Kilvington Parent Portal Guide

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1   Logging On to the Kilvington Parent Portal

1. In your web browser (Safari, Internet Explorer, Chrome etc.), go to the Kilvington Website by entering kilvington.vic.edu.au or by searching "Kilvington Grammar School" in Google.
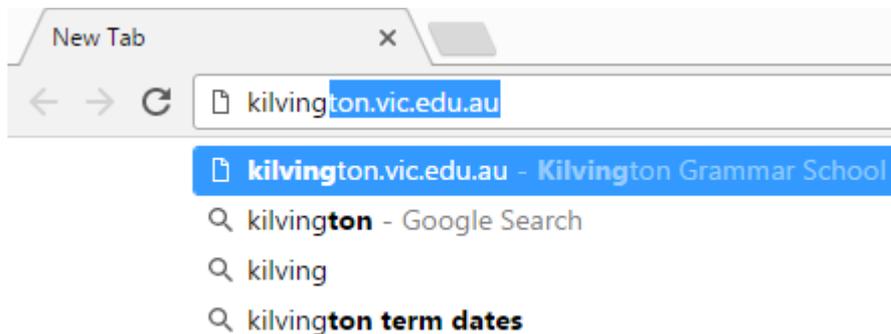
Or…

2. On the Kilvington Website, click on the "K-Online" dropdown menu at the top right of the page as shown below;
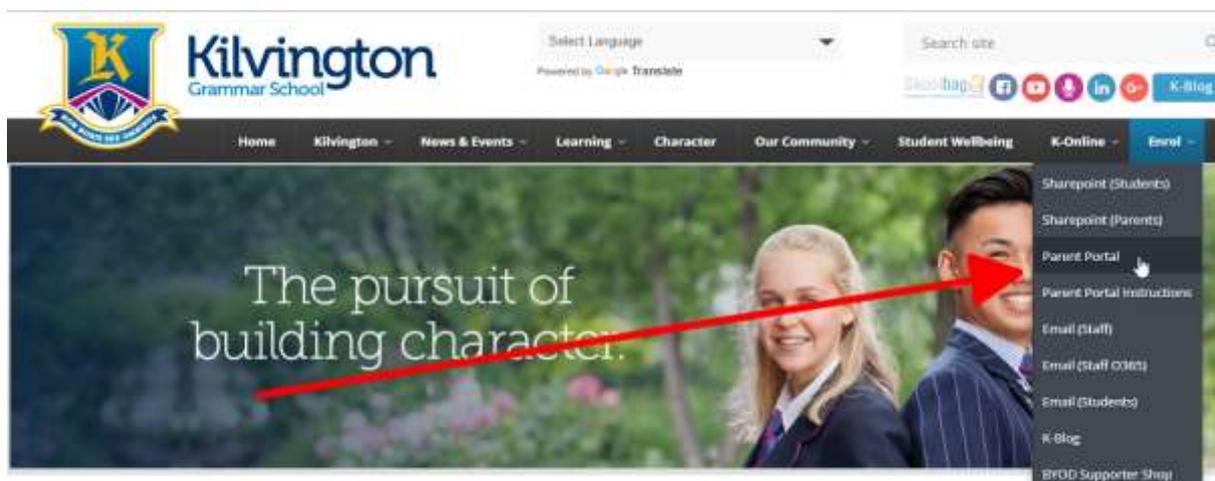
3. Click on the "Parent Portal" menu item in the dropdown menu as shown below;
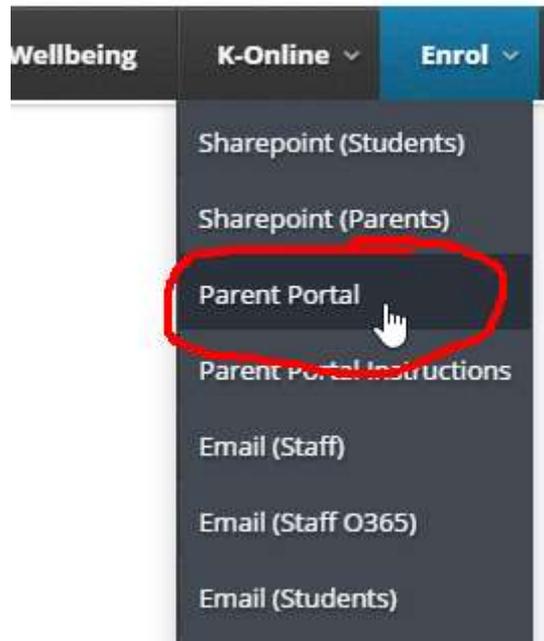
4. You will be redirected to the Kilvington Grammar Parent Portal website with the Synergetic Management Systems logo on it, as shown below;

