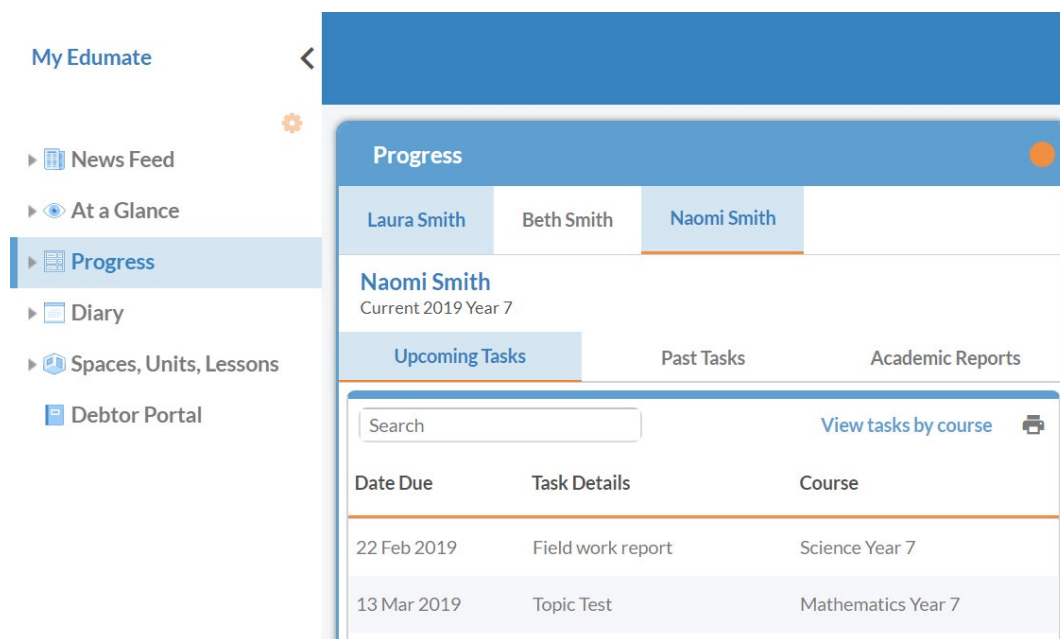
Details

For further enquiries, please contact the school directly

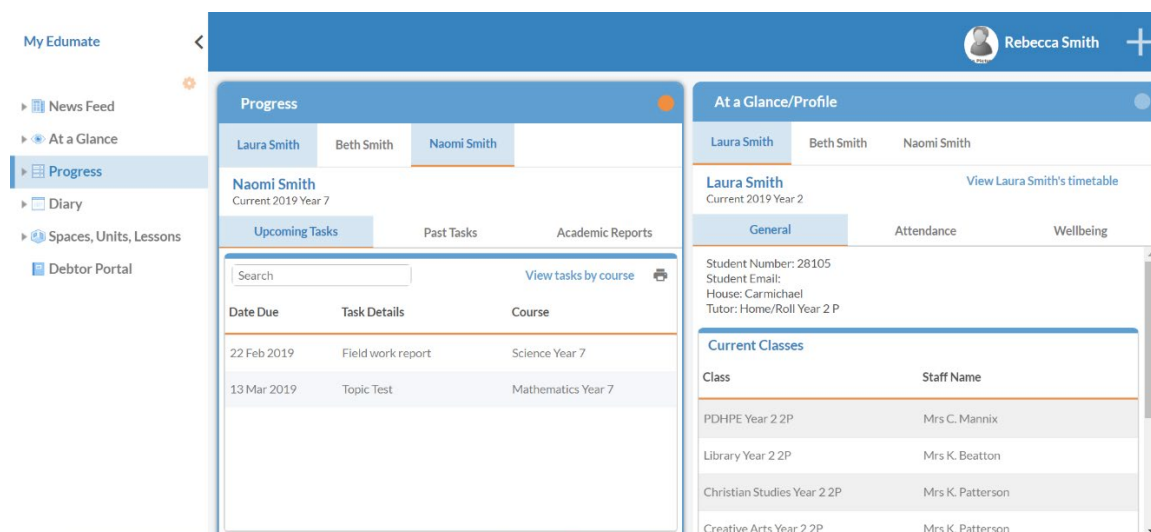
Cancel   Submit and do more   Submit and close

If you have multiple unexplained absence to verify, click **Submit** and do more, otherwise, click **Submit and close**.

