



MLMC Portals User Guide for Parents

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Online Parent Portals

In recent years an online portal was introduced to improve communication with parents. In 2016 we also launched the Parent Access Module (PAM) and, as such, we now have two parent portals available to you. PAM has a learning focus that the Parent Portal did not provide, and we have implemented it to provide a wide range of services that will facilitate improved communication between school and home. As we take up the use of more features in PAM, access to information may change. We will, of course, notify you of any updates when they occur.

We will notify parents / guardians by SMS or email when correspondence is loaded onto the portals, however, we would recommend that parents / guardians make a habit of checking the portals regularly, at least once a week.

In order for communication with families to run smoothly, it is important that you advise the College as soon as possible if your contact details change, particularly email and mobile phone numbers. Refer to the Updating Personal and Medical Details section in this booklet.



Parent LOGIN Information

The College utilises SIMON as our learning management system. The Parent Access Module (PAM) is the parent / guardian access to SIMON.

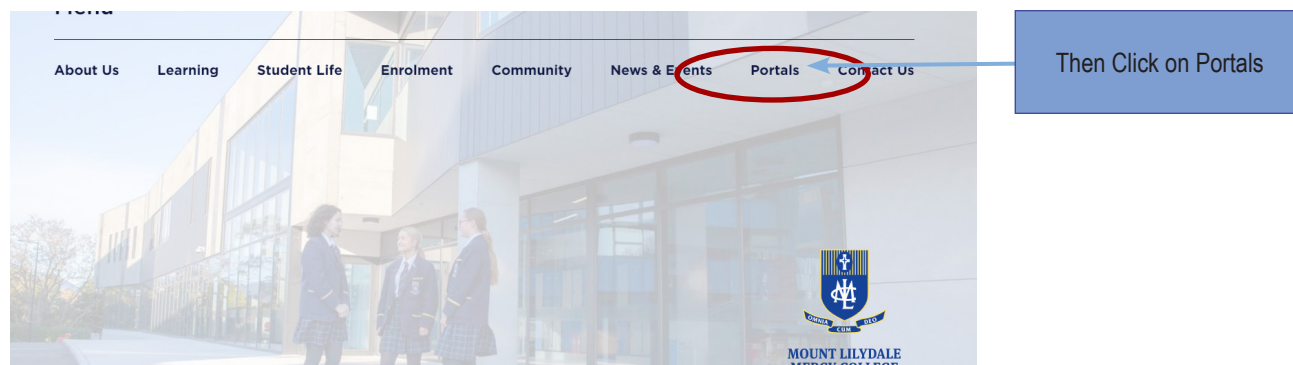
- Parent Notified Absences
- Viewing and Updating Medical Information
- Daily Messages
- Student Timetable
- Learning Areas | Assessment Tasks, Marks and Feedback
- Interim and Semester Reports
- Student Progress Interview Bookings
- Curriculum Handbooks
- Learning and Teaching Policies
- College Calendar

The Parent Portal is connected to the College's student administration system and is currently used for:

- Fee Statements
- Payments
- Excursion Permissions and Information
- Correspondence and Communication
- Viewing and Updating Personal Information
- Forms and Information

How to Access Portals

Both parent portals can be accessed via the Mount Lilydale Mercy College website - www.mlmc.vic.edu.au



Portals

Access portals here. If you experience any issues accessing or using our student portal please contact College Reception (03) 9735 4022 or email administration@mlmc.vic.edu.au

PAM

PARENT PORTAL

STUDENT PORTAL

MLMC SHOP

Click on the required Portal

Parent Access Module (PAM)

The Parent Access Module (PAM) can be saved to your phone to work as an App. Instructions for both iOS and Android are listed below.

Ensure PAM is easily accessible on your mobile device



Parent Access Module
For families of all types

boosting communication between school and home





Step 1

Open **Safari**. 

Step 2

Navigate to your school's PAM URL address. Please do not log in.

Step 3

Using the Safari menu at the bottom of the screen, tap the **Share** button. 

Step 4

Tap the **Add to Home Screen** button. 

Step 5

Enter **PAM** as the name for the shortcut.

DONE

PAM will now appear on your Home Screen.

Step 1

Open **Google Chrome**. 

Step 2

Navigate to your school's PAM URL address. Please do not log in.

Step 3

Using the Chrome menu at the top of the screen, tap the **Overflow** button. 

Step 4

Tap the **Add to Home Screen** button. 

Step 5

Enter **PAM** as the name for the shortcut.

DONE

PAM will now appear on your Home Screen.







Make our team a part of yours.

Powerful,
structured
workflows – **more**
is made simple.

Unique, **not-for-profit**
initiative producing real
solutions.

5 Mount Lilydale Mercy College

Parent Access Module (PAM)

Mount Lilydale Mercy College

Parent Access Module Login

Please login with your credentials, as supplied by your school.

Email Address

Password

☐ Keep me logged in

[Forgot Password?](#)

[Sign In](#)

To login, enter your Email address and Password, then click the Sign In button

If you have forgotten your Password, click on the Forgot Password button. From there you will be asked to enter your email address and you will then receive a link to reset your password.

The PAM home page will be launched

Students

Student 1 Family

Student ID: 1
Year 7/*** Unknown Homeroom ***

Attendance: no attendance data

No Current Tasks

Knowledge Bank

- Parent Information Booklets
- Parent/Student - User Agreements
- Student - VCE Policy, Procedures & Forms

School Links

- Student Progress Interviews Parent Survey
- Student Progress Interviews Parent Survey 2020
- 2022 Pathway Selections Process
- 2022 Pathways Student & Parent Guide PDF
- MLMC Pathways Portal
- Careers Links
- MLMC Careers Site
- Community
- Parent Portal
- School Newsletters

Parent Notified Absences

Click here to enter.

Daily Messages

Virtual Homework Club

Need to catch up with classwork or

Finding remote learning heavy going

Virtual Homework Club will run Monday and Wednesday this week - 16/8 & 18/8

<https://meet.google.com/qyi-mbmw-gzd>

Enquiries bclark@mlmc.vic.edu.au

Science Week 2021 - " Food - Different by Design" - Get Ready for a Fun Week Ahead!

Science week is here- 14th- 22nd of August!!!

This year's theme is. " Food - Different by Design"

Calendar

< >

Aug 16 - 22, 2021

Monday August 16, 2021


Click on your child's name to view information specific to them, including: Timetables, School Reports or Learning Areas

Daily messages for students will be displayed here. These are the same messages students can see from their SIMON account

Editions of the College Newsletter can be found by clicking on this link

Personal Details

Your child’s personal details can be viewed in PAM. If changes are required, this should be updated in the Parent Portal.



