

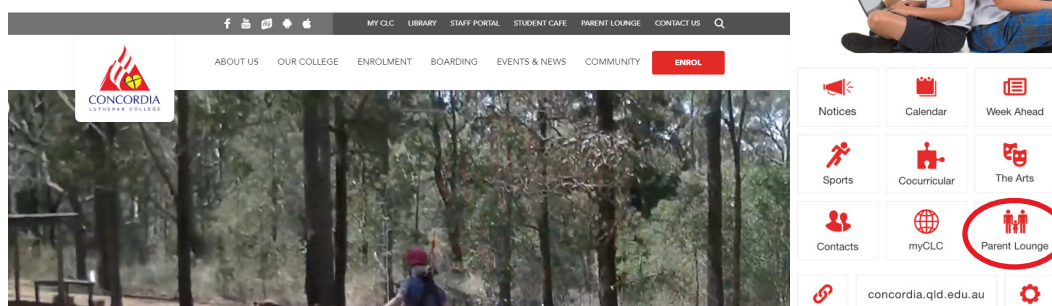
Parent Lounge Web Portal

The Parent Lounge web portal is the primary access point for College and student information.

Access

Parents can access Parent Lounge easily from the following locations:

- College App
- College website – www.concordia.qld.edu.au



Logging in

The login username is your Parent Code. This is a five digit number starting with 0. You have been provided with a temporary password. Please update this password once you have logged in for the first time.

If you have any problems with logging into Parent Lounge, please contact the College during Business Hours on 4688 2700 or email TASSAdmin@concordia.qld.edu.au.

Once you have logged in via the College App, you will remain signed into Parent Lounge, making access quick and easy to access at all times.



...because learning is at the heart of everything we do.

What you can do in Parent Lounge

There is a whole range of information that is available to you via Parent Lounge. As you familiarise yourself with the portal, you will be able to explore the various options available. This overview will cover the main applications that are available.

Homepage Menu Options

Daily Notices:	See the daily notices that are published by teachers and support staff for students.
School Calendar Events:	A summary of the upcoming events on the online calendar.
Tours and Excursions:	Provide permission for your child to participate in activities, events, tours and excursions. If there is a cost involved, payment can be made online with acceptance of your child's participation.
Academic Reports:	Access your child's reports and NAPLAN results online at any time.
Parent Teacher Interviews:	Schedule your Parent Teacher Interviews.
Absences:	Notify the College that your child will be absent.

Main Menu Options

Parent Details:	View your parent details including Parent Code, address and contact numbers. Update your address and contact details. Change your password to login to Parent Lounge.
Student Details:	View detailed information including Academic Reports, emergency contacts, issued equipment and text books, view and update medical details, view your child's timetable and the scheduled curricular activities (assignments, exams) and email class teachers.
Calendar:	View the College and campus calendars, Daily Notices, view student's eDiary.
Accounts and Payments:	View, accept or decline and pay for tours, excursions, activities and events. A notification will be sent when there is an item in this section to view.
School Links:	This is a directory with a range of information for you to access. There is an option for each campus as well as other important departments at Concordia. Examples of information available includes book lists, daily schedule, a variety of procedures and policies, handbooks, P&F Meeting Minutes and Tuckshop Menus.

Tutorial Videos for Parents

The Parent Lounge developer, TASS Web has developed a series of short instruction videos to assist parents with using the portal. You can access some of these videos in *School Links* under *Tutorial Videos – Parents*.

A GUIDE TO PARENT LOUNGE



Daily Notices: See the daily notices that are published by teachers and support staff for students.

School Calendar Events: A summary of the upcoming events on the online calendar – more detailed than printed calendar.

Tours and Excursions: Provide permission for your child to participate in activities, events, tours and excursions. If there is a cost involved, payment can be made online with acceptance of your child's participation.

Academic Reports: Access your child's reports and NAPLAN results online at any time.

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