

LAVALLA
CATHOLIC COLLEGE



A Quick Guide to PAM

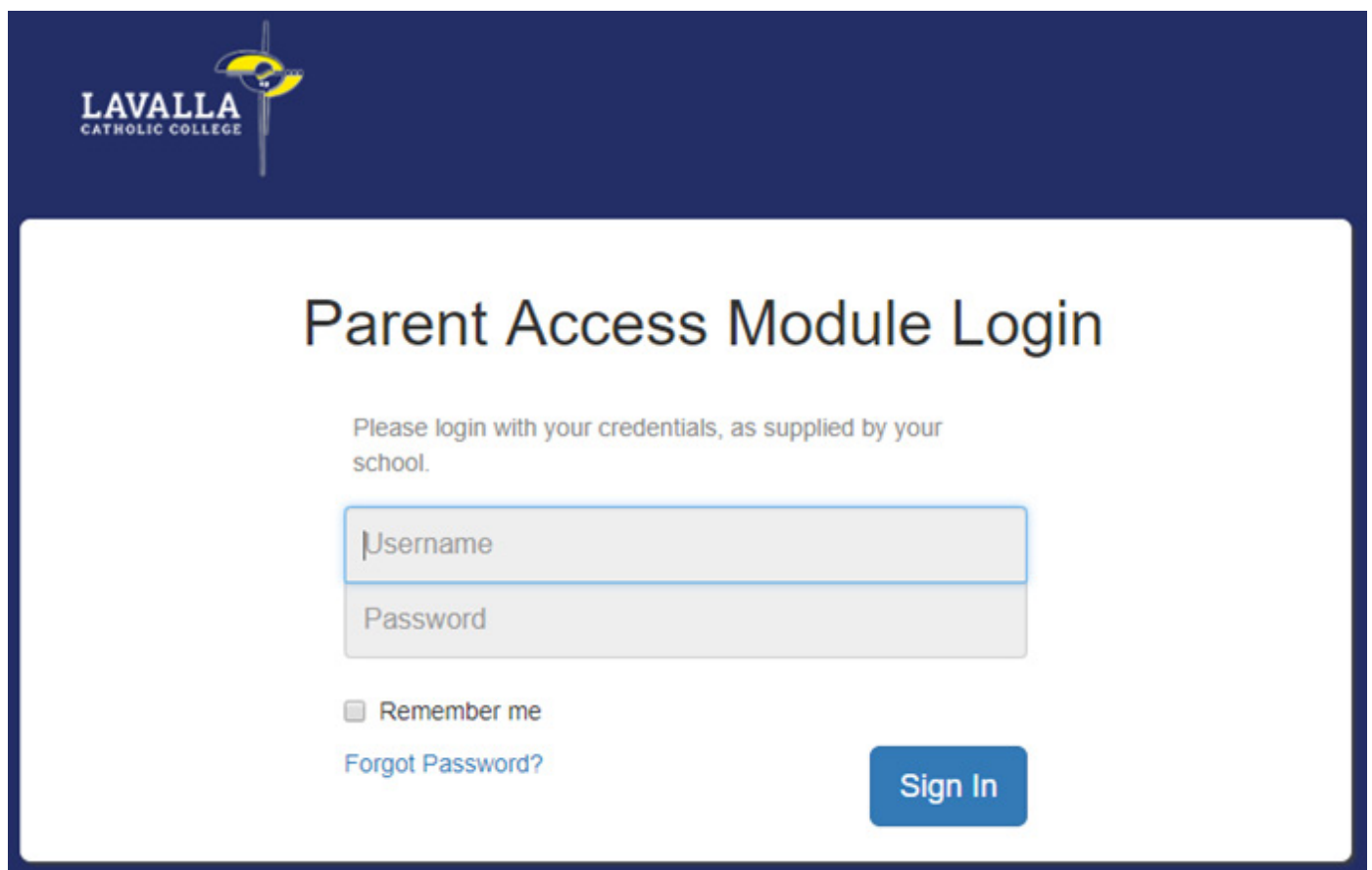
(Parent Access Module)

Logging in Parent Access Module (PAM)

Visit the following webpage on either a computer, mobile phone or tablet:

<http://pam.lavalla.vic.edu.au>

You will be greeted with the following page:



The screenshot shows the login interface for the Parent Access Module. At the top left is the Lavallo Catholic College logo. The main heading is "Parent Access Module Login". Below this is a prompt: "Please login with your credentials, as supplied by your school." There are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember me" and a link "Forgot Password?". A blue "Sign In" button is located at the bottom right of the form area.