Student 1
Family

Personal Details

Student Timetable

Attendance

Assessment Reports

Commendations

Letters

Lesson Plans

Learning Tasks

Medical Profile

School Activities

NAPLAN

Personal Details

Student ID

Initials

Surname

Given

Preferred

Date of Birth

Email Address

Login Name

Click on the
Personal Details menu
to view

S

Family

Student 1

Student 1

student1

Current Enrolment Details

Year Level

Homeroom

House

Year 7

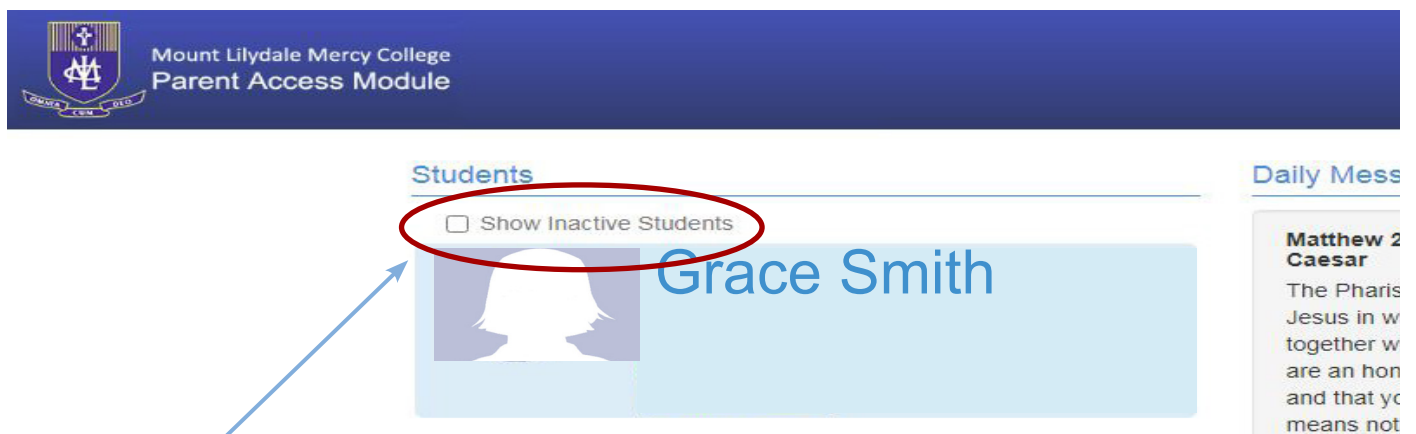
*** Unknown Homeroom ***

*** Unknown House ***

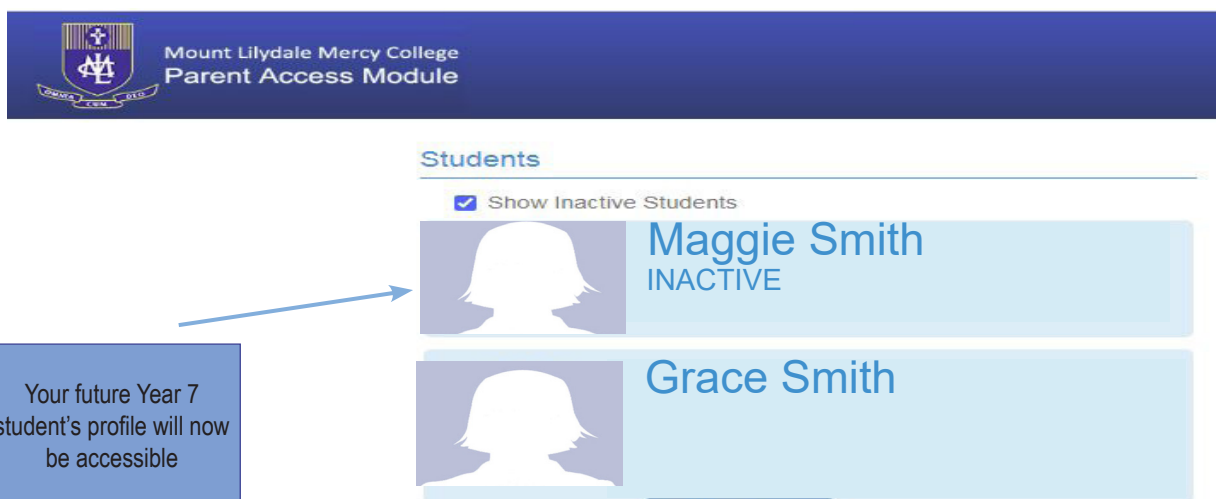
Viewing and Updating Medical Details within Parent Access Module (PAM)

All student medical information can be accessed and updated via the Parent Access Module (PAM). By utilising the Medical Profile on PAM, staff have quicker and clearer access to any important, relevant medical information through the student desktop, rather than needing to access it on a different system. We believe this is the most effective way in continuing to keep students safe at school.

It is important that all medical information is updated as soon as there are any changes. We recommend that you update any medical information within PAM. Any changes will be submitted for approval by the College. If there is any information not listed or unable to be edited on the My Details tab, please contact the College Registrar's Office on 9735 4022.



To view your future Year 7 student's profile, select Show Inactive Students



Your future Year 7 student's profile will now be accessible

**Student 1
Family**

Personal Details

Student Timetable

Attendance

Assessment Reports

Letters

Lesson Plans

Learning Tasks

Medical Profile

School Activities

NAPLAN

Personal Details

Student ID	
Initials	S
Surname	Family
Given	Student 1
Preferred	Student 1
Date of Birth	1/01/2003
Email Address	
Login Name	student1

Current Enrolment Details

Year Level	Year 7
Homeroom	*** Unknown Homeroom ***
House	*** Unknown House ***

Click on the
Medical Profile Menu

Click on the
Edit Details option

Mount Lilydale Mercy College
Parent Access Module

**Maggie
Smith**

Personal Details

Student Timetable

Attendance

Assessment Reports

Learning Areas

Medical Profile

Medical Profile

GENERAL

Number: Expiry: Line Number:

CONTACTS

No contact details supplied.

SUMMARY

No medical items.

Edit Details

Mount Lilydale Mercy College
Parent Access Module

Maggie Smith

Personal Details
Student Timetable
Attendance
Assessment Reports
Learning Areas
Medical Profile

Medical Details

← Return

GENERAL

Medicare no *
Expiry Date *

Health Care Card Holder *
☐ Yes ☐ No
☒ **Ambulance Cover ***
☐ Yes ☐ No
 Ambulance Membership no *

 * required

Private Health *
☐ Yes ☐ No

MEDICAL CONTACTS (optional)

Relevant healthcare information
MUST be provided.

This includes Medicare details and any
Healthcare Card, Ambulance Subscription
and/or
Private Health Insurance details
(if applicable)

In the event of an emergency, a child's parents / guardians are always the first point of contact the College makes. If we are unable to contact parents / guardians we will make contact with the listed emergency contact person.

It is therefore important that you nominate emergency contacts other than the child's parents / guardians. We ask that you provide contact information for trusted friends or relatives other than yourselves.

NOTE: At least one Emergency Contact (Medical Contact) is required but you are welcome to provide more than one.

Providing Contact details for Doctor and/or Dentist is optional.

**IMPORTANT
INFORMATION**

Click Add Contact

Multiple Medical
Contacts may be
nominated.

We suggest
providing more
than one

Student Profiles

Select Profile Select Pastoral Profile Add New Student View Inactive Students Behavioural Tracking Admin Medical Admin Commendations Maintenance

Medical Information

Medical Profile
Medical Status
Medical Notes

School Defined Fields
Student Attendance
Student Assessment
Personal Learning Plan
Behavioural Tracking
Student Communications
Student Notes
Learning Resources
NAFLAN
Letters

GENERAL

Medicare no Expiry date Line Number

Health Care Card Holder
☐ Yes ☐ No
☒ **Ambulance Cover ***
☐ Yes ☐ No
 Private Health
☐ Yes ☐ No

MEDICAL CONTACTS

Name	Phone	Type	Actions
		Emergency	Add contact
		Emergency	Add contact
		Emergency	Add contact
		Emergency	Add contact

MEDICAL ALERT CONDITIONS

ANAPHYLAXIS
☐ Yes ☐ No

[Add contact](#)

Access Module - 31400

https://pam.mtmc.vic.edu.au/Student/Medical/MedicalDetails.aspx?id=31400

Mount Lilydale Mercy College
Parent Access Module

Add Medical Contact

Contact Type *
Emergency

Name or Relationship * (e.g. Grandma)

Phone *

Close Add

To meet with compliance requirements, if your child has a Medical ALERT Condition (Asthma, Severe Allergies, Anaphylaxis or Epilepsy) you will be required to provide the College with Action and Management Plans, completed by your doctor.

IMPORTANT INFORMATION

As the forms are colour coded, it is important that they are provided to us in colour.

If your doctor gives you a black and white form, please advise them that we require coloured forms. Blank Medical Action Plan Forms can be found on the Parent Portal under Forms and Information – First Aid & Medical Information. If you have any questions please do not hesitate to contact our friendly First Aid staff.

Click Upload a Document to add a copy of your child's Action Plan.

If you wish, you can provide consent for your child to be provided with Paracetamol (Panadol), Ibuprofen (Nurofen) tablets.

For example, if your child presents to First Aid with a headache, staff will check if consent has been provided. If no consent has been given, we are required to contact you on a case by case basis to gain verbal consent to give your child analgesia.


Tick Yes or No to provide consent for Panadol or Nurofen

Your child's medical Profile cannot be saved until each field is completed.




