



PARENT ACCESS MODULE (PAM)

Parent User Guide

The Parent Access Module (PAM) provides parents with online access to a range of information specific to their child including their timetable, daily messages, the College Calendar, school links, newsletter and the student assessment area. This guide outlines the steps to access the various sections of PAM.

For best results, it is recommended that you access PAM from a computer with a broadband connection and use the latest version of your preferred web browser. To access the PDF files of school reports and attendance it is also recommended that you have the latest Adobe Acrobat Reader. Adobe Acrobat Reader can be downloaded for free at <https://get.adobe.com/reader/>

You can access PAM through our school website www.damascus.vic.edu.au

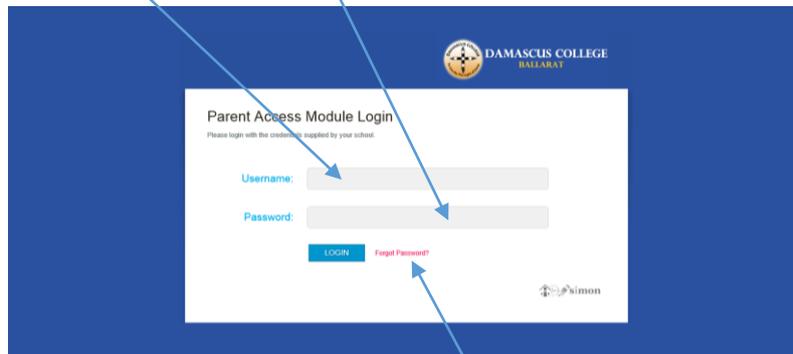
- Under the “Resource Hub” tab, click on PAM.
- Enter your login details provided to you.



Or you can open your web browser and type the address <http://pam.damascus.vic.edu.au> into the address bar. This can be added to your favourites.



You will then be presented with the PAM login screen for Damascus College (as shown below). Enter your PAM **Username** and PAM **Password** as provided to you in the letter previously sent for PAM access.



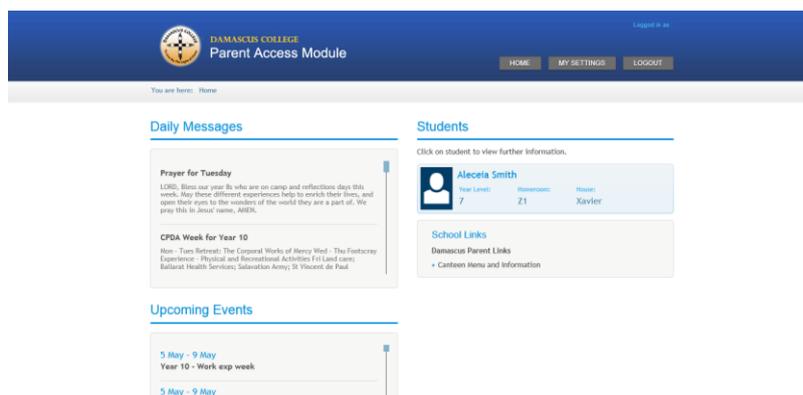
If Parents forget their password, they can click **Forgot Password** which will bring up the following box:



Enter your Username and the password will be sent to your email address.

If you require further assistance with a username and/or password, please phone Aleceia Smith 5337 2222 or email a.smith@damascus.vic.edu.au .

Once logged in, you will then be presented with the following screen:



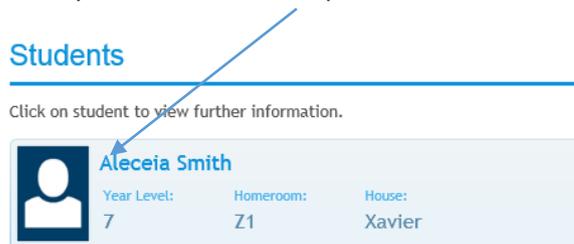
Daily Messages – Is a bulletin board that students also see at school. General messages from staff pertaining to classroom events, sport, class changes and general reminders are posted here.

Upcoming Events – The College calendar, listing upcoming events.

