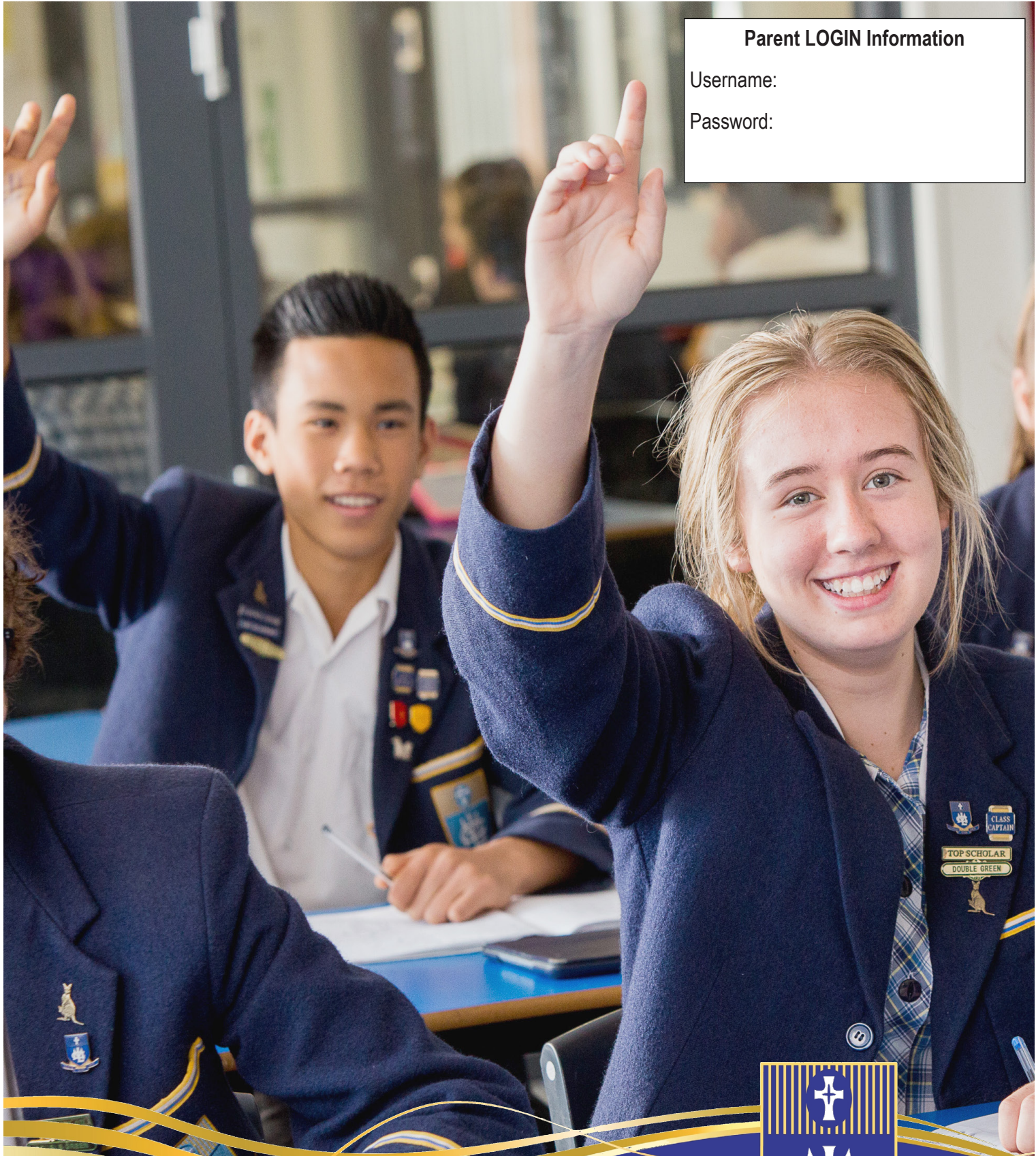


Parent LOGIN Information

Username:

Password:



**MLMC Portals
User Guide for Parents**

This page is left intentionally blank

Table of Contents

Online Parent Portals	4
How to Access Portals.....	5
Parent Access Module (PAM)	6
Personal Details	7
Viewing and Updating Medical Details (Parent Access Module).....	8
Timetable.....	12
Lesson Plans.....	13
Learning Tasks Assessment Tasks, Marks and Feedback	14
Interim and Semester Reports.....	16
Parent Teacher Interview Bookings.....	17
Parent Notified Absences	21
Parent Portal	22
College Fee Payments	23
Excursions, Camps and Events Attendance.....	24
Communications/Docs.....	26
Viewing and Updating Personal Details (Parent Portal).....	27
Forms and Information	31



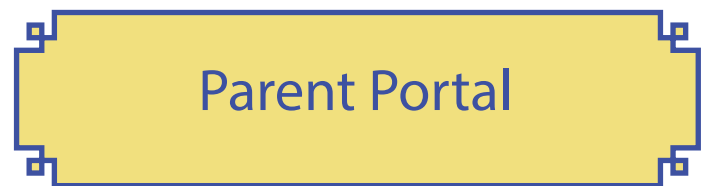
Online Parent Portals

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.

Video tutorials are available for both PAM and the Parent Portal via the College website - <https://www.mlmc.vic.edu.au/portals>



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

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



Click on Menu



Then Click on Portals

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

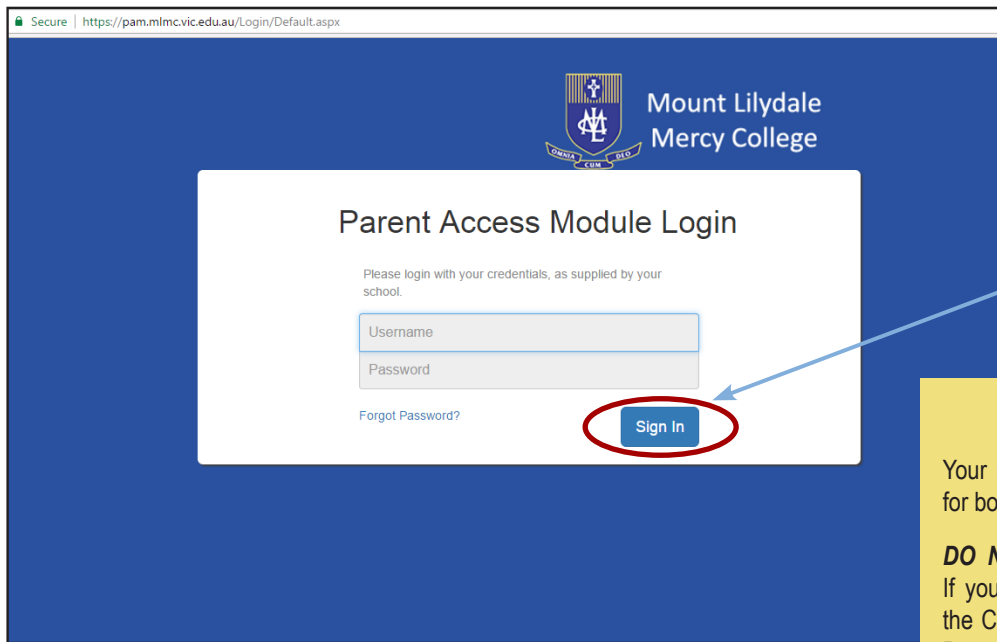


MLMC SHOP

Click on the required Portal



Parent Access Module (PAM)



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

Tip!

Your username and password are the same for both PAM and the Parent Portal.