5. Enter your Parent Portal username in the Username field, followed by your Parent Portal password in the Password field as shown on the next page;

1.1 If you have Lost your Parent Portal Username and Password

If you are wondering what your Parent Portal username and password is; you would have been sent one from the school by email sometime after your child was enrolled; usually in December. The subject line of the email would have contained "Kilvington Parent Portal Login" and would have been sent from kgs@kilvington.vic.edu.au (note, this email is not monitored for replies).

The body of the email would have looked similar to;

remain open for updates until the 24 December 2016. All families are
enrolment details so that the School has accurate contact, personal
your children and parents/guardians.

A step-by-step guide explaining how to use the Portal is available on
http://www.kilvington.vic.edu.au/content/documents/portal.pdf

> **Your login is:**
> **Your password is:**

Please contact our IT Department should you experience any problems
Details' before 24 December 2016 on 9578 6231.

Kind regards

Davina Mcclure   **Liz Chegwin**
Deputy Principal   **Director of Admissi**
KILVINGTON GRAMMAR SCHOOL   **KILVINGTON GRAN**

If you still can't find the Username and Password, or if it doesn't work, please email the Kilvington IT Department by sending an email to it@kilvington.vic.edu.au and provide your name and your child's name and surname and we will email those details out to you.

2 Parent Portal Overview

Once you are logged in, you will see the Parent Portal Intro page as shown below;
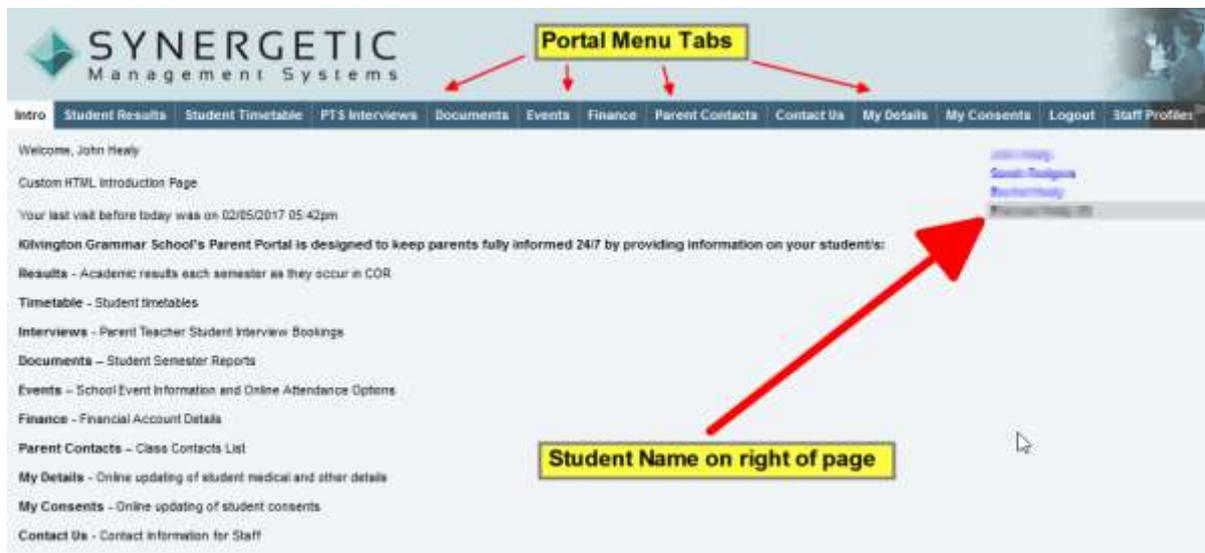

