



Kilvington Parent Portal Guide

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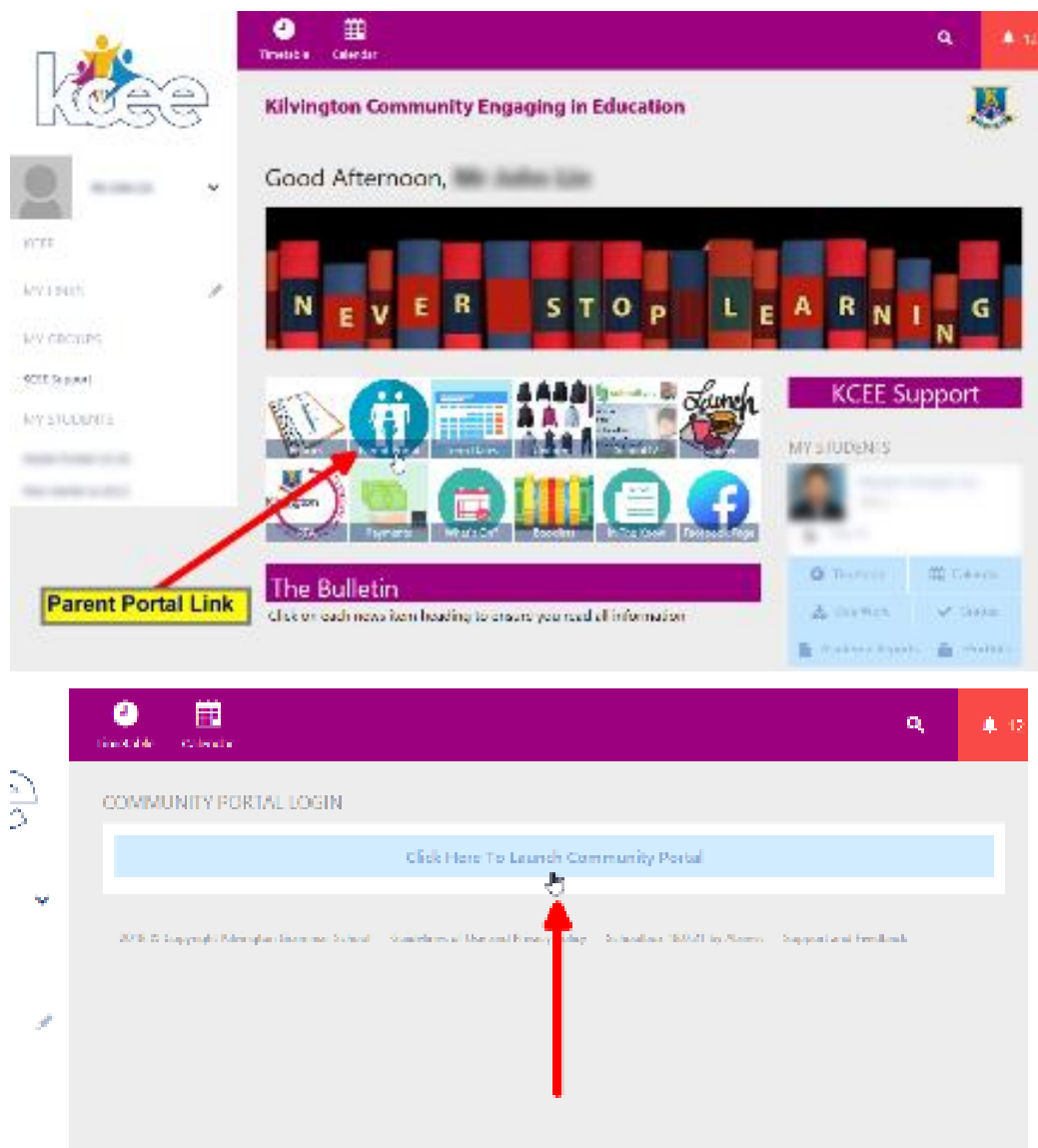
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1 Logging on to the Kilvington Parent Portal

The Parent Portal can currently be accessed through the School's Learning Management System **KCEE**.

To access the Parent Portal through **KCEE** - <https://kcee.kilvington.vic.edu.au/>

1. Enter the username and password provided by the School and log into KCEE (Parents);
2. Select the Parent Portal tile and "Click Here To Launch Community Portal" to be redirected to the Parent Portal.