- Input the username and password you recieved via email and click the

Sign In

button

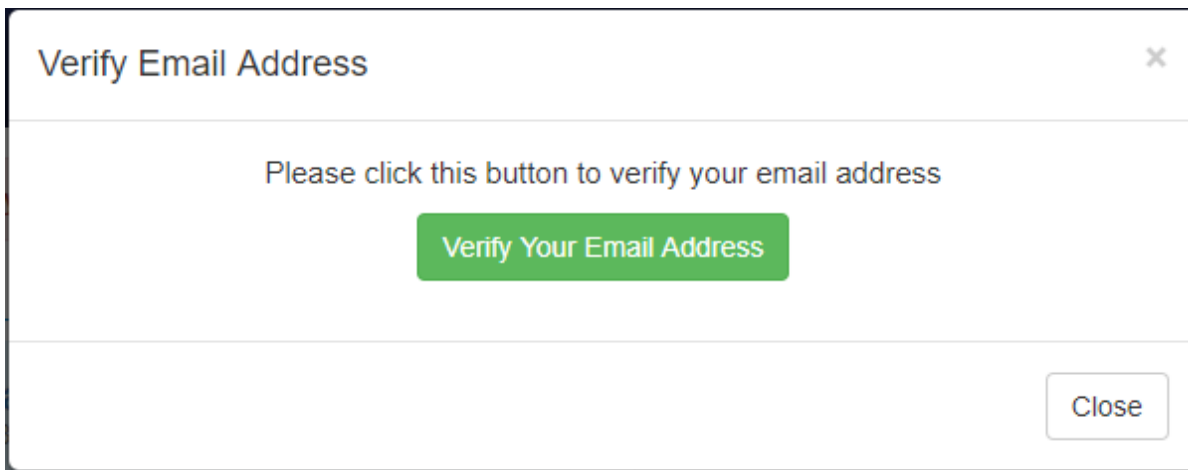
Verifying Your Email

Until you have verified your email you will see the following message at the top of your screen:

 Your email address has not been verified. Please [click here](#) to verify.

- Click on the link [click here](#)

The following popup will appear::

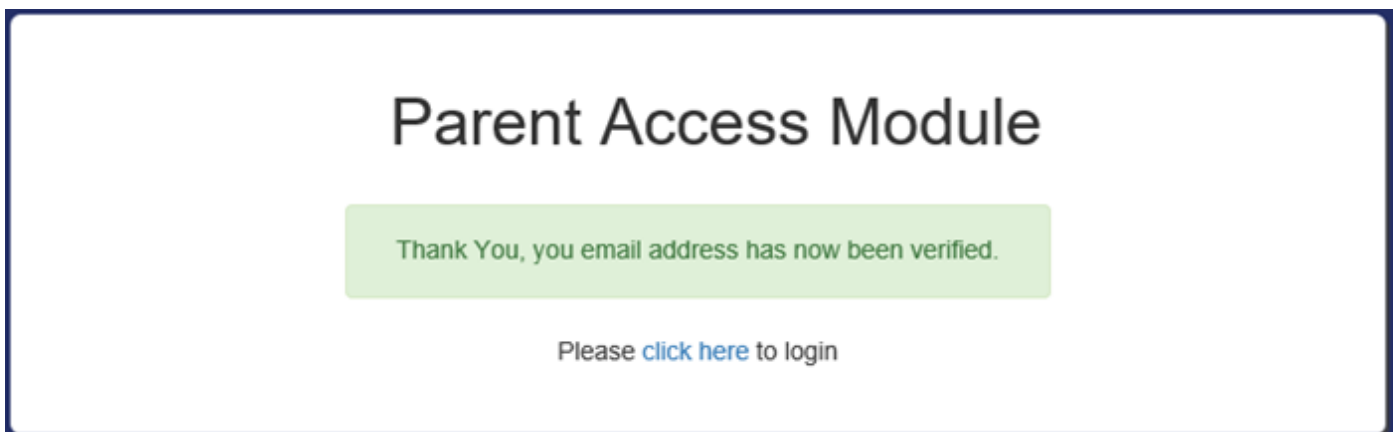


- Click the  button

This will send an email to you; to verify your email you will need to click the relevant link (example shown below)

<https://pam.lavalla.vic.edu.au/Login/Default.aspx?Verify=True&Ref=>

Clicking this link will then take you to the following screen confirming that your email has been verified.



Recording a PNA (Parent Notified Absence)

PAM allows you to inform us of your child being absent without having to make a phone call.

Once logged into PAM you will see a screen similar to that shown below:

LAVALLA
CATHOLIC COLLEGE
Parent Access Module

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⚠️ Your email address [redacted] has not been verified. Please [click here](#) to verify.

Students

[Profile Card]

School Links

- Student/Parent Links
- Child Protection Policy

Daily Messages

There are no Daily Messages.

