Loyola College Parent Portal

Quick Tour

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Accessing the Loyola College Parent Portal

The Parent Portal is accessible from the Intranet tab of the Loyola College website, www.loyola.vic.edu.au, using your authorised login account:

1. Click on the Student Management link:

![Student Management link](image)

2. Log in by entering the Parent Portal credentials provided to you.
   a. In the User name type your portal account name
   b. Type your password in the Password field
   c. Click the Sign in button.

**Having trouble logging in?**

Contact the Loyola College ICT Helpdesk:
- P: 9433 0743
- E: iCentre-ICT@loyola.vic.edu.au
3. The **Parent Portal** gives you easy access to the following online services, identified by their tab names:

- **Intro** tab: Parent Portal home page
- **Timetable** tab: Your child's timetable today, as well as his/her timetable cycle
- **Absences** tab: Your child's absence events so far this year
- **Reports** tab: Your child's Interim and Semester reports
- **Finance** tab: Your Receipt and Statement Histories (currently not available)
- **Interviews** tab: When available, booking your child's Parent / Student / Teacher Interview
- **Contact Us** tab: Teacher contact email addresses
- **My Details** tab: View / change your child’s details, including Personal, Medical, Immunisations & HealthCare
The **Timetable** tab shows:

- The name of each child currently attending Loyola College is listed down the top right hand side. Click on each child’s name to see the timetable information for that child.
- The classes, room numbers and teachers your child has today.
- Your child’s timetable over the full timetable cycle.
Absences Tab

The Absences tab shows:

- The name of each child currently attending Loyola College is listed down the top right hand side. Click on each child’s name to see the absences information for that child.
- The dates for late arrivals, early departures and absences, as well as their recorded reasons and explanatory notes that have been provided.
- If you wish to notify the Loyola College Registrar that your child will not be attending school on any particular day, please go to the Contact Us tab, where you will find the absence notification facility.
The Reports tab shows:

- Option to select Interim and Semester reports from the last 12 months, or the previous 12 months
- Option to download PDF reports or open reports in a browser
The **Finance** tab shows:

- Your Receipt history
- Your Statement history

To view your last statement please click on the **Last debtor statement** button.
The Interviews tab shows:

- The name of each child currently attending Loyola College is listed down the top right hand side, as well as above the interview session grid. Click on each child’s name to see the available interview times for that child.
- A link to an Interview Required/Welcome report that must be run before making appointments.

- Available session times are displayed against each teacher in each of the interview session grids.
- Once interview times have been booked, view a printable report of all bookings and their times.
The **Contact Us** tab shows:

- The name of each child currently attending Loyola College is listed down the top right hand side, as well as above the interview session grid. Click on each child’s name to see the available interview times for that child.
- Notifying the Loyola College Registrar of your child’s absence from school today.
- Contact details of your child’s teachers.
- Contact details of all Loyola College staff members.