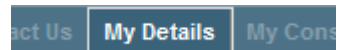


If you can't remember your password, please contact the Kilvington Grammar IT Department,

2 Parent Portal Menu

The Parent Portal contains the following tabs:

2.1 My Details



Select to update family contact details of all family members, student medical, immunisation and healthcare details and family census information.

2.2 My Consents



Select to update parent consents for the individual student. This includes permission to receive medical treatment and paracetamol, or consent to participate in camps or excursions.

2.3 Student Results



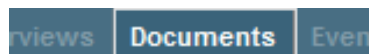
Select for academic assessment information and progress feedback for each subject throughout the semester.

2.4 PTS Interviews



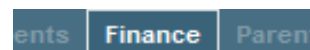
Select during the next parent interview cycle to book interviews and print the interview schedule. This tab will only be active after a Parent Teacher Interview letter is sent to families.

2.5 Documents



All documents associated with the student, including both current and past student reports.

2.6 Finance



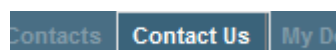
Financial information relating to the enrolled student including the current status of fee information.

2.7 Parent Contacts



Allows parents/guardians the ability to share the family contact details and see the details of parents in a student's classes for the use of social occasions/interactions.

2.8 Contact Us



List of School contacts including teachers. Select the mail icon to contact the individual directly.

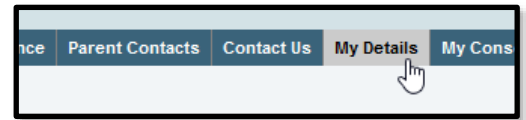
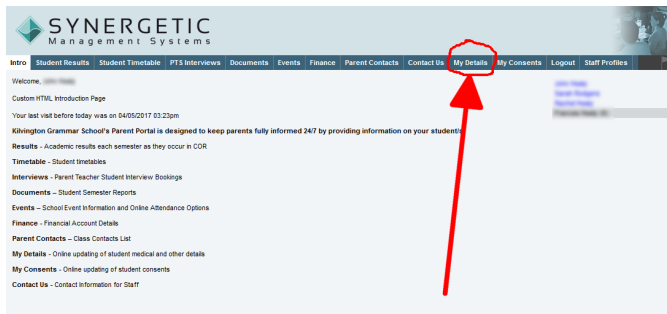
3 Parent Portal Update of Information

Please ensure all Parent Portal details are up to date.

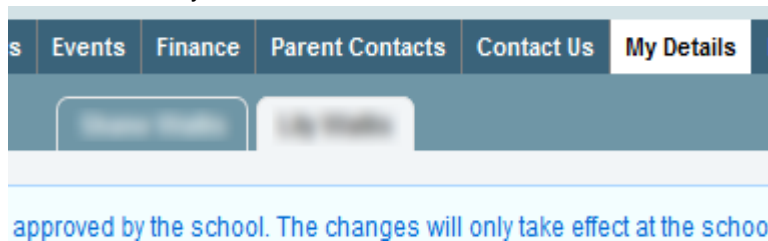
Note: The changes will only take effect at the School once they have been approved by the School's administrator.

3.1 Updating Family 'My Details'

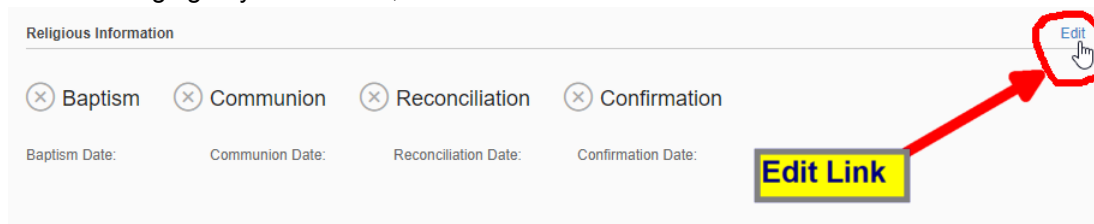
1. Select "My Details" as shown below.