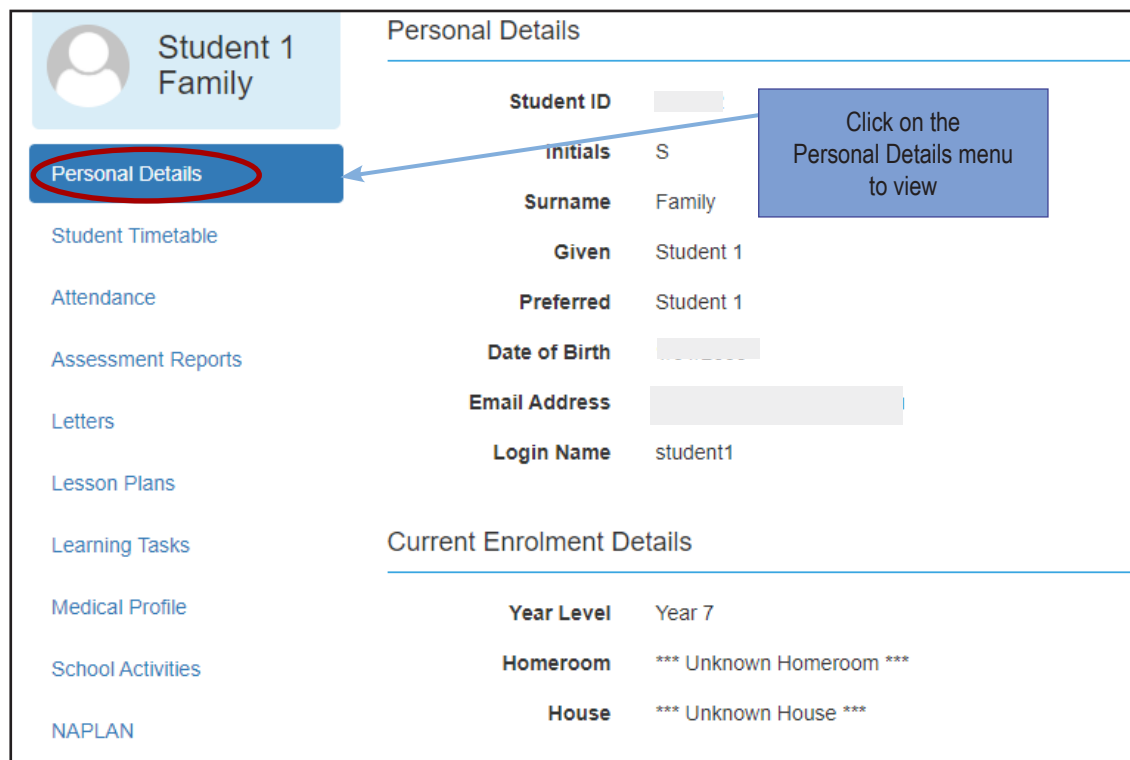
DO NOT change your login information. If you forget your password, please contact the College Office, if you click on the Forgot Password link, it will not automatically change passwords for both portals.

The PAM home page will be launched

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

Personal Details

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



The screenshot shows the PAM Parent Portal interface for 'Student 1 Family'. On the left is a navigation menu with 'Personal Details' highlighted in blue and circled in red. A blue callout box with an arrow points to this menu item, containing the text: 'Click on the Personal Details menu to view'. The main content area is divided into two sections: 'Personal Details' and 'Current Enrolment Details'. The 'Personal Details' section contains a list of fields: Student ID (redacted), initials (S), Surname (Family), Given (Student 1), Preferred (Student 1), Date of Birth (redacted), Email Address (redacted), and Login Name (student1). The 'Current Enrolment Details' section contains: Year Level (Year 7), Homeroom (*** Unknown Homeroom ***), and House (*** Unknown House ***).

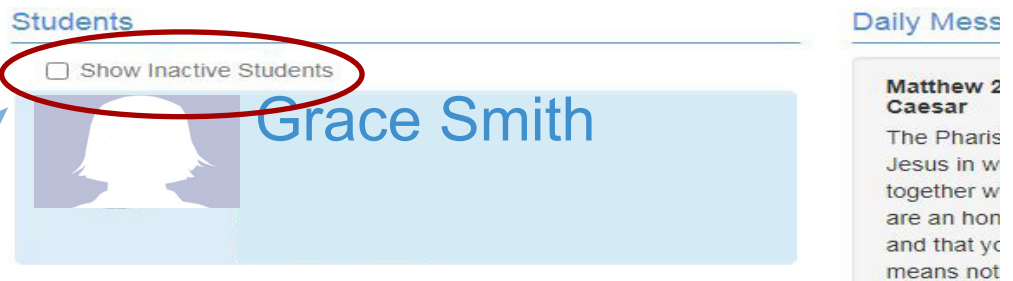
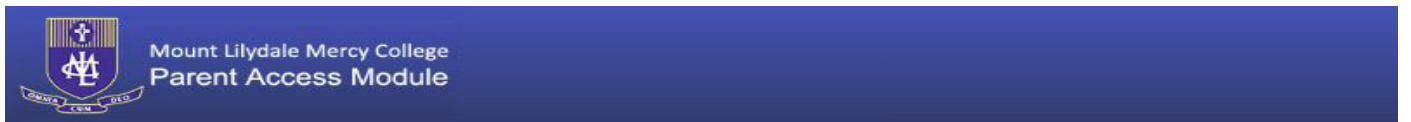
Personal Details	
Student ID	[Redacted]
initials	S
Surname	Family
Given	Student 1
Preferred	Student 1
Date of Birth	[Redacted]
Email Address	[Redacted]
Login Name	student1