Once you have completed each section, you must confirm that the provided information is true, up to date and available to school teachers and staff in direct care of your child.


Tick the box to confirm true and up to date details then click Update Details

Timetable



Mount Lilydale Mercy College
Parent Access Module

 **Maggie Smith**

Personal Details

Student Timetable

Assessment Reports

Learning Areas

Student Timetable

Monday 30/1

Tuesday 31/1

Wednesday 1/2

Term 4 School Holidays

Click on the Student Timetable menu to view complete timetable for current two week cycle

	Pastoral Care	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Day 4 Thursday 2/2	1XHRM009RE RIV (PWR211)	1SSCI009RE JAM (HAR2.3)	1SSCI009RE JAM (HAR2.3)	1LITA109BB MLM (PWR211)	1MMAT009RE DOF (PWR211)	1SPORT09AA DLW	1SPORT09AA DLW
Day 5 Friday 3/2	1XHRM009RE RIV (PWR211)	1EENG009RE MBM (PWR211)	1EENG009RE MBM (PWR211)	1PSCO009AA JHD (PWR216)	1SSCI009RE JAM (PWR211)	1MMAT009RE DOF (PWR211)	1RREL009RE RIV (PWR211)
Day 6 Monday 6/2	1XHRM009RE RIV (PWR211)	1MMAT009RE DOF (PWR211)	1RREL009RE RIV (PWR211)	1PSCO009AA JHD (PWR216)	1LITA109BB MLM (PWR211)	1HHUM009RE MJQ (PWR211)	1EENG009RE MBM (PWR211)
Day 7 Tuesday 7/2	1RREL009RE RIV (PWR211)	1MMAT009RE DOF (PWR211)	1XHRM009RE RIV (PWR211)	1SSCI009RE JAM (HAR2.3)	1SSCI009RE JAM (HAR2.3)	1LITA109BB MLM (PWR211)	1LITA109BB MLM (PWR211)
Day 8 Wednesday 8/2	1XHRM009RE RIV (PWR211)	1PSCO009AA JHD (PWR216)	1PSCO009AA JHD (PWR216)	1MMAT009RE DOF (PWR211)	1EENG009RE MBM (PWR211)	1HHUM009RE MJQ (PWR211)	1HHUM009RE MJQ (PWR211)
Day 9 Thursday 9/2	1XHRM009RE RIV (PWR211)	1LITA109BB MLM (PWR211)	1EENG009RE MBM (PWR224)	1EENG009RE MBM (PWR211)	1MMAT009RE DOF (PWR211)	1SPORT09AA DLW	1SPORT09AA DLW
Day 10 Friday 10/2	1XHRM009RE RIV (PWR211)	1RREL009RE RIV (PWR211)	1MMAT009RE DOF (PWR211)	1PHEA009RE RIV (PWR211)	1PSCO009AA JHD (PWR216)	1SSCI009RE JAM (PWR211)	1EENG009RE MBM (PWR211)
Day 1 Monday 13/2	1XHRM009RE RIV (PWR211)	1MMAT009RE DOF (PWR211)	1HHUM009RE MJQ (PWR211)	1EENG009RE MBM (PWR211)	1LITA109BB MLM (PWR211)	1PSCO009AA JHD (PWR216)	1XHRM009RE RIV (PWR211)
Day 2 Tuesday 14/2	1EENG009RE MBM (PWR211)	1MMAT009RE DOF (PWR211)	1XHRM009RE RIV (PWR211)	1RREL009RE RIV (PWR211)	1PHEA009RE RIV (PWR211)	1LITA109BB MLM (PWR211)	1LITA109BB MLM (PWR211)
Day 3 Wednesday 15/2	1XHRM009RE RIV (PWR211)	1PSCO009AA JHD (PWR216)	1PSCO009AA JHD (PWR216)	1MMAT009RE DOF (PWR211)	1EENG009RE MBM (PWR211)	1HHUM009RE MJQ (PWR211)	1HHUM009RE MJQ (PWR211)

Timetable Key:

Class Code	Class Description	Domain Component	Campus	Teacher Name
11ASAR2Aa	Studio Arts Units 1-2	The Arts	Mount Lilydale Mercy College	Mr Denver Carron (DMC)
11WHOS2Wa	VET Hospitality Cert II 1st Year MLMC	VET	Mount Lilydale Mercy College	Ms Kristy Brown (KLB)
10AAID2Db	Year 10 Architectural and Interior Design	The Arts	Mount Lilydale Mercy College	Ms Bridgette McGinn (BMM)
10EENG2Eh	Year 10 English	English	Mount Lilydale Mercy College	Ms Carrie Baker (CEB)
10MGMA2Cc	Year 10 General Mathematics	Mathematics	Mount Lilydale Mercy College	Mrs Nerrida Burnham (NRB)
10XHRM2JA	Year 10 Homeroom	Homeroom	Mount Lilydale Mercy College	Mr David Banfield (DAB)
10HHUM2Bc	Year 10 Humanities	Humanities	Mount Lilydale Mercy College	Miss Lucia Tabacchiera (LCT)
10RREF2Fg	Year 10 Religious Education	Religious Education	Mount Lilydale Mercy College	Mr Paul Morgan (PFM)
10SSCI2Bc	Year 10 Science	Science	Mount Lilydale Mercy College	Mr Adam Dean (AJD)

Period Keys:

Day(s) 1, 3, 4, 5, 6, 8, 9, 10 Day(s) 2, 7


Period	Start Time	End Time
Pastoral Care	8:50 AM	9:00 AM
Period 1	9:00 AM	9:50 AM
Period 2	9:50 AM	10:40 AM
Period 3	11:05 AM	11:55 AM
Period 4	11:55 AM	12:45 PM
Period 5	1:35 PM	2:25 PM
Period 6	2:25 PM	3:15 PM

Period	Start Time	End Time
Period 1	8:50 AM	9:35 AM
Period 2	9:35 AM	10:20 AM
Pastoral Care	10:20 AM	11:05 AM
Period 3	11:30 AM	12:15 PM
Period 4	12:15 PM	1:00 PM
Period 5	1:45 PM	2:30 PM
Period 6	2:30 PM	3:15 PM

If you scroll down the page, you will find the Subject and Teacher Codes and Bell Times for each day of the cycle.

Lesson Plans | Course Overview

Lesson Plans on PAM provide a course description for each subject your child is studying.



Maggie Smith

[Personal Details](#)
[Student Timetable](#)
[Attendance](#)
[Assessment Reports](#)
[Letters](#)
[Lesson Plans](#)
[Learning Tasks](#)
[Medical Profile](#)
[School Activities](#)

Lesson Plans

Semester: 2021, Semester 2 ▼

Studio Arts Units 1-2 (Class: Aa) (0 lesson plans) ▼

VET Hospitality Cert II 1st Year MLMC (Class: Wa) (0 lesson plans) ▼

Year 10 Architectural and Interior Design (Class: Db) (0 lesson plans) ▼

Year 10 English (Class: Eh) (0 lesson plans) ▼

Year 10 General Mathematics (Class: Cc) (0 lesson plans) ▼

Year 10 Homeroom (Class: JA) (0 lesson plans) ▼

Year 10 Humanities (Class: Bc) (0 lesson plans) ▼

Year 10 Religious Education (Class: Fg) (0 lesson plans) ▼

Year 10 Science (Class: Bc) (0 lesson plans) ▼

Learning Tasks | Assessment Tasks, Marks and Feedback

Learning Tasks on PAM will allow you to view assessment tasks for your child, their status, results and any feedback.

The screenshot displays the PAM Learning Tasks interface for a user named Maggie Smith. The interface is divided into a left sidebar with navigation links and a main content area.