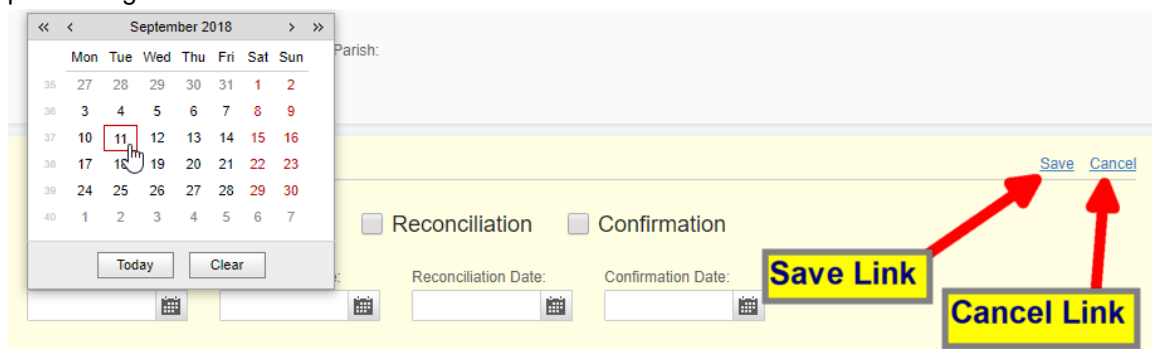
2. Select the family members tab to edit their details.



3. Ensure all sections are up to date, by reviewing each section and making changes as required.
4. Before changing any information, select "edit".

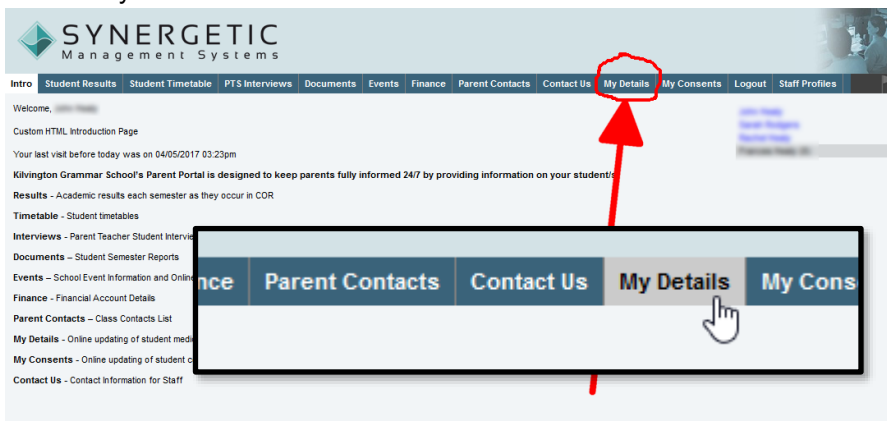


5. When a section changes colour, this indicates that the information is editable.
6. Select "save" to ensure this information is sent through to the School's administrator for processing.

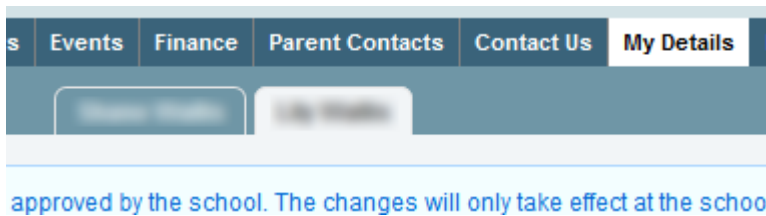


3.2 Updating Student 'My Details'

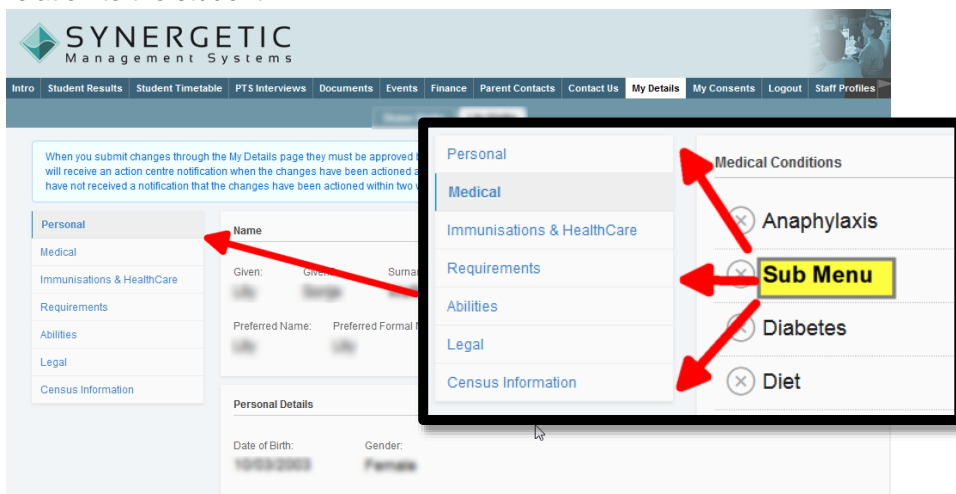
1. Select "My Details" as shown below.