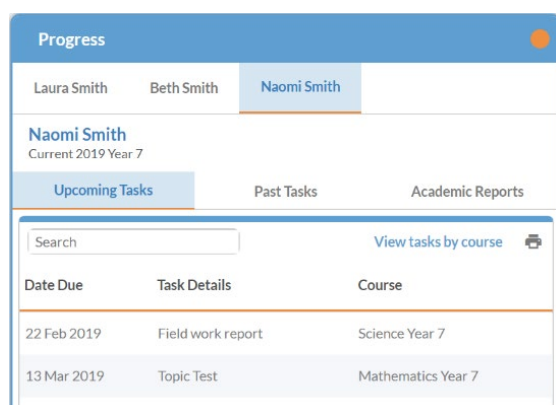
**Progress** – shows upcoming tasks, past tasks and academic reports for each of your children. The upcoming and past tasks are mainly for Senior School students:



To view upcoming assessment tasks along with past tasks, use the My Edumate menu to select the **Progress** option:



Select the relevant child (if applicable) and **upcoming tasks** will be displayed:



To view assessment task results, use the My Edumate menu to select the **Progress** option:

The screenshot shows the 'My Edumate' interface. On the left is a navigation menu with options: News Feed, At a Glance, Progress (selected), Diary, Spaces, Units, Lessons, and Debtor Portal. The main content area is split into two panels. The left panel, titled 'Progress', shows a selection of children (Laura Smith, Beth Smith, Naomi Smith) and tabs for 'Upcoming Tasks', 'Past Tasks', and 'Academic Reports'. The 'Upcoming Tasks' tab is active, showing a table with columns 'Date Due', 'Task Details', and 'Course'. The right panel, titled 'At a Glance/Profile', shows a selection of children (Laura Smith, Beth Smith, Naomi Smith) and tabs for 'General', 'Attendance', and 'Wellbeing'. The 'General' tab is active, displaying student information and a table of 'Current Classes'.

Date Due	Task Details	Course
22 Feb 2019	Field work report	Science Year 7
13 Mar 2019	Topic Test	Mathematics Year 7

Select the relevant child (where applicable) and click the **Past Tasks** tab:

The screenshot shows the 'My Edumate' interface with the 'Past Tasks' tab selected in the 'Progress' panel. The table now includes a 'Task Result' column. The 'Results' link is visible next to the task entry.

Date Due	Task Details	Course	Task Result
13 Feb 2019	Speech	English Year 7	<a href="#">Results</a>

To view results for a task, click the Results link next to the specific task. The tasks will be displayed and can be printed:

The screenshot shows the 'English Year 7 - Speech' results page. It includes the school name 'Oran Park Anglican College', the student name 'Naomi Smith, 2019 Year 7', and the task title 'English Year 7 - Speech (10.00 %)'. The results are summarized as follows:

Mark: 18.00 / 20.00	Average: 90%	Rank: 1/1
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To view **academic reports**, use the My Edumate menu to select the **Progress** option:

The screenshot shows the My Edumate interface. On the left is a navigation menu with options: News Feed, At a Glance, Progress (highlighted), Diary, Spaces, Units, Lessons, and Debtor Portal. The main content area is split into two panels. The left panel, titled 'Progress', shows a list of students (Laura Smith, Beth Smith, Naomi Smith) with Naomi Smith selected. Below this, it displays 'Upcoming Tasks' for Naomi Smith, Current 2019 Year 7. A table lists tasks with columns for Date Due, Task Details, and Course.