Left Sidebar (Navigation Links):

- Personal Details
- Student Timetable
- Attendance
- Assessment Reports
- Letters
- Lesson Plans
- Learning Tasks** (highlighted with a red circle)
- Medical Profile
- School Activities
- NAPLAN

Main Content Area (Learning Tasks):

Classes Summary:

- 12 Active Tasks
- 2 Overdue Tasks (highlighted with a red circle)

Classes List:


Class Name	Class Code	Tasks	Status
Studio Arts Units 1-2	(Class: Aa)	(2 tasks)	1 Active, 1 Overdue
Year 10 Architectural and Interior Design	(Class: Db)	(3 tasks)	1 Active
Year 10 English	(Class: Eh)	(1 tasks)	1 Active
Year 10 General Mathematics	(Class: Cc)	(4 tasks)	1 Formal Non-submission
Year 10 Humanities	(Class: Bc)	(8 tasks)	7 Active, 1 Overdue
Year 10 Religious Education	(Class: Fg)	(1 tasks)	1 Active

Detailed View (Trigonometry Quizzes):

The detailed view shows tasks for Mrs N Burnham. The first task, "Trigonometry Quiz 1", is highlighted with a red circle. The due date, "19th July 2021", is also highlighted with a red circle. The second task, "Trigonometry Quiz 2", is highlighted with a red circle. The due date, "27th July 2021", is also highlighted with a red circle. The third task, "Trigonometry Quiz 3", is highlighted with a red circle. The due date, "9th August 2021", is also highlighted with a red circle.

Annotations:

- A blue box with the text "Click on the Learning Tasks menu to view" points to the "Learning Tasks" link in the sidebar.
- A blue box with the text "Click on individual subjects to expand and see a list of tasks and their status, due dates and result" points to the "Trigonometry Quiz 1" task.



Maggie Smith

- Personal Details
- Student Timetable
- Attendance
- Assessment Reports
- Letters
- Lesson Plans
- Learning Tasks**
- Medical Profile
- School Activities
- NAPLAN

Select other student:

Learning Tasks

Classes
2021, Semester 2

12
Active Tasks

2
Overdue Tasks

- Studio Arts Units 1-2 (Class: Aa) (2 tasks) 1 Active
- Year 10 Architectural and Interior Design (Class: Db) (3 tasks) 1 Active
- Year 10 English (Class: Eh) (1 tasks) 1 Active
- Year 10 General Mathematics (Class: Cc) (5 tasks) 1 Formal Non-submission 1 Overdue

Mrs N Burnham
Course Overview

Trigonometry Quiz 1
Trigonometry
Classwork Task
19th July 2021

Trigonometry Quiz 2
Trigonometry
Classwork Task
27th July 2021

Trigonometry Quiz 3
Trigonometry
9th August 2021

Clicking on a task will launch a pop up screen, providing details of the task, due dates, result and feedback (once marked)

Trigonometry Quiz 1
Trigonometry
Finish at Home

19 Jul	Start
19 Jul	Due
22 Jul	Submitted by Nerrida Burnham

Feedback

Interim and Semester Reports

Parents will be notified by SMS or email when Assessment Reports are uploaded onto PAM.

Click on the Assessment Reports menu to access reports

Download Assessment Reports

Semester 1, 2019 - Interim Report

Semester 1, 2019 - Semester Report


Semester 2, 2018 - Interim Report

Click on the report link to download report

Parent Teacher Interview Bookings

Students

☐ Show Inactive Students



Maggie Smith
Year 11/11SI
5 Active Tasks 1 Overdue Task


Knowledge Bank

- Chromebook and MacBook Agreement Literature
- Parent User Guides
- Student - VCE Policy, Procedures & Forms
- Subject Selection and Course Guides

School Links

Careers Links
MLMC Careers Site

Community
Parent Portal
School Newsletters



Parent Teacher Interviews
Click here to Enter

Daily Messages

MLMC QUIZZES 2019
Congratulations to Team : The Padawans for winning the Wars Movie Quiz. There was only 2 points separating first and second. Second place went to team Red Squadron. Amazing work gentlemen. Please come to McAuley Library to collect your prizes.

The next MLMC Library quiz is: the Incredibles movies on Friday the 23rd of August. Sign your teams up now. Remember groups of up to 5. It starts at lunchtime. Please be there at 1pm. Remember quizzers can eat their lunch in the McAuley Library. Come join in the fun-all are welcome.

Don't forget we still have the following quizzes to come The Incredibles movies; Harry Potter; Marvel movies; Alex Rider.

Parent Teacher Interview Booking

Maggie Smith

Classes for Interview

2019 Year 7 - 12 Student Progress Interview : number of bookings = (0)

2019 Year 7 - 12 Student Progress Interview Starts 10:00 am until 08:00pm MLMC Doyle Centre

Time : 10:00am - 8:00pm Monday 2 September, 2019

There are no limits on how many bookings a parent account can make.

Parent Teacher Interview Booking

Classes for Interview

2019 Year 7 - 12 Student Progress Interview : number of bookings = (0)

Booked Times

No Interviews Booked

If you have more than one student at the College, select the child you would like to schedule interviews for

If you only have one child at the College, you will go straight to a screen like this

Click on the Parent Teacher Interviews link to launch into the booking area

Mount Lilydale Mercy College
Parent Access Module

Mr W B & Mrs A L Smith

HOME MY SETTINGS LOGOUT

Parent Teacher Interview Booking

Maggie's Classes for Interview

2016 Unit 3 Student Progress Interview (2)

2016 Unit 3 Student Progress Interview
Centennial hall
There are no limits on how many bookings a parent account can make.

Year 12 Biology Unit 3

Year 12 Psychology Unit 3

2016 Year 7 - 11 Student Progress Interview (0)

2016 Year 7 - 11 Student Progress Interview April 13 (0)

Booked Times

No Interviews Booked

Expand the Interview Period you wish to book for

Mount Lilydale Mercy College
Parent Access Module

Mr W B & Mrs A L Smith

HOME MY SETTINGS LOGOUT

Parent Teacher Interview Booking

Maggie's Classes for Interview

2016 Unit 3 Student Progress Interview (2)

2016 Unit 3 Student Progress Interview
Centennial hall
There are no limits on how many bookings a parent account can make.

Year 12 Biology Unit 3

Year 12 Psychology Unit 3

Teacher: Tamara Rundle

5:23pm, 22nd March 2016
5:30pm, 22nd March 2016
5:37pm, 22nd March 2016
5:44pm, 22nd March 2016
5:51pm, 22nd March 2016
5:58pm, 22nd March 2016
6:05pm, 22nd March 2016
6:12pm, 22nd March 2016
6:19pm, 22nd March 2016
7:22pm, 22nd March 2016
7:29pm, 22nd March 2016
7:36pm, 22nd March 2016

Book Interview

2016 Year 7 - 11 Student Progress Interview (0)

2016 Year 7 - 11 Student Progress Interview April 13 (0)

Booked Times

No Interviews Booked

Select the class/es you want to make appointments for and the Teacher's Name and available appointment times will appear on the right hand side of the screen

Mount Lilydale Mercy College
Parent Access Module

Mr W B & Mrs A L Smith

HOME MY SETTINGS LOGOUT

Parent Teacher Interview Booking

Gemma Ryan

Gemma's Classes for Interview

2016 Unit 3 Student Progress Interview (2)

2016 Unit 3 Student Progress Interview
Centennial hall
There are no limits on how many bookings a parent account can make.

Year 12 Biology Unit 3

Year 12 Psychology Unit 3

Teacher: Timothy Thompson

4:06pm, 22nd March 2016
4:13pm, 22nd March 2016
4:20pm, 22nd March 2016
4:27pm, 22nd March 2016
4:34pm, 22nd March 2016
4:41pm, 22nd March 2016
4:48pm, 22nd March 2016
4:55pm, 22nd March 2016
5:02pm, 22nd March 2016
5:09pm, 22nd March 2016
5:16pm, 22nd March 2016

Book Interview

2016 Year 7 - 11 Student Progress Interview (0)

2016 Year 7 - 11 Student Progress Interview April 13 (0)

Booked Times

No Interviews Booked

Select a desired time then click on the Book Interview button

Maggie's Classes for Interview

2016 Unit 3 Student Progress Interview (0)

2016 Unit 3 Student Progress Interview
Centennial hall
There are no limits on how many bookings a parent account can make.