2. Select the student tab to edit their details.

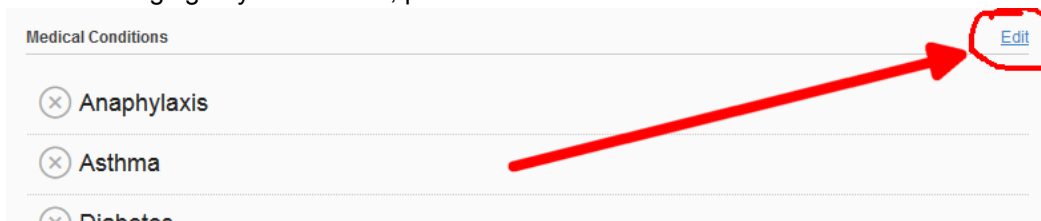


3. Select one of the following sections to ensure the School has the most accurate information in relation to the student:



Student Medical Information Update

1. Select "Medical" on the left hand side of the Parent Portal.
2. Ensure all of the below sections are up to date by reviewing each section and making changes as required.
3. Before changing any information, please select "edit".



4. When a section changes colour, this indicates that the information is editable.
5. Select “save” to ensure this information is sent through to the School’s administrator for processing.



Checking/Updating Your Child’s Immunisation & Healthcare Information

1. Select “Immunisations & Healthcare” from the sub menu on the left of the page.
2. Before changing any information, please select “edit”.
3. When a section changes colour, this indicates that the information is editable. .
4. Select “save” to ensure this information is sent through to the School’s administrator for processing.

Updating Your Child’s Requirements

1. Select “Requirements” from the sub menu on the left of the page.
2. Before changing any information, please select “edit”.
3. When a section changes colour, this indicates that the information is editable.
4. Select “save” to ensure this information is sent through to the School’s administrator for processing.

Checking/Updating Your Child’s Abilities

1. Select “Abilities” from the sub menu on the left of the page.
2. Before changing any information, please select “edit”.
3. When a section changes colour, this indicates that the information is editable.
4. Select “save” to ensure this information is sent through to the School’s administrator for processing.

Checking/Updating Your Child’s Legal Information

1. Select “Legal” from the sub menu on the left of the page.
2. Before changing any information, please select “edit”.
3. When a section changes colour, this indicates that the information is editable.
4. Select “save” to ensure this information is sent through to the School’s administrator for processing.

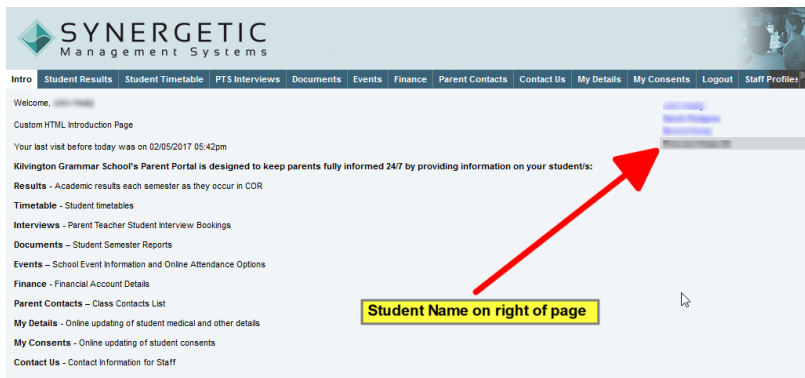
Checking/Updating Your Child’s Census Information

1. Select “Census Information” from the sub menu on the left of the page.
2. Before changing any information, please select “edit”;
3. When a section changes colour, this indicates that the information is editable.
4. Select “save” to ensure this information is sent through to the School’s administrator for processing.

4 Updating Student ‘My Consents’

Please ensure all ‘My Consents’ are kept up to date.

1. Ensure the appropriate student is selected on the right hand side of the Parent Portal.



2. Select "edit" at the left of the page.



3. Update all consents.

4. Select "submit" to ensure this information is sent through to the School's administrator for processing.