Date Due	Task Details	Course
22 Feb 2019	Field work report	Science Year 7
13 Mar 2019	Topic Test	Mathematics Year 7

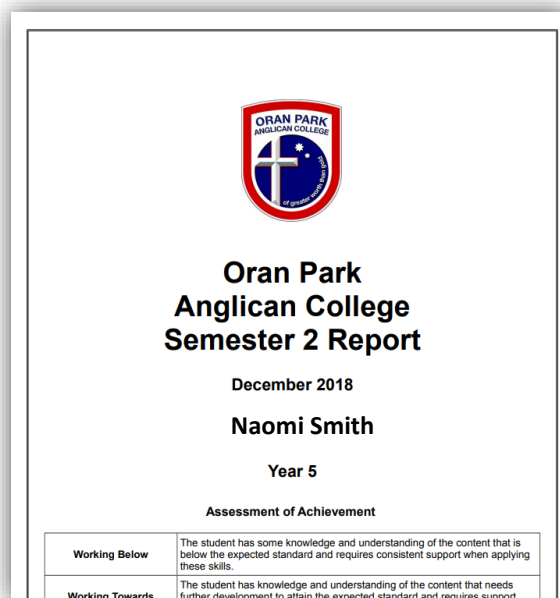
The right panel, titled 'At a Glance/Profile', shows the same student list. Below, it displays 'General' information for Naomi Smith, Current 2019 Year 2, including Student Number (28105), Student Email, House (Carmichael), and Tutor (Home/Roll Year 2 P). Below this is a 'Current Classes' table.

Class	Staff Name
PDHPE Year 2 2P	Mrs C. Mannix
Library Year 2 2P	Mrs K. Beaton
Christian Studies Year 2 2P	Mrs K. Patterson
Creative Arts Year 2 2P	Mrs K. Patterson

Select the relevant child (where applicable) and click the **Academic Reports** tab:

This screenshot shows the 'Academic Reports' tab selected for Naomi Smith, Current 2019 Year 7. The interface displays a table of reports with columns for Date and Report.

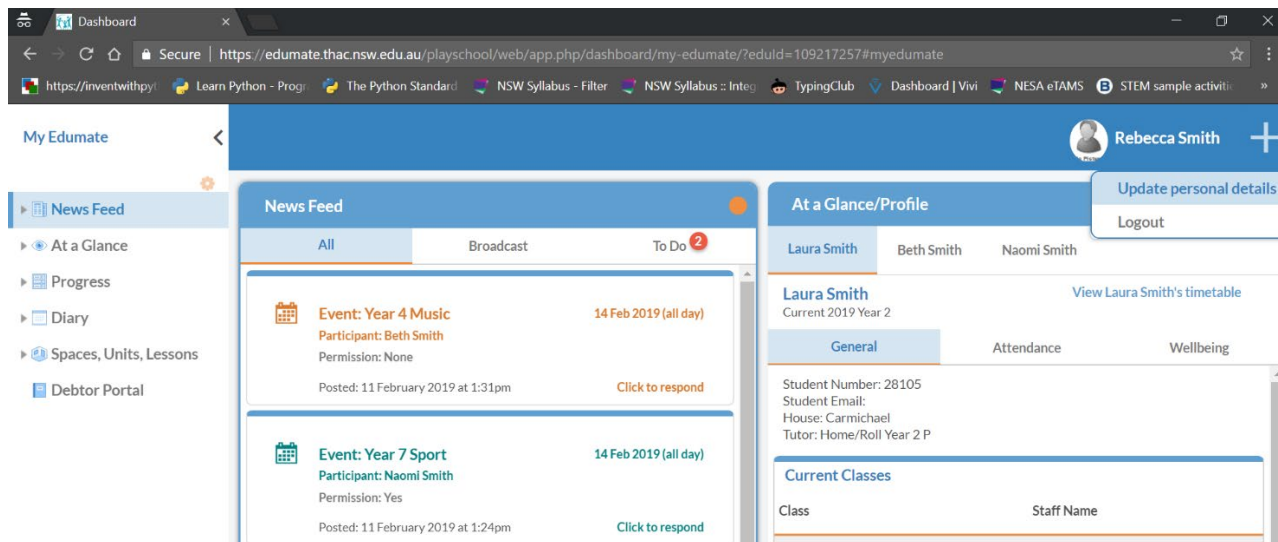
Date	Report
10 Dec 2018	Primary Semester 2 2018
28 Jun 2018	Primary Semester 1 2018
12 Dec 2017	Primary Semester 2 2017
19 Jun 2017	Primary Semester 1 2017



**Diary** – displays future events, tasks and timetables for each of your children.

**Debtor Portal** – provides access to the Debtor Portal for paying College fees. For more instructions, please click Debtor Portal above.