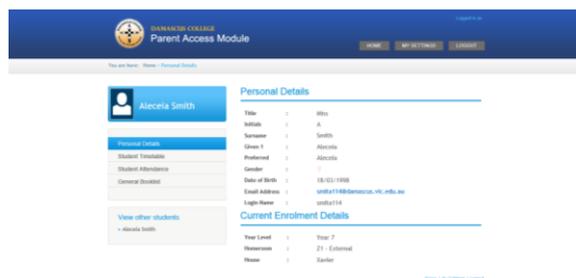
School Links – These are useful hyperlinks to Canteen Prices, College Website, Newsletter, User Guide and Cyber Safety.

Students- Lists each of your children with their student photo, Year Level, Homeroom (Teacher Advisor) and House.

From here, you can click on your child's name or photo in the Students section.



When you click on the name of your child, you will be directed to a screen similar to the following:



The right-hand pane displays your child's Personal Details (as per the information we currently have). *NOTE: Please contact the College if any of these details require updating.*

The lefthand pane allows you to switch to other areas of PAM- **Student Timetable, Student Attendance, Booklist and Student Assessment and Reporting.**

Student Timetable - This will open up a new window displaying your child's full timetable for the current fortnightly cycle. Subjects and teacher names are shortened in the timetable. However, a full key of what these codes mean is available at the bottom of the timetable.

****Student Attendance** – This will take you to the attendance page where you will have access to two different attendance reports. Select the semester and year combination you wish to review and then click the report you wish to view.

****Student Assessment and Reporting**– This area will enable you to access an electronic copy of your child's End of Semester reports. These can be viewed online, saved as a PDF or printed by you.

Please ensure you select the correct School Year and then click the report you wish to view. *NOTE: To view assessment and attendance reports, you will require a recent version of Adobe Acrobat Reader. It can be downloaded for free at <http://get.adobe.com/reader/>*

****This will be available at a later date to parents.**

Changing your password.

The email box is solely intended if you forget your password.

If you need to correct your email details, please phone the College.

These next few steps will show you how to change your password to something more appropriate that you will remember!

In the top blue bar, click **My Settings**



You will then see the following screens, where you can enter and re-enter (to confirm) your email address. An email will be sent to your nominated email address to retrieve your new password. Please only enter an email address in this field if you **need a new password** to be sent. This function does not notify the College of any changes to your email address.

Change Email

Current Email: a.smith@damascus.vic.edu.au

New Email:

Confirm New Email:

To reset your password to something a little easier to remember, click on **Reset your password**. The screen (as follows) will ask you for a new password and to confirm your new password.

Change Password

Password:

Confirm Password:

Other aspects of PAM

If you have more than one child at the College, you can switch between them by selecting their name in the **View other students** section.

The screenshot shows the PAM interface for user Alecia Smith. The top navigation bar includes 'HOME', 'MY SETTINGS', and 'LOGOUT'. The main content area is divided into sections: 'Personal Details' (Title: Mrs, Initials: A., Surname: Smith, Given 1: Alecia, Preferred: Alecia, Gender: , Date of Birth: 18/01/1998, Email Address: smith14@damascus.vic.edu.au, Login Name: smith14) and 'Current Enrolment Details' (Year Level: Year 7, Numerics: 21 - External, House: Xavier). A sidebar on the left contains a menu with 'View other students' and a sub-item 'Alecia Smith'. A blue arrow points from the text above to the 'View other students' link.

If you ever lose your way at any stage while using PAM, simply click the **HOME** button, located in the right hand side with the blue banner. This will return you to the main screen.

The screenshot shows the top navigation bar of the PAM. It features the Damascus College logo on the left, followed by the text 'DAMASCUS COLLEGE Parent Access Module'. On the right side, there are three buttons: 'HOME', 'MY SETTINGS', and 'LOGOUT'. A blue arrow points to the 'HOME' button, and another blue arrow points to the 'LOGOUT' button.

Finally, it is important that when you have finished accessing PAM that you click the **LOGOUT** button, which is also located in the right hand side of the blue banner, near the **HOME** button.