2.1 Portal menu Tabs

2.1.1 My Details

This tab allows you to update your current details for all members of your family, included very important medical and allergen information associated with your children. **Please keep these details up to date.**

2.1.2 My Consents

This tab allows you to maintain your consensual information regarding your children. It is essential that we record your requirements regarding consents affecting your child. Please ensure that all the sections below are completed.

1.1.1 Student Results
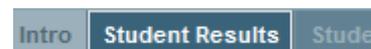
On this tab you will be able to see the assessment items and progress feedback in each subject as it occurs throughout the semester. These items will accumulate during the semester as work is completed and later marked.

2.1.3   Student Timetable
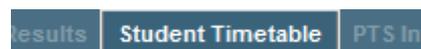
This tab displayed your child's timetable for the current day as well as their timetable for the ten day cycle.
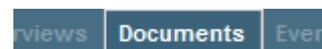
2.1.4   PTS Interviews

This tab will be active during the next Parent Interview cycle and will enable you to book interviews and print your schedule online.
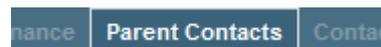
2.1.5   Documents

This tab allows you to see all documents associated with your child, particularly current and past student reports.

2.1.6   Finance

This tab displayed the current status of your fee information.

2.1.7   Parent Contacts

This tab lists the contact details of parents in your children's classes (select the required child on the right to reveal contact list for each child). Here you can set which contact details you can share with other parents in your child's class. To reveal your contact details for other parents, tick your phone or email and it will populate the list. If not ticked then you aren't on the list and other parents can't see/contact you.

2.1.8   Contact Us

An email list of your child's teachers and other school contacts is provided. By clicking on the icon you are able to send an email.

3 Keeping your Child's details up to date

Please check over and update/complete your children's details and consents, especially medical details. This information is very important, as this is how the school is made aware of your children's medical conditions.

4 Updating 'My Details'

1. Click on the "My Details" tab (menu item at the top of the page) as shown below;


2. You will now be on the My Details page of the portal. Just below the main tabs (menu) you will see a number of tabs, each containing a member of your family, as shown below (names blurred out for privacy reasons);

3. Select a tab containing the name of your child.

4.1 Check/Update your Child's Personal Information (if needed).

1. You will notice that your child's personal information is displayed on this page. This page will have a number of sections;

    a. Name
    b. Personal Details
    c. Demographic Information
    d. Religious Information
    e. English as an additional language

2. Ensure that all sections are up to date, by reviewing each section and making changes as required.

3. To make a change to a section, click on the "Edit" link at the top right of the section as shown below;
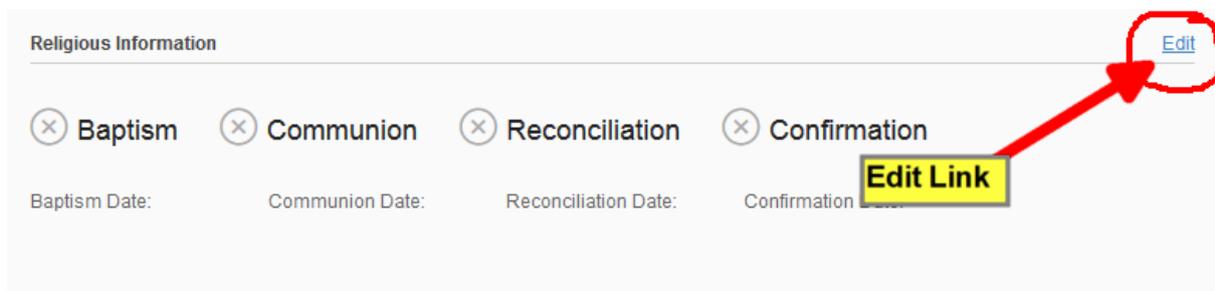