To **change details**, click on your name in the top right-hand corner of the screen and then update personal details:



Once details have been adjusted and changes have been submitted, the College will need to approve the changes. Changes will not be displayed in the parent portal until the College has approved them.

## **How to change your password**

Please start by visiting the Parent Portal.

**Note: if you are logged in already, please log out and close your browser before progressing with the next steps. Once you are logged out, visit the Parent Portal again.**

On the login page, click **Forgot password**:

A screenshot of a login form. It features a 'Username' field containing 'jsmith@gmail.com' and a 'Password' field which is currently empty. Below the password field is a checkbox labeled 'Remember me' which is unchecked. A blue 'Sign In' button is positioned below the checkbox. At the bottom of the form, there is a red-bordered box containing the text 'Forgot password?'.

Enter your username and click **Next**. A 6-digit SMS verification code will be sent to your mobile phone:

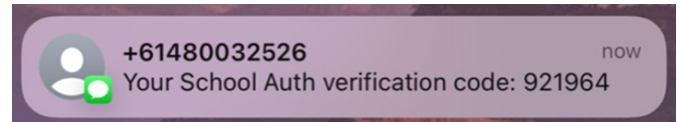
Reset Password

Username

A code will be sent to your registered mobile.

**Next**

[Back to sign in](#)



Type the code in the **Enter Code** box, and click **Next**:

Enter verification code sent via SMS

Enter Code

Sent

**Next**

[Back to sign in](#)

Choose a new password that follows the requirements, and type it in both boxes, then click **Reset Password**:

Reset your password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 4 passwords

New password

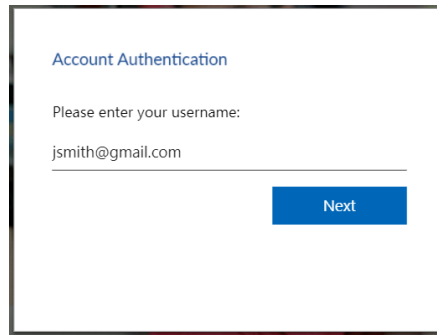
Repeat password

**Reset Password**

Your password has been reset, and you will now be redirected to the Parent Portal.

## Step-by-step guide to logging in to the parent portal

Please visit the Parent Portal or log in via the Parent App. At the following screen, enter your username (see page 1) and click **Next**:



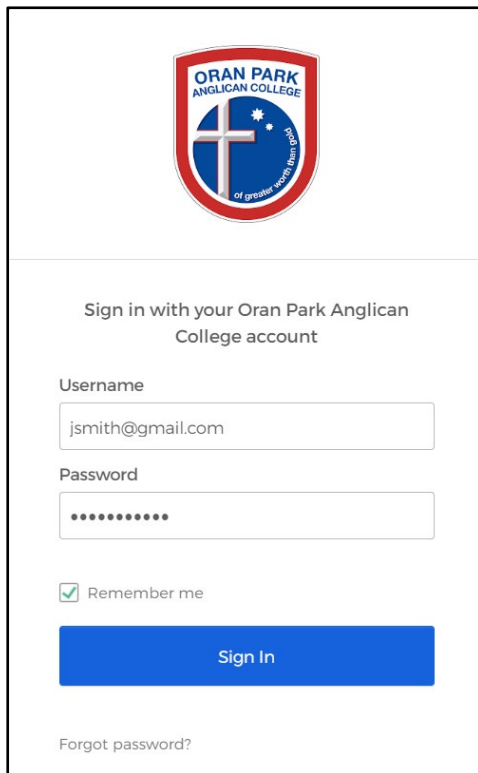
Account Authentication


Please enter your username:

jsmith@gmail.com

Next

At the next page, enter your username and the password that was provided to you on page 1. Click **Sign In**. A 6-digit SMS verification code will be sent to your mobile phone:





Sign in with your Oran Park Anglican College account

Username

jsmith@gmail.com

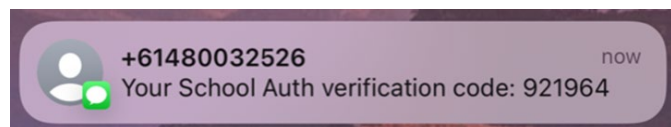
Password

.....