Current Enrolment Details	
Year Level	Year 7
Homeroom	*** Unknown Homeroom ***
House	*** Unknown House ***

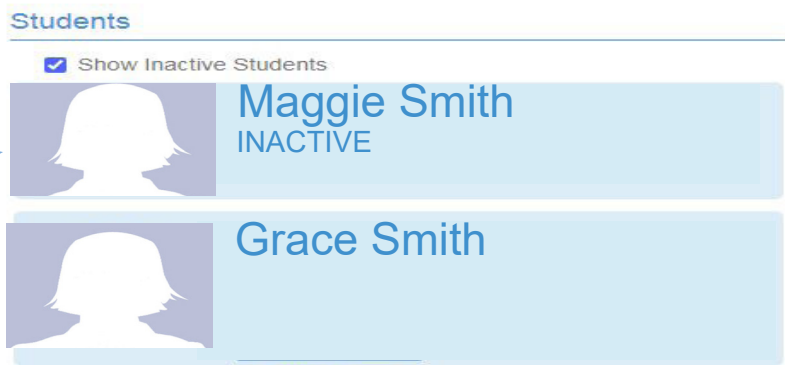
Viewing and Updating Medical Details within Parent Access Module (PAM)

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 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

Medical Profile

Edit Details

GENERAL

Number: [] Expiry: [] Line Number: []

CONTACTS

No contact details supplied.

SUMMARY

No medical items.

Mount Lilydale Mercy College
Parent Access Module

Maggie Smith

Medical Details

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. These may be relatives or family friends.

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

Medical Information

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
[Name]	[Phone]	Emergency	Actions
[Name]	[Phone]	Emergency	Actions
[Name]	[Phone]	Emergency	Actions
[Name]	[Phone]	Emergency	Actions

MEDICAL ALERT CONDITIONS

ANAPHYLAXIS
 Yes No

Actions

+Add contact

Access Module - 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



Personal Details

Student Timetable

Assessment Reports

Learning Areas

Student Timetable

Monday 30/1	
Tuesday 31/1	Term 4 School Holidays
Wednesday 1/2	

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 (HAR.2.3)	1SSCI009RE JAM (HAR.2.3)	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 8/2	1XHRM009RE RIV (PWR211)	1MMAT009RE DOF (PWR211)	1RREL009RE RIV (PWR211)	1PSCO009AA JHD (PWR216)	1LITA109BB MLM (PWR211)	1HHUM009RE MJQ (PWR211)	1EENG009RE MBM (PWR211)
Day 7 Tuesday 9/2	1RREL009RE RIV (PWR211)	1MMAT009RE DOF (PWR211)	1XHRM009RE RIV (PWR211)	1SSCI009RE JAM (HAR.2.3)	1SSCI009RE JAM (HAR.2.3)	1LITA109BB MLM (PWR211)	1LITA109BB MLM (PWR211)
Day 8 Wednesday 9/2	1XHRM009RE RIV (PWR211)	1PSCO009AA JHD (PWR216)	1PSCO009AA JHD (PWR216)	1MMAT009RE DOF (PWR211)	1EENG009RE MBM (PWR211)	1HHUM009RE MJQ (PWR211)	1HHUM009RE MJQ (PWR211)
Day 9 Thursday 8/2	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 15/2	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)
Day 4							

