Guide to Parent Portal

2016

Explanation of the Parent Portal

The Parent Portal is a part of the College web-site which is only accessible to parents. It contains many useful components such as access to photos, videos, the College Calendar and important forms (including the Laptop agreement). **Most importantly, this is the place where parents of Day Students log in their son's times for the week ahead and where parents of Full Boarders apply for an Overnight.** Therefore, it is very important that parents are able to access this portal easily.

Below are step-by-step instructions on how to get into the Portal for the first time, how to change your password, how to get into the Portal from that point onwards and also how to use the most important functions.

Two Important Points

1. While you may like to get your son to assist you initially in setting up the Portal, it is important that you change your password and *not give him access to the Portal*. This is not because there will be any private information on it, but rather because parents and guardians should be the only ones who can apply for an Overnight or change his times – not boys themselves. Your private login is effectively your signature of approval for Overnights.

2. Parents who have already accessed the Portal for a previous son do not need to start again. They can simply log in as they previously had and all your son's details will be on the right-hand side.
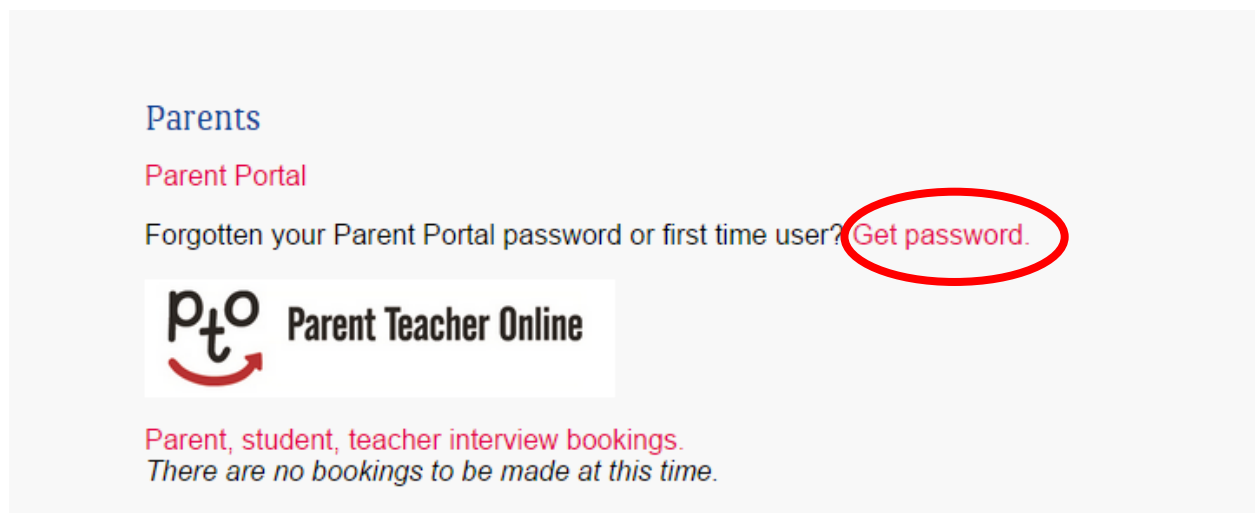
Getting Your Username and Password

Step 1:   Go to the College website (www.joeys.org)

Step 2:   In the bottom-right corner of the site, click on the menu item "Joeys Online". See diagram below:

Step 3:   The "Joeys Online" page will appear and there will be several links. Simply click on the link which reads *"First time users or forgot your password and need to reset"*. See diagram below:

Step 4:   All things going well, you should now be presented with a page which asks you to fill in your email address. It is important that this is one of the addresses that you have registered with the College. If the address registered with the College is incorrect, please email your son's Boarding Coordinator as soon as possible.

You will also need to enter the code which is displayed. This is **not** a password and will not be used again after that point. Sometimes it can be hard to read ... that is the idea and if you get it wrong, you will simply be asked to try another code. Alternatively you can click on "Reload Image" and a different code will appear.

Once you have entered your email address and the code, click "Submit". See diagram below:

Step 5:   The final step in getting your temporary password is to enter your surname in the box provided on the next screen. Do this and click on "Submit". See diagram below:

<div align="center" style="color:red">

YOU HAVE NOW BEEN EMAILED YOUR USERNAME AND PASSWORD.
GO INTO YOUR EMAIL AND GET THE USERNAME (NUMBER) AND PASSWORD.
WRITE THESE DOWN.

</div>

Logging in to the Portal

There are two ways that you can access the Parent Portal now that you have your password:

1.   Go to the College website and follow Steps 1 and 3 above. After Step 2, click on *"To begin a new session please login here"*.

2.   Alternatively simply type in the address http://parent.joeys.org. You may like to make this a 'favourite' site on your web browser.

Type in your Username and Password and click "Log On". See diagram below (please note that this page may vary slightly depending on your computer's operating system):
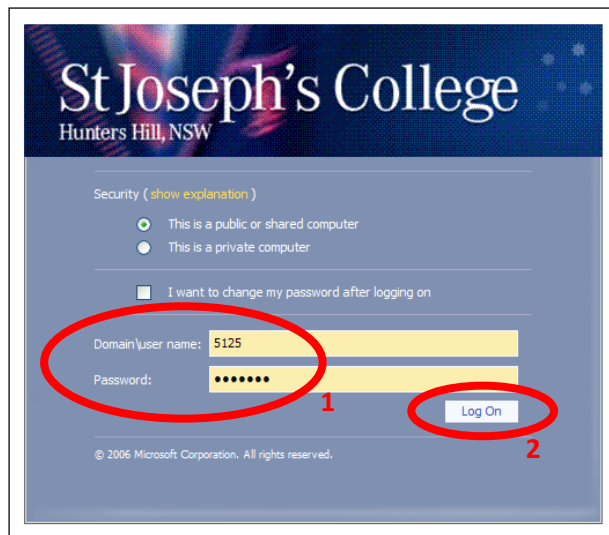
Changing your password --- STRONGLY RECOMMENDED

You can change your password easily any time that you wish at any log on.