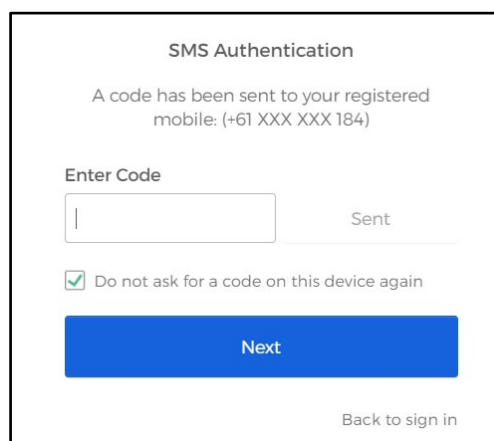
Remember me

Sign In

[Forgot password?](#)



Type the verification code in the **Enter Code** box, and click **Next**:



SMS Authentication

A code has been sent to your registered mobile: (+61 XXX XXX 184)

Enter Code

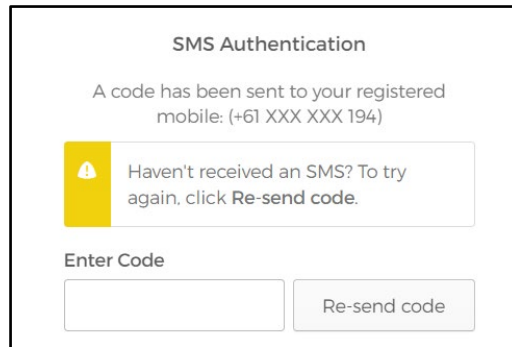
| Sent

Do not ask for a code on this device again

Next

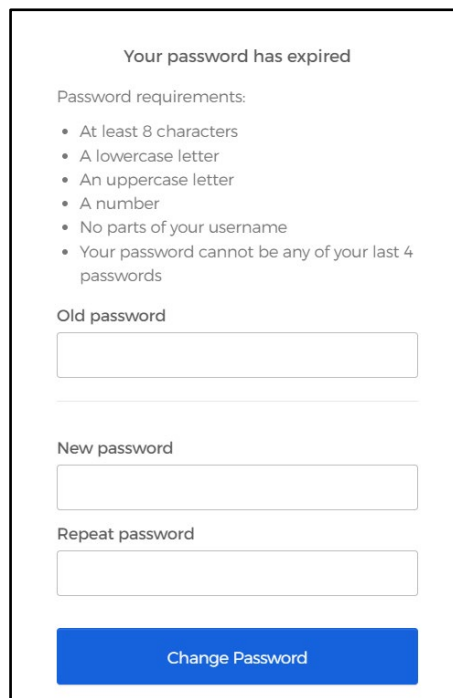
[Back to sign in](#)

Note: if you have not received an SMS verification code, press **Re-send code** to request another one:



The screenshot shows an 'SMS Authentication' screen. At the top, it says 'SMS Authentication' and 'A code has been sent to your registered mobile: (+61 XXX XXX 194)'. Below this is a yellow warning icon and a message: 'Haven't received an SMS? To try again, click Re-send code.' Underneath is a section labeled 'Enter Code' with a text input field and a 'Re-send code' button.

Optional: you may be prompted to reset your password. If you are, under **Old password** please enter the temporary password you were given. Choose a new password that follows the requirements, and type it in both boxes, then click **Reset Password:**



The screenshot shows a 'Your password has expired' screen. It lists password requirements: 'At least 8 characters', 'A lowercase letter', 'An uppercase letter', 'A number', 'No parts of your username', and 'Your password cannot be any of your last 4 passwords'. Below the requirements are three input fields labeled 'Old password', 'New password', and 'Repeat password'. At the bottom is a blue button labeled 'Change Password'.

You will now automatically be redirected to the Parent Portal.