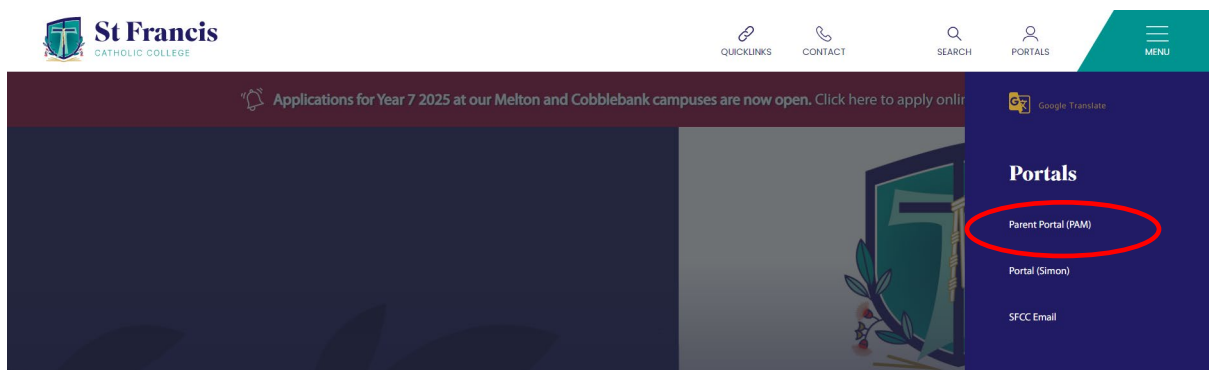


# Parent Access Module and Parent Student Teacher Interviews

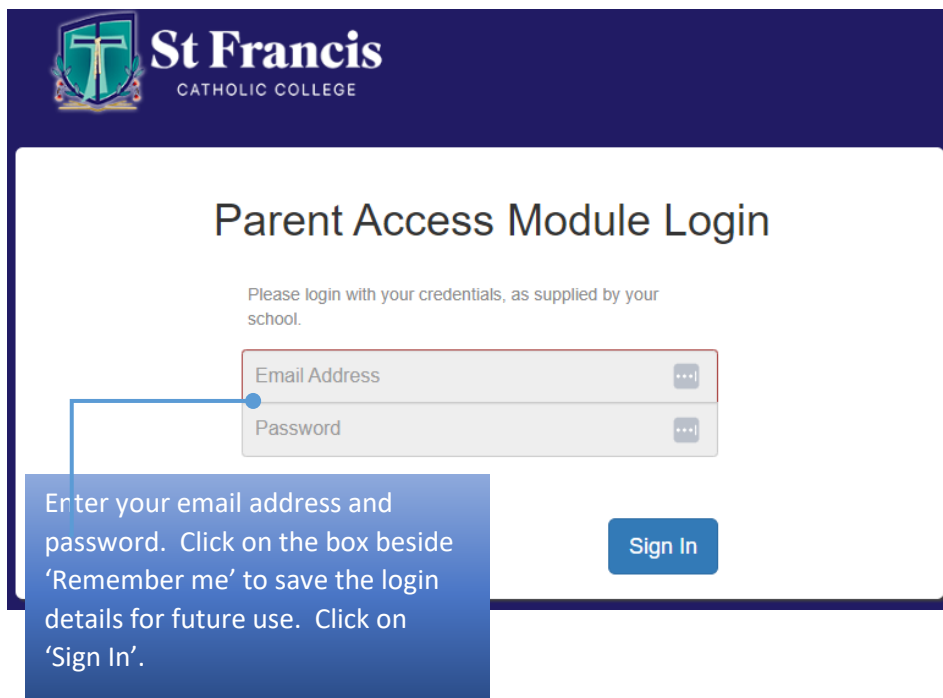
## PAM Login

You can login to PAM through the St Francis Catholic College website, [www.sfcc.vic.edu.au](http://www.sfcc.vic.edu.au).

Click on the **Portals** menu option at the top of the screen and from the drop-down list select **Parent Portal (PAM)**.



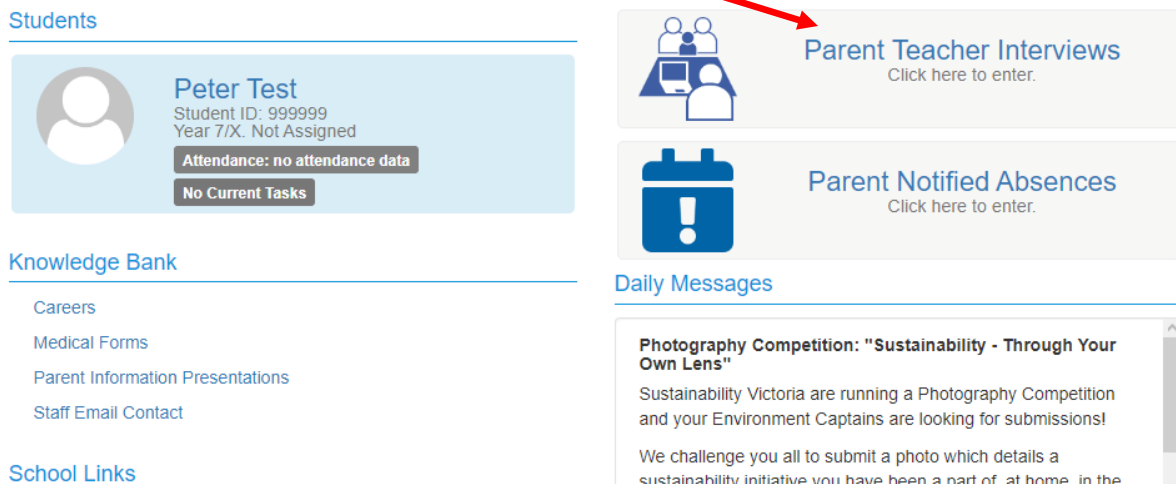
The login screen to PAM will be displayed.