No Interviews Available to Book for Gemma

Book Interview

2016 Year 7 - 11 Student Progress Interview (0)

2016 Year 7 - 11 Student Progress Interview April 13 (0)

Booked Times

Tamara Rundle
Year 12 Psychology Unit 3
J. Gemma
Room:

22nd March 2016 5:23pm - 5:30pm (7 minutes)

Timothy Thompson
Year 12 Psychology Unit 3
J. Gemma
Room:

22nd March 2016 5:30pm - 5:37pm (7 minutes)

Once a subject has been booked, it will disappear from the list
Booked Times will be listed at the bottom of the screen

To Print Schedule of Interview Times

Click on the printer icon

Select how you would like your report printed
Click the Generate Report button

Click on the Printer Icon to bring up your printer options
Note: If icons do not appear, hover your mouse pointer over the report

Mount Lilydale Mercy College Parent Access Module

Parent Teacher Interviews Booking Report

Return to Parent Teacher Interview Bookings

Download a New Report

Please use the buttons below to print or save a copy of this report, or download here.

Mount Lilydale Mercy College Parent Teacher Interviews

2016 Unit 3 Student Progress Interview

Times: 2016 Unit 3 Student Progress Interview

Locations: Conference hall

Teacher: Mrs. Smith

Year: 11

Wednesday 11/3

Thursday, March 22 2016

9:00 AM - 9:30 PM Year 11 Psychology Unit 3 Mrs. Smith

9:30 PM - 9:57 PM Year 11 Biology Unit 3 Mr. Timothy Thompson

To Edit or Delete Bookings

Mount Lilydale Mercy College
Parent Access Module

Logged in as: Mr W B & Mrs A L Smith

HOME MY SETTINGS LOGOUT

Parent Teacher Interview Booking

Maggie's Classes for Interview

2016 Unit 3 Student Progress Interview (1)

2016 Unit 3 Student Progress Interview
Centennial hall
There are no limits on how many bookings a parent account can make.

Year 12 Biology Unit 3

2016 Year 7 - 11 Student Progress Interview (0)

2016 Year 7 - 11 Student Progress Interview April 13 (0)

Booked Times

Tamara Rundle
Year 12 Psychology Unit 3
J. Gemma
Room:

22nd March 2016 5:23pm - 5:30pm (7 minutes)

To EDIT, click on the Edit button

Select an alternative interview time from the drop down menu
Click on the Confirm New Time button

Mount Lilydale Mercy College
Parent Access Module

Logged in as: Mr W B & Mrs A L Smith

HOME MY SETTINGS LOGOUT

Parent Teacher Interview Booking

Gemma Ryan

Gemma's Classes

2016 Unit 3 Student Progress Interview (1)

2016 Unit 3 Student Progress Interview
Centennial hall
There are no limits on how many bookings a parent account can make.

Year 12 Biology Unit 3

2016 Year 7 - 11 Student Progress Interview (0)

2016 Year 7 - 11 Student Progress Interview April 13 (0)

Booked Times

Tamara Rundle
Year 12 Psychology Unit 3
J. Gemma
Room:

22nd March 2016 5:23pm - 5:30pm (7 minutes)

Timothy Thompson
Year 12 Biology Unit 3
J. Gemma
Room:

22nd March 2016 5:30pm - 5:37pm (7 minutes)

Mount Lilydale Mercy College
Parent Access Module

Logged in as: Mr W B & Mrs A L Smith

HOME MY SETTINGS LOGOUT

Parent Teacher Interview Booking

Maggie's Classes for Interview

2016 Unit 3 Student Progress Interview (1)

2016 Unit 3 Student Progress Interview
Centennial hall
There are no limits on how many bookings a parent account can make.

Year 12 Biology Unit 3

2016 Year 7 - 11 Student Progress Interview (0)

2016 Year 7 - 11 Student Progress Interview April 13 (0)

Booked Times

Tamara Rundle
Year 12 Psychology Unit 3
J. Gemma
Room:

22nd March 2016 5:23pm - 5:30pm (7 minutes)

Timothy Thompson
Year 12 Biology Unit 3
J. Gemma
Room:

22nd March 2016 5:30pm - 5:37pm (7 minutes)

To DELETE, click on the Delete button

Confirm by clicking the Yes button

Booked Times

Tamara Rundle
Year 12 Psychology Unit 3
J. Gemma
Room:

22nd March 2016 5:23pm - 5:30pm (7 minutes)

Timothy Thompson
Year 12 Biology Unit 3
J. Gemma
Room:

22nd March 2016 5:30pm - 5:37pm (7 minutes)

Delete Booking
Are you sure you want to delete this interview booking?

Yes No

Parent Notified Absences

Parents / guardians can notify the College of a student absence. You can also view previous, future and current absences on PAM.

Please refer to Page 5 of this booklet on how to save PAM as an App on your phone to make entering student absences much easier.

Students

☐ Show Inactive Students

Maggie Smith
Student ID: 104013
Year 10/10JA
Attendance: 81.88% this semester
12 Active Tasks **2 Overdue Tasks**

Knowledge Bank

- Parent Information Booklets
- Parent/Student – User Agreements
- Student - VCE Policy, Procedures & Forms

School Links

Parent Notified Absences
Click here to enter.

Daily Messages

Friday Morning Mass
It would be lovely for you to join us on Friday morning for Mass online with Fr. Dean. Mass starts at 8 am and will be finished by 8.25.
All are welcome.
[Join with Google Meet](#)
[meet.google.com/qew-ugoe-cpx](#)

Prayer Group
Prayer Group will run online on Tuesday 24 August. It will begin at the start of lunch and run for approximately 10-15 minutes. All

Click on the Parent Notified Absences to enter a student absence then click on +Add Absence

Parent Notified Absence

ⓘ Absences for today can only be added or edited up until 11:00 AM. Afterwards, you will need to contact the school to do this on your behalf.

+ Add Absence

Current and Future Absences

There are currently no absences for today.

Previous Absences (last 12 months)

Click on the drop down boxes to select Student, Reason for Absence, Absence Period and Absence Date. Then Click Add

Add Absence

Student *
Select Student..

* required

Reason *
Select Reason..

* required

Absence Period
All Day

Absence Date *
20/08/2021

Add

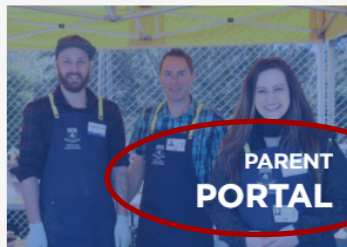
* Unable to add absence until all required fields have been updated.

Parent Portal

Select the relevant Portal and this will launch the login screen

Portals

Access portals here. If you experience any issues accessing or using our student portal please contact College Reception (03) 9735 4022 or email administration@mlmc.vic.edu.au



Mount Lilydale Mercy College

Username

Password

Login

[Forgotten your password?](#)

☐

I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

To login, enter your Username and Password, then click the Login button

College Fee Payments

College Fee details can be found on the Finance tab, balances and transaction history can be viewed and payments can be made.

Mount Lilydale Mercy College

Finance | Payments | Events | Docs | Contact Us | My Account | My Details | Forms and Information | Logout

Welcome, [View Student Account Details](#)

Total Owning/Overdue: \$0.00
Overall Balance: \$0.00
Your last visit before today was on 25/07/2019 03:43pm

Last statement date: 16/01/2019
Last statement amount: \$0.00

Receipt & Statement History | Transaction History

Date	Receipt no	Amount	Payment Method	Transaction description
26/02/2019	158418	\$0.00	E.F.T.	Receipt - C/Card Payment 26/2/2019
30/07/2018	119818	\$1,000.00	E.F.T.	Receipt
26/03/2018	119818	\$0.00	Cash	Receipt
21/03/2018	119818	\$0.00	E.F.T.	Receipt
20/03/2018	119818	\$0.00	MasterCard	Online Receipts Import - VISA/MASTERCARD

Statement History

Date	Statement no	Due date	Balance	Statement description
16/01/2019	1335		\$0.00	Annual Tuition Fees Prepaid and Quarterly
31/12/2018	1321		\$0.00	End of Statements Balances 31/12/2018
16/01/2018	1137		\$0.00	Annual Fees - Arrangements, Pre Paid & Qtrly
13/01/2017	1010		\$0.00	Annual Fees - Prepaid
16/01/2016	897		\$0.00	Annual Fees - Quarterly

Last statement

Receipts and historical statements can be viewed here.

