

How to set up your account to access Parent Lounge and Parent Orbit App

Setting up your account and how to login

Your login details will be the same for the Parent Lounge, the Parent Orbit App and Canvas. If you have not set up an account, you will need to do this first.

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

New families

- You will have received an email earlier this month from invites@microsoft.com.
- Please access this email and follow the steps to set up your account first.
- If you have already set up your account, you are all set to go using the email address you have registered with the college and the password you set.
- If you have not yet set up your account, please do this first before you can access the Parent Lounge and Parent Orbit App.

Troubleshooting

- If you have not set up an account and cannot locate the email from invites@microsoft.com please [click here](#) and we will resend the email.
- If you have set up your account but are having issues with logging in, please try the following:
 - Reset your browser history.
 - Use a different browser than you normally use.
 - Mac users – if you regularly use Safari, use Google Chrome for accessing the College sites (Parent Lounge, Canvas). If you use Google Chrome, then use Safari for accessing the College sites.
 - Windows users – if you regularly use Microsoft Edge, use Google Chrome for accessing the College sites (Parent Lounge, Canvas). If you use Google Chrome, then use Microsoft Edge for accessing the College sites.
- If you are still having issues, please [click here](#) to let us know and we'll be in touch soon.

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