The screenshot shows the 'Parent Access Module Login' screen. The page has a dark blue header with the St Francis Catholic College logo and name. The main content area is white and contains the following text: 'Parent Access Module Login', 'Please login with your credentials, as supplied by your school.', and two input fields for 'Email Address' and 'Password'. A blue 'Sign In' button is located below the input fields. A blue callout box on the left side of the screen contains the text: 'Enter your email address and password. Click on the box beside 'Remember me' to save the login details for future use. Click on 'Sign In'.'

Once you log in to PAM, you will be presented with the PAM homepage.

On the homepage select the **Parent Teacher Interviews** tab link which will direct you to the booking screen.



The screenshot shows the PAM homepage with several sections. On the left, under 'Students', there is a profile for Peter Test (Student ID: 999999, Year 7/X, Not Assigned) with buttons for 'Attendance: no attendance data' and 'No Current Tasks'. Below this is the 'Knowledge Bank' with links for 'Careers', 'Medical Forms', 'Parent Information Presentations', and 'Staff Email Contact'. At the bottom left is 'School Links'. On the right, there are two main buttons: 'Parent Teacher Interviews' (with a red arrow pointing to it) and 'Parent Notified Absences'. Below these is the 'Daily Messages' section, which contains a message about a 'Photography Competition: "Sustainability - Through Your Own Lens"'.

The booking screen lists your child's classes.



The screenshot shows the 'Peter's Classes for Interview' booking screen. It features a header 'Peter's Classes for Interview' and a sub-header 'Mid-Semester Interviews - Melton Campus (2)'. Below this, it lists '10 minute interviews' and 'On-site at Melton Campus'. A table lists two classes: 'Unit 1 English' and 'Unit 1 Foundation Mathematics', with a red arrow pointing to the latter.

Class
Unit 1 English
Unit 1 Foundation Mathematics

To make a booking, select the class you wish to book an interview for, and the available booking times will appear.

Click on the time slot that you would like to book then select **Book Interview**.

Repeat this process for each class.

## Parent Teacher Interview Booking

### Peter's Classes for Interview

Mid-Semester Interviews - Melton Campus (2)

10 minute interviews

On-site at Melton Campus

Unit 1 English

Unit 1 Foundation Mathematics

Teacher: Kezi Todd

4:10pm, 26th April 2023  
4:20pm, 26th April 2023  
4:30pm, 26th April 2023  
4:40pm, 26th April 2023  
4:50pm, 26th April 2023  
5:00pm, 26th April 2023  
5:10pm, 26th April 2023  
5:20pm, 26th April 2023  
6:30pm, 26th April 2023  
6:40pm, 26th April 2023  
6:50pm, 26th April 2023  
7:00pm, 26th April 2023

Book Interview

Once the bookings have been made, they will appear in the **Booked Times** box. You will see the teacher's name, the date, the time of the interview.

### Booked Times

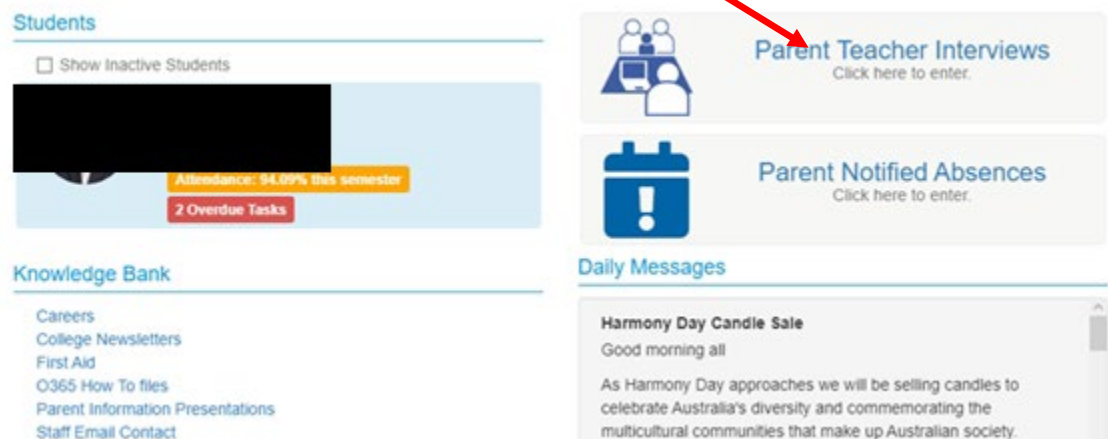
Date	Time	Name	Class	Teacher	Room
26th April 2023	4:40pm - 4:50pm AEST - (10 minutes)	Peter	Unit 1 English	Kezi Todd	Osma Building
2nd May 2023	4:20pm - 4:30pm AEST - (10 minutes)	Peter	Unit 1 Foundation Mathematics	Katy Huynh	Padua Building

You can print the booking times if you wish.

Please note the following:

- Interviews are for 10 minutes.
- Your interview will be on-line using Microsoft Teams.
- If you need to change a booking, you can click on the 'x' in the booked times and then book another time as shown above.

- On the day of your Parent Student Teacher interview, you will need to log into PAM and navigate to the Parent Teacher Interviews, ensuring you have Microsoft Teams on your device. We suggest you use your child's laptop to conduct the interviews.



- In the **Booked Times** box, you will find the online link to Join your interview. The **Join** link will replace 'Virtual meeting link will be available on the day of the interview', shown below.