Mount Lilydale Mercy College

Finance | Payments | Events | Docs | Contact Us | My Account | My Details | Forms and Information | Logout

Welcome, [View Student Account Details](#)

Total Owning/Overdue: \$0.00
Overall Balance: \$0.00
Your last visit before today was on 25/07/2019 03:43pm

Last statement date: 16/01/2019
Last statement amount: \$0.00

Receipt & Statement History | **Transaction History**

Date	Statement no	Amount	Balance	Description
4/03/2019	0	\$0.00	\$0.00	Prompt Discount - Early Payment Discount
26/02/2019	0	\$0.00	\$0.00	Receipt - C/Card Payment 26/2/2019
16/01/2019	1335	\$0.00	\$0.00	Tuition Fee Year 10 (Bancroft)
19/07/2018	1321	\$0.00	\$0.00	Tuition Fees - Refund Tuition Fees Student First
19/07/2018	1321	\$0.00	\$0.00	Prompt Discount - Avg. Early Payment Discount Student
19/07/2018	1321	\$0.00	\$0.00	Adjustment Tuition Fees - Refund Term 1st Fees - Student First (Bancroft)
26/02/2018	1321	\$0.00	\$0.00	Prompt Discount - Early Payment Discount
26/02/2018	1321	\$0.00	\$0.00	Receipt
12/01/2018	1137	\$0.00	\$0.00	Tuition Fee Year 10 (Bancroft)
12/01/2018	1137	\$0.00	\$0.00	Student Discount (Bancroft)
12/01/2018	1137	\$0.00	\$0.00	Tuition Fee Year 7 (Bancroft)
20/02/2017	1136	\$0.00	\$0.00	Receipt - BPay Payment 20/02/2017
13/02/2017	1136	\$0.00	\$0.00	Prompt Discount - Early Payment Discount
12/01/2017	1010	\$0.00	\$0.00	Tuition Fee Year 10 (Bancroft)
9/03/2016	995	\$0.00	\$0.00	Prompt Discount - Early Payment Discount
5/03/2016	995	\$0.00	\$0.00	Receipt
22/02/2016	995	\$0.00	\$0.00	Receipt
14/01/2016	897	\$0.00	\$0.00	Tuition Fee Year 10 (Bancroft)
16/06/2015	885	\$0.00	\$0.00	Charge Device - Reverse Charge Fee (Symplicity)
1/05/2015	885	\$0.00	\$0.00	Receipt

Your transaction history can be viewed here.

Note

Payments for IT repairs, replacement ID cards, badges and lockers can be made via the MLMC Shop at mlmcschool.mlmc.vic.edu.au

Excursions, Camps and Events Attendance

Permissions for attending excursions and camps need to be provided by 4pm, two business days before the excursion / camp. This allows time for our staff to prepare required paperwork to meet our compliance requirements. If permission is not granted within this timeframe, your child may not be able to attend the excursion / camp.

An SMS or email will be sent to parents / guardians when new events are added.

Click on the events tab to see a list of excursions / camps / events

Mount Lilydale Mercy College

Timetable Finance Payments **Events** Interviews Docs Contact Us My Account My Details Logout

From: 25/01/2017 Invitee: All Status: All

Description	Date	Status	Invitee	Price	Amount Paid	Attending	Apology	Details
Sport & Rec Hike Camp	31/01/2017 to 01/02/2017	Attending	[Redacted]	Free		<input type="button" value="Attending"/>	<input type="button" value="Apology"/>	<input type="button" value="Details"/>

Click the details button to show information regarding the excursion

Mount Lilydale Mercy College

Timetable Finance Payments **Events** Interviews Docs Contact Us My Account My Details Logout

From: 25/01/2017 Invitee: All Status: All

Description	Date	Status	Invitee	Price	Amount Paid	Attending	Apology	Close
Sport & Rec Hike Camp	31/01/2017 to 01/02/2017	Not Selected	[Redacted]	Free		<input type="button" value="Attending"/>	<input type="button" value="Apology"/>	<input type="button" value="Close"/>

Students will have the opportunity to participate in hiking and camping activities, demonstrating a range of risk management principles for upcoming assessments and practical activities.

DATE: Tuesday 31 January to Wednesday 1 February 2017

DEPART: Tuesday 31 January at 8:00am
RETURN: Wednesday 1 February at 5:00pm

TEACHER IN CHARGE: Mr Ashley Gray

LOCATION: Cooks Mill Campground, Cathedral Ranges State Park, Cerberus Rd, Taggerty

CONTACT: 0417 513 692 (on day of excursion only)

UNIFORM: Clothing suitable to activity, gear list to be provided

TRANSPORT: School Bus

REQUIREMENTS: Students are asked to bring lunch for the first day and snacks. School will provide dinner, breakfast and lunch for second day.

*** IMPORTANT: Please clearly tick if there are changes or NOT to Family/Medical Details. ***

Changes to Family and Medical Details are to be made in writing. A Confidentiality Agreement will be signed by all parents/guardians.

OR alternatively make specific notes/changes when requested on Attendance Tab above

Please mark Attending or Apology to acknowledge attendance on Tab above

From: 31/01/2017 To: 1/02/2017

If unable to attend, click the Apology button, and the Status will be updated

Mount Lilydale Mercy College

Timetable Finance Payments **Events** Interviews Docs Contact Us My Account My Details Logout

From: 25/01/2017 Invitee: All Status: All

Description	Date	Status	Invitee	Price	Amount Paid	Attending	Apology	Details
Sport & Rec Hike Camp	31/01/2017 to 01/02/2017	Apology	[Redacted]	Free		<input type="button" value="Attending"/>	<input type="button" value="Apology"/>	<input type="button" value="Details"/>

Mount Lilydale Mercy College

Timetable Finance Payments Events Interviews Docs Contact Us My Account My Details Logout

From: 25/01/2017 Invitee: All Status: All

Description	Date	Status	Invitee	Price	Amount Paid	
Sport & Rec Hike Camp	31/01/2017 to 01/02/2017	Not Selected		Free		<div>Attending</div> <div>Apology</div> <div>Close</div>

Students will have the opportunity to participate in hiking and camping activities, demonstrating a range of risk management principles for upcoming assessments and practical activities.

DATE: Tuesday 31 January to Wednesday 1 February 2017

DEPART: Tuesday 31 January at 8:00am
RETURN: Wednesday 1 February at 5:00pm

TEACHER IN CHARGE: Mr Ashley Gray

LOCATION: Cooks Mill Campground, Cathedral Ranges State Park, Cerberus Rd, Taggerty

CONTACT: 0417 513 692 (on day of excursion only)

UNIFORM: Clothing suitable to activity, gear list to be provided

TRANSPORT: School Bus

If permission granted, click the attending button, complete the details in the pop up box, then click on the next button

Mount Lilydale Mercy College

Timetable Finance Payments Events Interviews Docs Contact Us My Account My Details Logout

From: 25/01/2017 Invitee: All Status: All

Description	Date	Status	Invitee	Price	Amount Paid	
Sport & Rec Hike Camp	31/01/2017 to 01/02/2017	Not Selected		Free		<div>Attending</div> <div>Apology</div> <div>Close</div>

Sport & Rec Hike Camp - Rebecca Small

☒ Tick to Approve Activity
☒ No changes to Family/Medical Details
☐ Family/Medical Details changes advised by email or below

Parent/Guardian Name: Janet Smith

Enter Family/Medical Updates:

Additional Information:

Mount Lilydale Mercy College

Timetable Finance Payments Events Interviews Docs Contact Us My Account My Details Logout

Payment Receipt

Transaction date: 25/01/2017 12:12:32 PM
Please keep a record of this transaction reference number for support or questions: 0033739952-0038768

Description: Sport & Rec Hike Camp -

Invitee:

☒ Tick to Approve Activity
☒ No changes to Family/Medical Details
☐ Family/Medical Details changes advised by email or below

Parent/Guardian Name: Janet Smith

Enter Family/Medical Updates:

Email Print

You will be given a confirmation receipt

Communications/Docs

Communications are posted online regularly regarding various matters and can be found on the Docs Tab. An SMS or email will be sent to notify you when a document is loaded on the Parent Portal, however, we would encourage parents to get into the habit of checking the portals regularly.