4. The section will now change to a light yellow colour to indicate that it is editable, as shown on the next page.

5. Click on a tick box for an item that applies, and type in the details in any associated field.

6. If you have to enter a date, you will notice (as shown on the next page) a facility to pick the date on a calendar. Feel free to use this to enter a date.
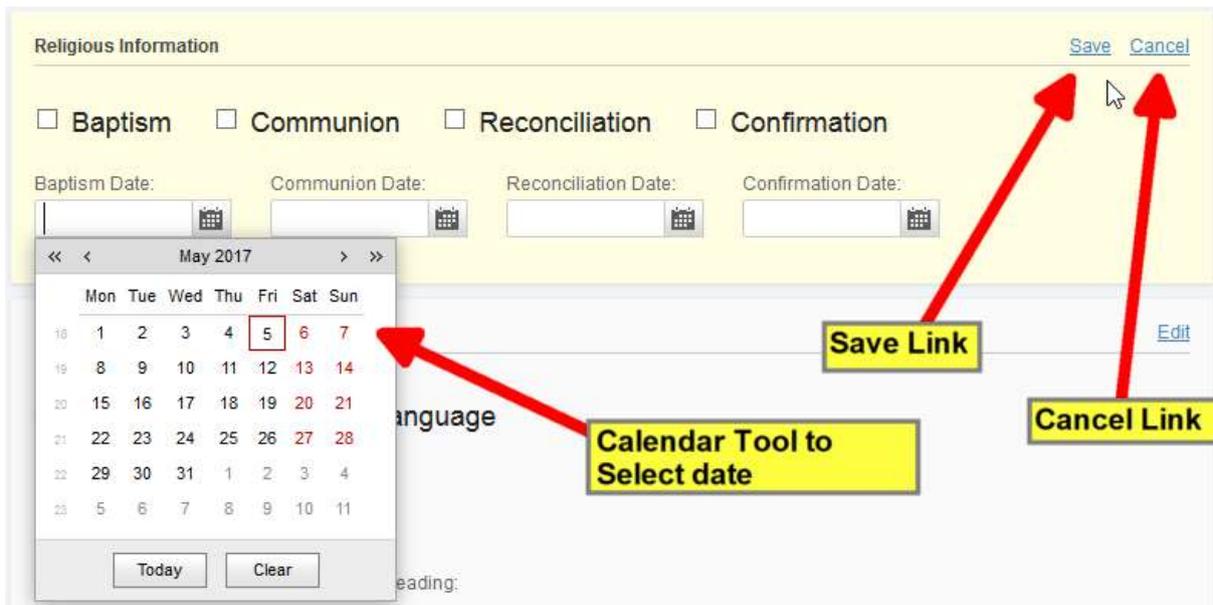
7. Once you are happy with the details that you have edited, click on the "Save" link at the top right of the section, as shown in the image above. If you have made a mistake, click on the "Cancel" link at the top right corner of the section.

