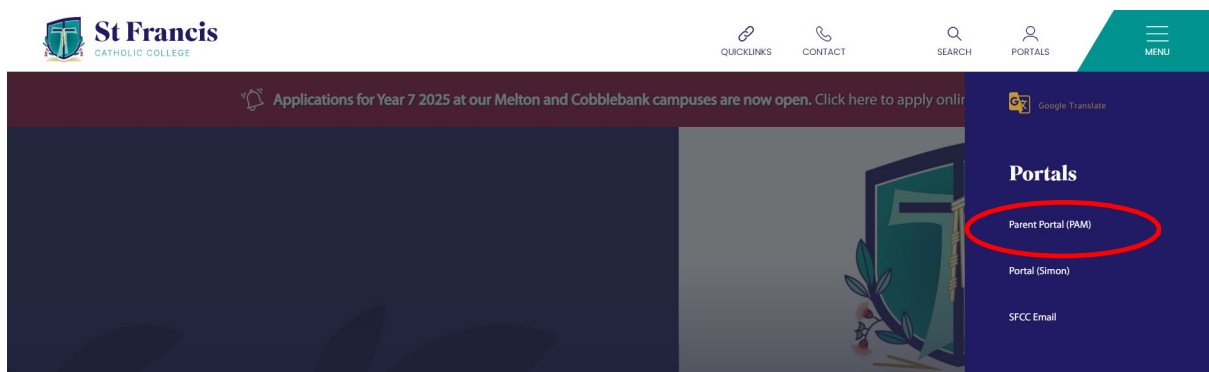


Parent Access Module and Parent Student Teacher Interviews

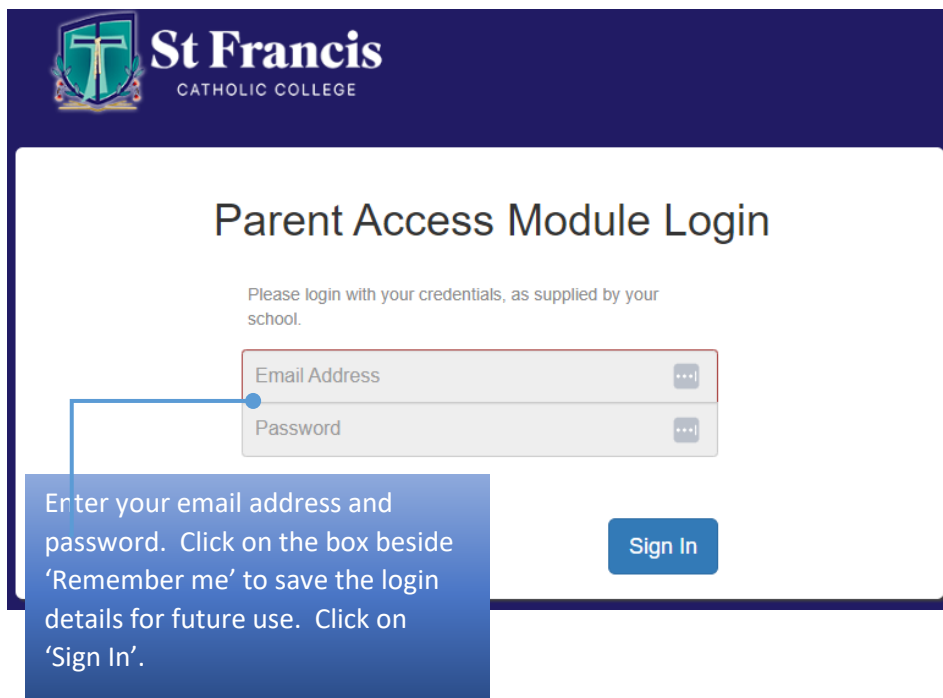
PAM Login

You can login to PAM through the St Francis Catholic College website, www.sfcc.vic.edu.au.