When you get the log on page (in the diagram above) there is a check box that says *"I want to change my password after logging on"*. Tick this box when you log on and the following box will appear. Type in your old password and then your new password twice and click "Change Password". See diagram below (please note that this page may vary slightly depending on your computer's operating system):
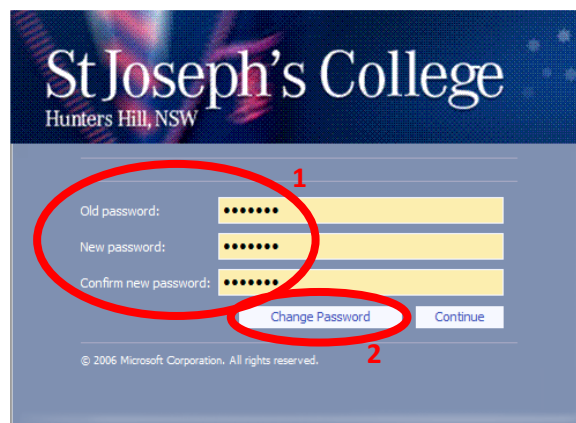
That completes the initial set-up of your account. **If you are having troubles (and this can happen, particularly with families where there is more than one set of parents/guardians) then please don't hesitate to contact the ICT Help Desk on 02 9816 0901 between 9:30am and 2:00pm Monday to Friday.**

Where to from here?

The following pages outline the main features of the Portal and how to use it effectively.

The Main Page

The main menu that you really need to worry about is the menu on the **right** of the screen. If you have more than one son, each of them will have their own menu. The diagram below gives you an idea of the functions:

Please note that during January your son may have teachers' names and classes allocated on the Portal, these classes ARE NOT FINAL and therefore, should be given little thought until your son receives his confirmed list on the first day of school. It is also possible that boys will have no entries – don't worry about that either.

Full Boarders – Requesting an Overnight

For Full Boarders to have overnight leave on a Saturday evening, their parents/guardians must complete an Overnight Request on the portal. This must be done for ALL overnights, including with one's own parents. This must be done by Thursday evenings.

Step 1:   Click on *"Overnight Request"* in your son's menu on the right side of the Portal.

Step 2:   A calendar will appear. On the date that you would like your son to have an Overnight (Saturday evenings) click on the link that says *"Add..."*

Step 3:   A form will appear. Complete all details on this form and click on "Submit". This will send a request through to your son's Boarding Coordinator. The Boarding Coordinator will then make note of the details and if appropriate, will approve the Overnight. You will receive an email once the Overnight is confirmed. If there are any special conditions of the Overnight they will be on the email you get back.

Remember that if your son is going to the home of someone other than you, you MUST have had contact with them to confirm all the details. Each time you request an Overnight you will have to tick a box to say that you have done this.

Please read the Terms and Conditions of Overnights carefully. Each time you request an Overnight, you will have to tick a box to say that you have read this.

Please ensure that Overnight Requests are submitted on time (by Thursday evening) as this will allow the Overnight to be processed and make sure that all the staff know which boys are expected to be at the College and which boys are on leave.

You can submit an Overnight Request several weeks in advance. You could even submit one now if you know a weekend that you will be here in Sydney!

Day Students – Entering Weekly Times

Parents of all day students must submit their son's departure times for the week ahead. This is easily done and can be completed for a whole term at once.

Times must be submitted by 9:00pm on the Sunday night before the week. If you miss this deadline you will be locked out of the system for that week and will have to email your son's times to your son's Boarding Coordinator. It would be great if you could try and get this done on time as it saves a lot of extra work in calling parents to get their son's times.

If you need to change your son's times mid-week, no troubles but please follow the procedures outlined by your son's Boarding Coordinator. You cannot change your son's times mid-week on the portal.

Ok … now, to enter your son's departure times:

Step 1:   Click on *"Departure Times"* in your son's menu on the right side of the Portal.

Step 2:   A calendar will appear. On the date that you would like to enter times for, click on the link that says *"Add..."*.

Step 3:   A small box will appear (see diagram below). Click on the dot next to the time that you would like your son to depart and click *"Submit"*.

Step 4:   If you would like to make that the departure time for every week on that day for the remainder of the term then tick the box that says *"Tick to book departure times for the term"*.

Step 5:   Repeat for each day of the week.

Date:	27/01/2010	
Student ID:	12345	
Student name:	Rooskie, Anthony	(Yr7)
DoB:	26/08/1997	

Click on the time that you would like your son to depart →

○ 05:00 PM
○ 08:00 PM
○ 09:00 PM
○ 09:30 PM
○ Colo

This is where you tick to make the time the same for the whole term →

☐ Tick to book Wednesday departure times for the term.

[submit] [delete] [Cancel]

You can easily change previously submitted times provided it is before 9:00pm on the Sunday before. To do this, click on the previously entered time in the calendar (eg "05:00PM). Choose the new time in the box that appears (above) and click *"Submit"*.

Give it all a go and if there are any problems with the login, get onto the Help Desk. If you are having problems navigating around the Portal once you are in there please don't hesitate to let the Boarding Coordinator know.