4.2 Check/Update your Child's Medical Information

1. Click on the "Medical" link in the sub menu on the left hand side of the page as shown below;
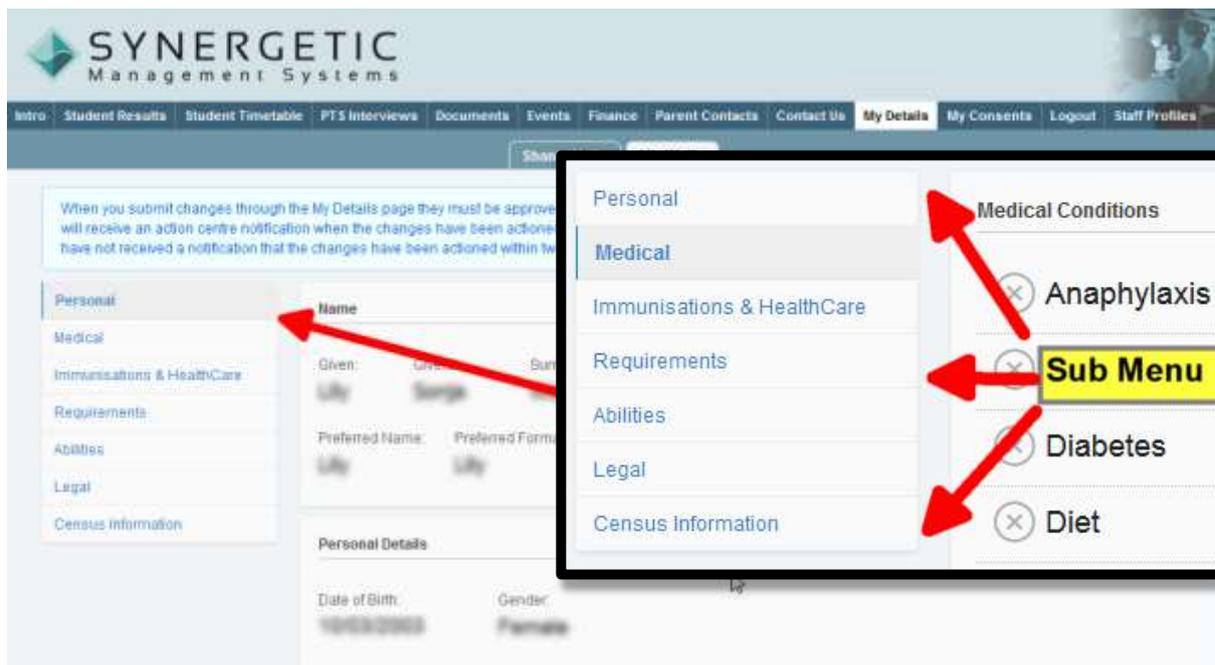
2. Just like with the Personal Information form (the first page/section) you will notice that the Medical form will have several sections that need to be updated;

    a. Medical Conditions;
    b. Medications;
    c. Allergies;

3. Check over and update each section by clicking on the "edit" link at the top right of each section, as shown below;

4. Once you are happy with the information of the section you checking, click on the "Save" link at the top right of the section.

4.3   Checking/Updating your Child's Immunisation & Healthcare Information

1. Click on the "Immunisations & Healthcare" link on the sub menu on the left of the page. This page contains the following items that needs to be kept up to date;

    a. Immunisations;
    b. Blood Type;
    c. Medical Insurance;
    d. Emergency Contacts;
    e. Medical Contacts;

2. Check over and update each section by clicking on the "Edit" link for each section, and "Save" link when you are done with each section.

4.4   Checking/Updating your Child's Requirements

3. Click on the "Requirements" link on the sub menu on the left of the page. This page contains the following items that needs to be kept up to date;

    a. Dietary Requirements;
    b. Physical Requirements;

4. Check over and update each section by clicking on the "Edit" link for each section, and "Save" link when you are done with each section.

4.5 Checking/Updating your Child's Abilities

5. Click on the "Abilities" link on the sub menu on the left of the page. This page contains the following items that can be provided;

   a. Sports Abilities;
   b. Swimming Abilities;
   c. Talents and Special Abilities;

6. Check over and update each section by clicking on the "Edit" link for each section, and "Save" link when you are done with each section.