Mount Lilydale Mercy College

Finance Payments Events Docs Contact Us My Account My Details Forms and Information Logout

Document Date Range: Last 12 Months Refresh

Administration	Type	Created	Download	Open
2019 A Guide to Re-enrolment	PDF	30/07/2018 3:00:25 PM		Open
2019 Subject Selection Access Guide	PDF	31/07/2018 1:21:04 PM		Open
2019 VCE VCAL & VIET Course Guide	PDF	1/08/2018 3:12:10 PM		Open
2019 Parent Subject Selection Information Letter	PDF	2/08/2018 11:23:28 AM		Open
2019 Student Subject Selection Information Letter	PDF	2/08/2018 11:23:55 AM		Open
Update - Year 11 2019 Subject Selection Interviews	PDF	7/08/2018 2:00:19 PM		Open
Frayne Speech Festival Information Letter	PDF	8/08/2018 3:40:12 PM		Open
The Dublin Pilgrimage for Young Mercy Leaders Information	PDF	10/08/2018 10:28:18 AM		Open
Year 10 'Experience Days' Information Letter	PDF	15/08/2018 12:38:33 PM		Open
Cross Country Carnival Information Letter	PDF	16/08/2018 3:09:31 PM		Open
Parent Letter - Interim Reports & SPiA Term 3 2018	PDF	27/08/2018 2:04:14 PM		Open
Flyer - Adolescents and Social Media	PDF	27/08/2018 3:44:15 PM		Open
2019 Debutante Ball Information Letter	PDF	7/09/2018 11:21:42 AM		Open
2019 FAQ Debutante Ball	PDF	7/09/2018 11:23:37 AM		Open

Click on the Docs to view a list of documents available

Documents are specific to each contact, click on names to view their documents

Mark Smith
Janet Smith
Gemma Smith (8)
Maggie Smith (9)

Tip!

The most recent documents will appear at the bottom of the list

Mount Lilydale Mercy College

Finance Payments Events Docs Contact Us My Account My Details Forms and Information Logout

Document Date Range: Last 12 Months Refresh

Administration	Type	Created	Download	Open
Australian Government School Funding Letter	PDF	21/09/2018 3:38:02 PM		Open
2019 College Fees Letter & Payment Schedule	PDF	22/10/2018 9:51:00 AM		Open
2018 Government Funding Flyer	PDF	22/11/2018 11:30:03 AM		Open

From time to time, letters may be addressed directly to parents, such as Fee Letters. These can be found by selecting the names of a parent / guardian

Mark Smith
Janet Smith
Gemma Smith (8)
Maggie Smith (9)

Tip!

You may need to scroll across the screen to view the list of names

Viewing and Updating Personal Details (Parent Portal)

It is important that personal information is updated as soon as there are any changes. We recommend that you update any personal information using My Details, available in the Parent Portal. Any changes will be submitted for approval by the College. If there is any information not listed or unable to be edited on the My Details tab, please contact the College Registrar's Office on 9735 4022.

The screenshot shows the 'My Details' page in the Parent Portal. The 'My Details' tab in the top navigation bar is circled in red. A blue callout box points to it with the text: 'Click on the My Details tab to access information'. Below the navigation bar, a blue box contains a disclaimer: 'When you submit changes through the My Details page they must be approved by the school. The changes will only take effect at the school once they have been approved. You will receive an action when the changes have been actioned and are live at the school. Please contact the school directly if your changes are urgent, or if you have not received a notification that the changes have been actioned within 5 working days. IMPORTANT Reminder: Please provide a minimum of 2 Emergency Contacts. Parent(s) or Guardian(s) will always be contacted by Mount Lilydale Mercy College in the case of an emergency. Emergency contacts are required only if we are unable to contact parents/guardians'. On the left, the 'Personal' tab is selected. The 'Name' section has fields for 'Given:', 'Given2:', 'Surname:', 'Preferred Name:', 'Preferred Formal Name:', 'Previous Surname:', and 'Birth Surname:'. Below this is the 'Personal Details' section with fields for 'Date of Birth:', 'Gender:', 'Mobile Phone:', and 'Email:'. An 'Edit' link in the top right of the 'Personal Details' section is circled in red. A blue callout box points to it with the text: 'Select the name of the person you are wishing to view / update details for'.

Mount Lilydale Mercy College

Finance Payments Events Docs Contact Us My Account **My Details** Forms and Information Logout

When you submit changes through the My Details page they must be approved by the school. The changes will only take effect at the school once they have been approved. You will receive an action when the changes have been actioned and are live at the school. Please contact the school directly if your changes are urgent, or if you have not received a notification that the changes have been actioned within 5 working days. IMPORTANT Reminder: Please provide a minimum of 2 Emergency Contacts. Parent(s) or Guardian(s) will always be contacted by Mount Lilydale Mercy College in the case of an emergency. Emergency contacts are required only if we are unable to contact parents/guardians

Personal

Name

Given: Given2: Surname:

Preferred Name: Preferred Formal Name: Previous Surname: Birth Surname:

Personal Details

Date of Birth: Gender:

Mobile Phone:

Email:

Edit

Parent / Guardian details and home contact information can be viewed in the same way.

The image displays three sequential screenshots of the Mount Lilydale Mercy College parent portal, illustrating the navigation process for viewing and updating personal and contact details. The portal's header includes the college logo and a navigation menu with options: Timetable, Finance, Payments, Events, Interviews, Docs, Contact Us, My Account, My Details, and Logout. A red circle highlights the 'My Details' link in the top right corner of the first screenshot. A blue callout box with an arrow pointing to this link contains the text: "Select the name of the person you are wishing to view / update details for".

The second screenshot shows the 'My Details' page with a left-hand sidebar menu containing 'Personal', 'Addresses', and 'Occupation'. The 'Personal' option is circled in red. A blue callout box with an arrow pointing to this menu contains the text: "Click on the menus on the left to navigate through information screens". The main content area of this page shows 'Personal Details' including fields for Name (Title, Given, Given2, Surname, Suffix, Preferred Name, Preferred Formal Name, Previous Surname, Birth Surname), Date of Birth, Mobile Phone, and Demographic Information (Country of Birth: Australia, Nationality: Australian).

The third screenshot shows the 'Addresses' section, where the 'Addresses' option in the left sidebar is circled in red. The main content area displays 'Address' details with fields for Address 1, Address 2, Address 3, Suburb, State (Victoria), Postcode, Country, Home Phone, Home Fax, and Alternative Home Phone. Below this is the 'Postal Address' section, which is checked as 'Same as Home Address'. The fourth screenshot shows the 'Occupation' section, where the 'Occupation' option in the left sidebar is circled in red. The main content area displays 'Occupation Details' with fields for Occupation Description, Company, Industry (Not Selected), Work Phone, Work Mobile Phone, Work Fax, and Work Email. Below this is the 'Occupation Address' section with fields for Address Line 1, Address Line 2, Address Line 3, Suburb, State, Postcode, and Country.

Updating Personal Details

Mount Lilydale Mercy College

Timetable Finance Payments Events Interviews Docs Contact Us My Account My Details Logout

When you submit changes through the My Details page they must be approved by the school. The changes will only take effect at the school once they have been approved. You will receive an action centre notification when the changes have been actioned and are live at the school. Please contact the school directly if your changes are urgent, or if you have not received a notification that the changes have been actioned within two working days.

Personal
Addresses
Occupation

Address

Address 1: Address 2: Address 3:

Suburb: State: Victoria Postcode: Country:

Home Phone: Home Fax: Alternative Home Phone:

Postal Address

Same as Home Address

[Edit](#)

To update details, click the Edit link on required section

Update required fields, then click Save

Mount Lilydale Mercy College

Timetable Finance Payments Events Interviews Docs Contact Us My Account My Details Logout

When you submit changes through the My Details page they must be approved by the school. The changes will only take effect at the school once they have been approved. You will receive an action centre notification when the changes have been actioned and are live at the school. Please contact the school directly if your changes are urgent, or if you have not received a notification that the changes have been actioned within two working days.