Calendar

< > Jan 28 – Feb 3, 2019 ✕ ⓘ

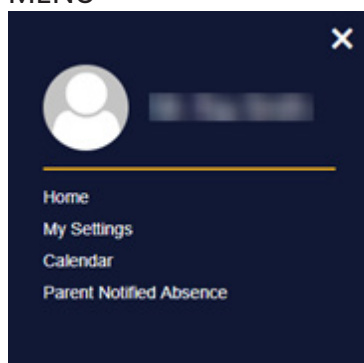
Monday	January 28, 2019
all-day	● Australia Day Public Holiday
Thursday	January 31, 2019
8:45am - 3:15pm	● Years 7, 10 & 12 Commence
Friday	February 1, 2019
8:45am - 3:15pm	● Years 8, 9 & 11 Commence

- Click on the Menu button



The menu will then appear:

MENU



- Click on the Parent Notified Absence link.

You will then be presented with a page that displays previous absences and the ability to add more;

- Click the **+ Add Absence** button to add an absence.

Parent Notified Absence

i Absences can only be added for today and must be before the school absence cut off time of 11:59 PM.

+ Add Absence

Today's Absences

There are currently no absences for today.

Previous Absences (last 12 months)

Start Date ↓	End Date	Student	Absence Period	
Nov 12, 2018	Nov 12, 2018	[REDACTED]	All Day	View Details
Oct 31, 2018	Nov 1, 2018	[REDACTED]	All Day	View Details
Oct 30, 2018	Oct 30, 2018	[REDACTED]	All Day	View Details
Oct 29, 2018	Oct 29, 2018	[REDACTED]	All Day	View Details
Oct 23, 2018	Oct 23, 2018	[REDACTED]	All Day	View Details
Oct 15, 2018	Oct 15, 2018	[REDACTED]	All Day	View Details

You will then be presented with the following popup:

Add Absence for today

Student *

Select Student..

* required

Reason *

Select Reason..

* required

Absence Period *

All Day

Notes

Close

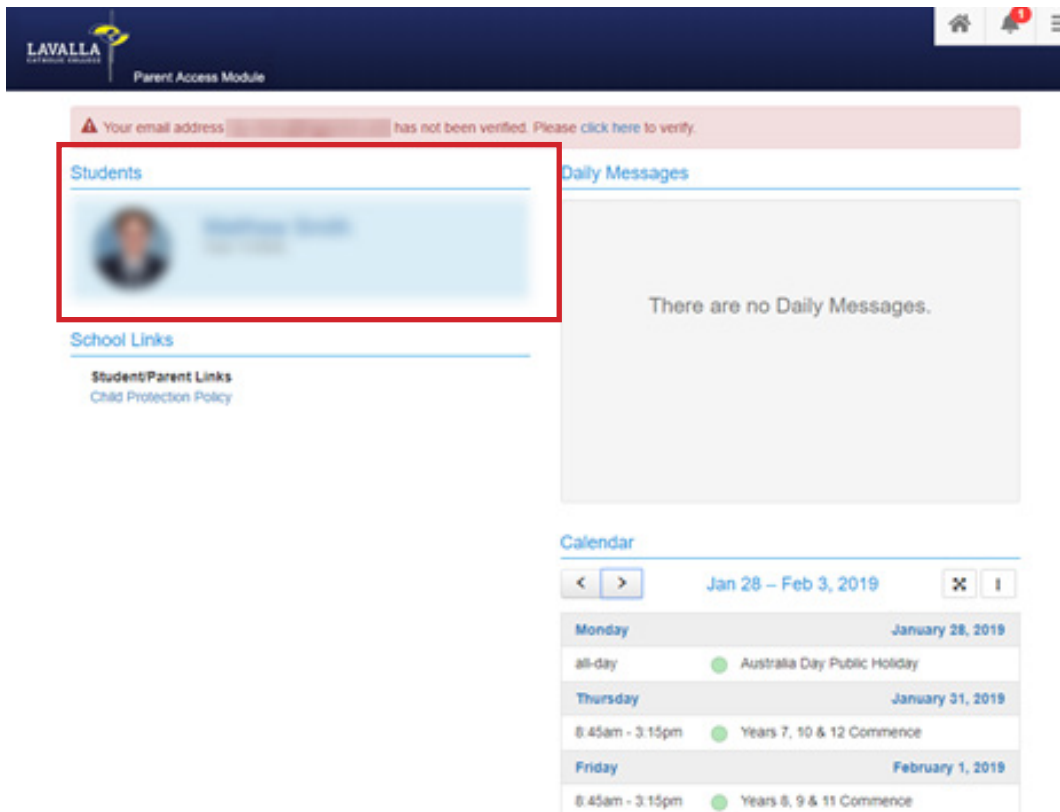
Add

* Unable to add absence until all required fields have been updated.

- Select which child will be absent.
- Select the reason your child will be absent.
- Select how long the child will be absent.
- Any additional information you think is important relating to the absence.

Setting up your Child's Medical Profile

Once logged in you will see the following screen. To modify your child's medical profile you will need to click on the child found in the student area (as highlighted)



You will then be presented with the following page. Next:

- Click on the Medical Profile link at the bottom

Clicking on Medical Profile will take you to the following screen.

NOTE: All the options here are mandatory and the form cannot be saved without **ALL** information being filled out.