4.6 Checking/Updating your Child's Legal Information

7. Click on the "Legal" link on the sub menu on the left of the page. On this page you can provide information such as;

   a. Intervention/Court orders;
   b. Parents Separated or Not;
   c. Privacy Policy;
   d. Other legal information

8. Check over and update each section by clicking on the "Edit" link for each section, and "Save" link when you are done with each section.

## 4.7 Checking/Updating your Child's Census Information

9. Click on the "Census Information" link on the sub menu on the left of the page

10. Check over and update each section by clicking on the "Edit" link for each section, and "Save" link when you are done with each section.

4.8 Completing the 'My Details' Section

When you submit changes through the My Details page they must be approved by the school. The changes will only take effect at the school once they have been approved. You will receive an action centre notification when the changes have been actioned and are live at the school. Please contact the school directly if your changes are urgent, or if you have not received a notification that the changes have been actioned within two working days.

5 Updating 'My Consents'

1. Click on the "My Consents" tab (menu item at the top of the page) as shown below;
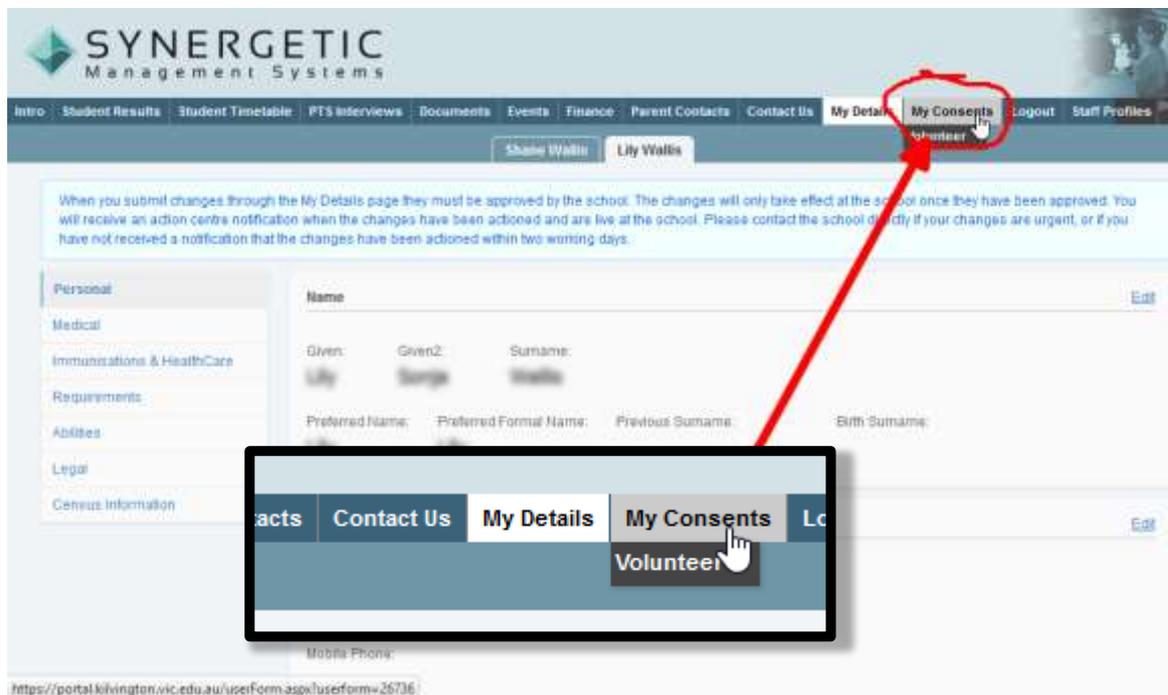
Important!

2. Before you can make any changes to the 'My Consents' section, you MUST click on the "Edit" link at the top left of the page. **If you do not do this, your changes will not be saved**. **See below;**

3. Please go through everything on this page and update any information that needs to be updated.

4. When you get to the bottom of the page, please click on "Save" when you are done to save the changes that you have made.