Personal
Addresses
Occupation

Address

Address 1: Address 2: Address 3:

Suburb: State: Postcode: Country:

Home Phone: Home Fax: Alternative Home Phone:

Postal Address

Same as Home Address

[Save](#)

Mount Lilydale Mercy College

Timetable Finance Payments Events Interviews Docs Contact Us My Account My Details Logout

Display
☒ Unread/Unactioned ☐ Read/Actioned

Description	Status	Created	Actioned
Submitted changes to 'My Details' have been processed	Unread	20-Jan-17 11:48 AM	

Submitted changes to 'My Details' have been processed
3 items have been accepted.

The changes you made in My Details in Portal for [Name] have been processed. 3 items have been accepted.

Field Changed	New Value	Previous Value	Status
CommunionFlag	True	False	Accepted
ReconciliationFlag	True	False	Accepted
ConfirmationFlag	True	False	Accepted

[Mark as read](#)

Tip!
Details will not update instantly. Updated information will be visible once approved by a College administration officer.
You can track updates by clicking on the flag in the top right corner.

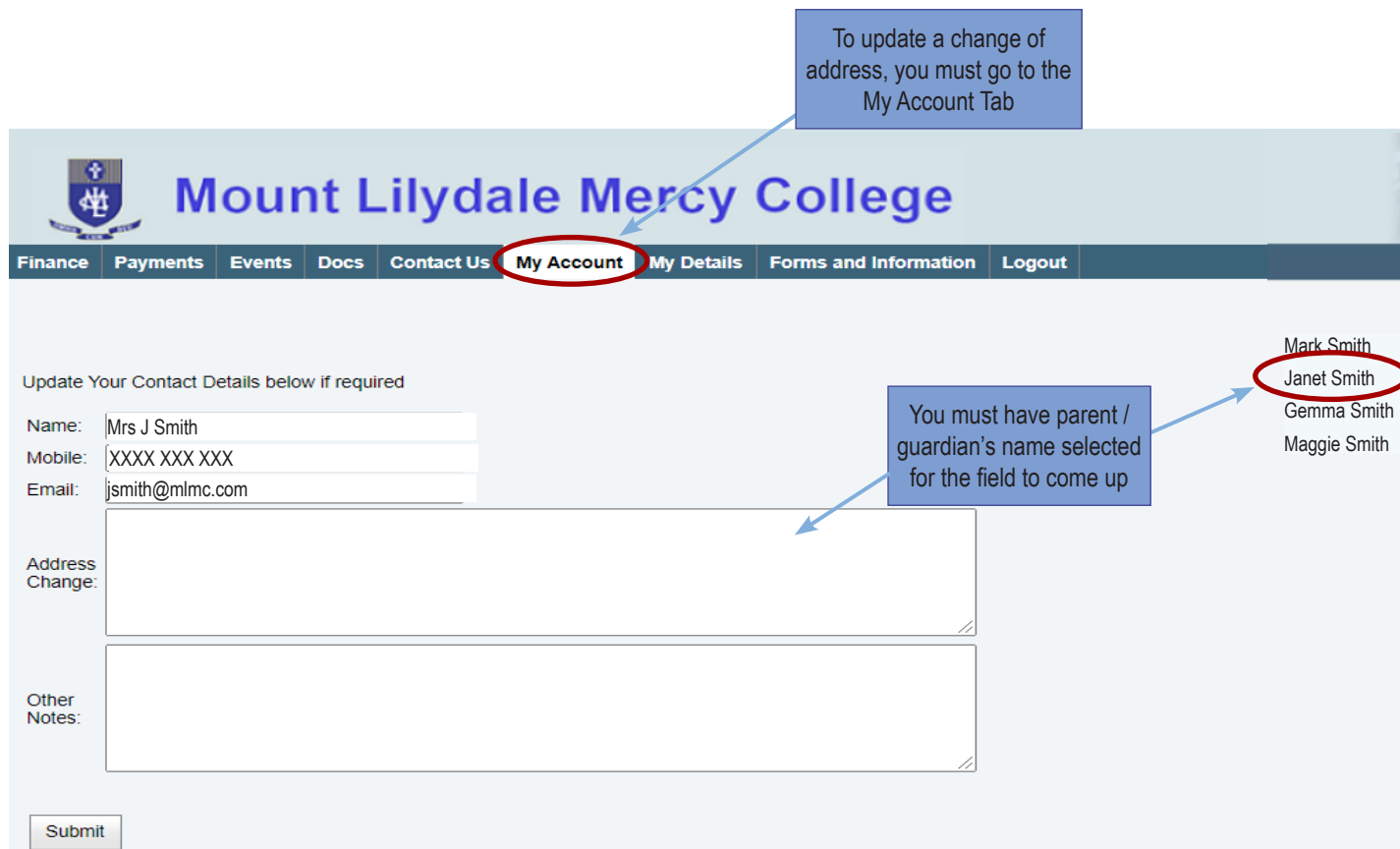
[Refresh](#)

Status: Unread

Updating a Change of Address

Keeping your address updated with the College is extremely important for communication purposes. Any change of address can be updated via the My Account tab of the Parent Portal.

To update a change of address, you must go to the My Account Tab



Mount Lilydale Mercy College

Finance Payments Events Docs Contact Us **My Account** My Details Forms and Information Logout

Update Your Contact Details below if required

Name: Mrs J Smith
Mobile: XXXX XXX XXX
Email: jsmith@mlmc.com

Address Change:

Other Notes:

Submit

You must have parent / guardian's name selected for the field to come up

Mark Smith
Janet Smith
Gemma Smith
Maggie Smith

Please ensure the College is kept up to date with your latest personal information at all times. Thank you.

Forms and Information

Generic forms and information you may need are located under the Forms and Information tab. The Principal's updates are included under College Correspondence.

Mount Lilydale Mercy College

Finance Payments Events Docs Contact Us My Account My Details **Forms and Information** Login

Please click on the form name you wish to download. You may require Adobe Acrobat reader to open the form.

College Correspondence

- Community Update #22 - 17 August 2021
- Community Update #21 - 16 August 2021 (Video message)
- Community Update #20 - 06 August 2021
- Community Update #19 - 05 August 2021 (Video message)
- Community Update #18 - 27 July 2021
- Community Update #17 - 26 July 2021
- Community Update #16 - 20 July 2021
- Community Update #15 - 16 July 2021
- Community Update #14 - 15 July 2021 (Video message)
- Community Update #13 - 18 June 2021
- Community Update #12 - 11 June 2021
- Community Update #11 - 9 June 2021
- Community Update #10 - 4 June 2021
- Community Update #9 - 3 June 2021
- Community Update #8 - 28 May 2021
- Community Update #7 - 27 May 2021
- Interim Reports and SPI - 19 March 2021
- Community Update #6 - 25 May 2021
- Community Update #5 - 2 March 2021
- Community Update #4 - 25 February 2021
- Community Update #3 - 17 February 2021
- Community Update #2 - 12 February 2021
- Community Update #1 - 4 February 2021

General

- 2021 Melbourne Archdiocese Catholic Schools - School Improvement Surveys Consent
- 2022 Pathways Student and Parent Guide
- Eastern Regional Libraries Student Membership

Click on the Forms and Information tab to view Principal's updates, a list of generic documents and forms for download

Careers and VET forms

Structured Workplace Learning Form for VET and VCAL
Structured Workplace Learning Travel Form for VET and VCAL
Work Experience Arrangement Form
Work Experience Travel Form

Music

2021 Instrumental Music Program ENROLMENT and TERMS
2021 Instrumental Music Program INFORMATION
Withdrawal Form - Instrumental Music Lessons
Loan Contract for Musical Instruments

Click on the link of the form you require to download.



Mount Lilydale Mercy College
120 Anderson Street, Lilydale VIC 3140
T: 03 9735 4022 W: www.mlmc.vic.edu.au

A Ministry of Mercy Education Limited
ABN 69 154 531 870