

Introducing our new parent portal, 'Parent Lounge'

Welcome to the Parent Lounge portal where you can access a range of information relating to your child and the College.

The following services are accessible once you have logged in:

- View your child's timetable.
- View and edit important medical information recorded on your child's medical file.
- Verify that medical information is up to date.
- View and update your child's attendance record.
- Alert us to student absences.
- Approve excursion attendance (no more paper permission notes).
- View school calendar.
- Update your address details.
- Update emergency contact details.
- Parent Teacher Interview bookings (this will be activated when the first session for 2024 is upcoming).
- View and print your child's academic reports (this will be activated at the first reporting period in 2024).

How to log in

Your login details will be the same for the Parent Lounge, the Parent Orbit App and Canvas. If you are a current family and have no issues with accessing Canvas and iGloo, simply use the same login details to access the Parent Lounge and Parent Orbit App.

If you are new to the College and/or have not set up an account, you will need to do this first. Please read [Setting up your Account](#) for how to instructions.

How to access the Parent Lounge

Use the link below. You will also find this link on our website - Parent Portal.

<https://chevalier.nsw.tass.cloud/parentlounge/>

How to login to Parent Lounge

Follow the link above and a login screen will appear.

- Username – the email address you have registered with the College.
- Password – is the one you set when you set up your account.

If you cannot remember your password, please use the 'Forgot Password' button.

Common functions you can explore and begin using

To update why your child has been absent

Once you have logged into Parent Lounge, follow the instructions below to enter details as to why your child was absent or to add an Absence Notification for a future absence.



1. On homepage screen scroll down left menu to **Absences**
2. If there is an absence the number of absences will appear on the right side of the menu
3. Click the **Absences** menu
4. A window will appear for you to enter the absence reason.
5. Absences will be updated once the College has approved them in the system

To view a summary of attendance information

1. Click **Student Details** then **Click Attendance**
2. Dates of absences will appear in rows
3. Results can be filtered using the menus at the top.

To advise us of a future absence, late arrival or early departure

1. Click **Student Details** then **Click Attendance**
2. Click on the blue **+ Add Absence Notification** button on the top right hand corner of the screen.
3. A window will appear for you to enter the date and type of absence.
4. Click **+ Submit New**

To update parent address details

Once you have logged into Parent Lounge, follow the instructions below to update your Parent Address details.

1. Click **Parent Details**. Click **Address Details**.
2. Click **Update Address** or **Update Contact Details**.
3. You don't need to repeat (Add) details to the Residential address and Parent 1 and 2 sections if the data listed in the top section, **Correspondence**, would be the same details.
4. Update the information as necessary and then click **Submit Changes**.

** Please note: You will not see your updated address details on Parent Lounge until the College has approved the 'Address Update Request'. If you have any queries, please contact the Main Office on 4861 1488.*

To update your child's medical information

Once you have logged into Parent Lounge, follow the instructions below to update your child's Medical Information.

1. Click **Student Details** then click **Medical Details**
2. Scroll through the menu on the left hand side (see below).
3. Click **Update** as required, or add **New** medical details.
4. Once you have made the necessary changes, click **Submit**

** Please note: You will not see your updated medical details on Parent Lounge until the College has approved the 'Medical Update Request'. If you have any queries, please contact the Main Office on 4861 1488.*

Important – please verify your child's medical information

The College will at various times in the year require that you verify your child's medical details. If you see a box with the word Verify, please proceed as follows:



1. You will need to check your child's medical details and once you are happy to confirm the details are accurate, click **Verify**.
2. Once this has been done the box will no longer appear.

To view your child's timetable

Your child's timetable can be viewed on Parent Lounge using two methods:

1. Under the top menu item **Student Details** navigate down to the **Timetable** option. This will provide you with the day view of the timetable.
2. A full timetable view can be accessed using the button on the far-right **Full Timetable**.
3. Under the top menu item **Calendar** navigate down to the student's **eDiary**. This will provide you with an overview options of the day, week, month. Move through dates using the < and > buttons.

Accounts and Payments

The Parent Lounge provides a direct link to Edstart to make it easy for new families to establish an Edstart account and plan. If you are an existing Chevalier family there is no need to establish a new plan. Edstart will contact you directly if a change to your plan is required.

School Calendar and Daily Notices

- School Calendar – view our school calendar for 2024.
- Daily Notices – the Daily Notices for students are made available by 4.30pm on the day before.

Sports Fixtures and Results

If your child plays a school sport, you will be able to see their upcoming fixtures by clicking on **Sports Fixtures and Results**.

School Links

Access Academic Information, College Resources, Student Information and Wellbeing Information

We will be rolling out new functionality over the coming weeks, including Events and Payments (excursion permission notes). We will keep you updated via Need To Knows as new functionality is released.

If you encounter any difficulties during the download or setup process, please contact the College via office@chevalier.nsw.edu.au for assistance.