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



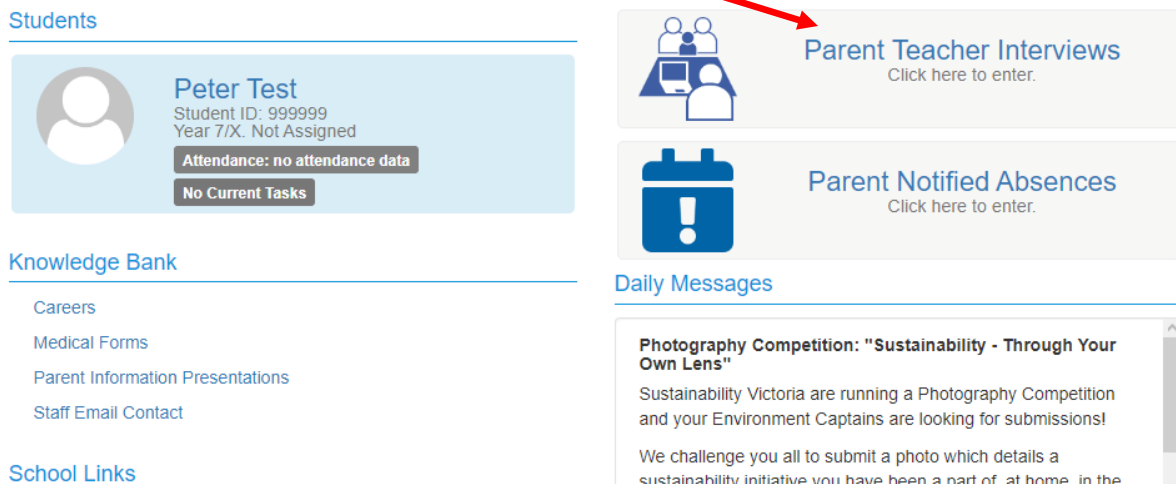
The login screen to PAM will be displayed.



The screenshot shows the 'Parent Access Module Login' screen. It features the St Francis Catholic College logo at the top left. The main heading is 'Parent Access Module Login'. Below the heading, there is a prompt: 'Please login with your credentials, as supplied by your school.' There are two input fields: 'Email Address' and 'Password'. A blue callout box points to the 'Remember me' checkbox next to the 'Email Address' field, containing 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'.' A blue 'Sign In' button is located at the bottom right of the login form.

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 a 'Daily Messages' section with 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.

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

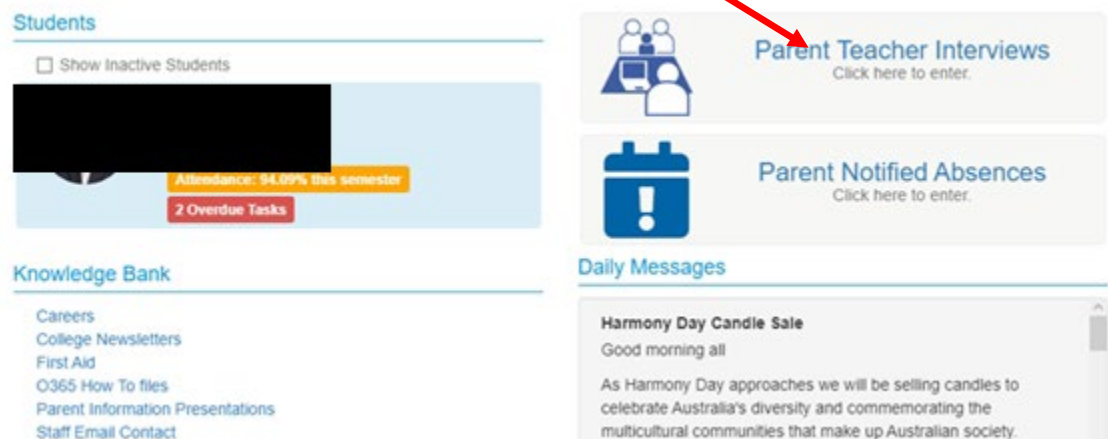
Date	Time	Name	Class	Teacher	Room
26th April 2023	4:40pm - 4:50pm AEST - (10 minutes)	Peter	Unit 1 English	Kezi Todd	Osma Building
2nd May 2023	4:20pm - 4:30pm AEST - (10 minutes)	Peter	Unit 1 Foundation Mathematics	Katy Huynh	Padua Building

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.