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	Period	Start Time	End Time
Pastoral Care	8:50 AM	9:00 AM	Period 1	8:50 AM	9:35 AM
Period 1	9:00 AM	9:50 AM	Period 2	9:35 AM	10:20 AM
Period 2	9:50 AM	10:40 AM	Pastoral Care	10:20 AM	11:05 AM
Period 3	11:05 AM	11:55 AM	Period 3	11:30 AM	12:15 PM
Period 4	11:55 AM	12:45 PM	Period 4	12:15 PM	1:00 PM
Period 5	1:35 PM	2:25 PM	Period 5	1:45 PM	2:30 PM
Period 6	2:25 PM	3:15 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 Maggie Smith. The top section shows a navigation menu on the left with 'Learning Tasks' highlighted. The main area displays a list of classes with task counts. A callout box points to the 'Learning Tasks' menu item. Below, a detailed view of 'Trigonometry Quiz 1' is shown, with callouts highlighting the quiz title, the date '19th July 2021', and the '2 Overdue Task' count.

Learning Tasks Summary:

Class	Tasks	Active	Overdue
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	0
Year 10 English (Class: Eh)	1 tasks	1 Active	0
Year 10 General Mathematics (Class: Cc)	4 tasks	1 Formal Non-submission	0
Year 10 Humanities (Class: Bc)	8 tasks	7 Active	1 Overdue
Year 10 Religious Education (Class: Fg)	1 tasks	1 Active	0

Trigonometry Quiz 1 Details:

Task Name	Due Date	Status
Trigonometry Quiz 1	19th July 2021	Overdue
Trigonometry Quiz 2	27th July 2021	Active
Trigonometry Quiz 3	9th August 2021	Active

Maggie Smith

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	19th July 2021	
Trigonometry Quiz 2	27th July 2021	
Trigonometry Quiz 3	9th August 2021	

Select other student:

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.

The screenshot displays the PAM system interface for a user named Maggie Smith. On the left, a vertical menu lists several options: Personal Details, Student Timetable, Attendance, Assessment Reports, Letters, and Lesson Plans. The 'Assessment Reports' option is highlighted with a red oval. A blue callout box with an arrow points to this menu item, containing the text: "Click on the Assessment Reports menu to access reports".

On the right side of the interface, there is a section titled "Download Assessment Reports". Below this title, three report entries are listed, each with a "REPORT" icon and a text label. The first entry is "Semester 1, 2019 - Interim Report", which is circled in red. A blue callout box with an arrow points to this specific report link, containing the text: "Click on the report link to download report". The other two entries are "Semester 1, 2019 - Semester Report" and "Semester 2, 2018 - Interim Report".

Parent Teacher Interview Bookings

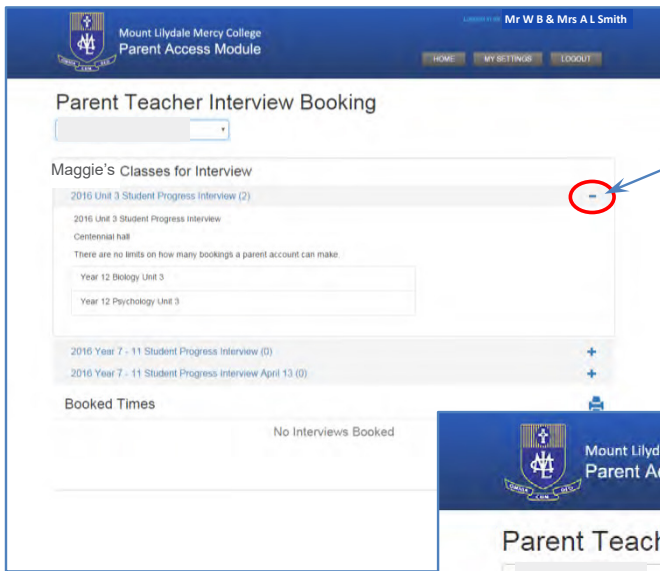
The screenshot shows a parent portal dashboard. On the left, there is a 'Students' section with a profile for 'Maggie Smith', Year 11/11SI, with 5 Active Tasks and 1 Overdue Task. Below this are sections for 'Knowledge Bank' and 'School Links'. On the right, there is a 'Daily Messages' section with a message about 'MLMC QUIZZES 2019'. A red circle highlights the 'Parent Teacher Interviews' link with the text 'Click here to Enter' below it. A blue callout box points to this link with the text 'Click on the Parent Teacher Interviews link to launch into the booking area'.

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

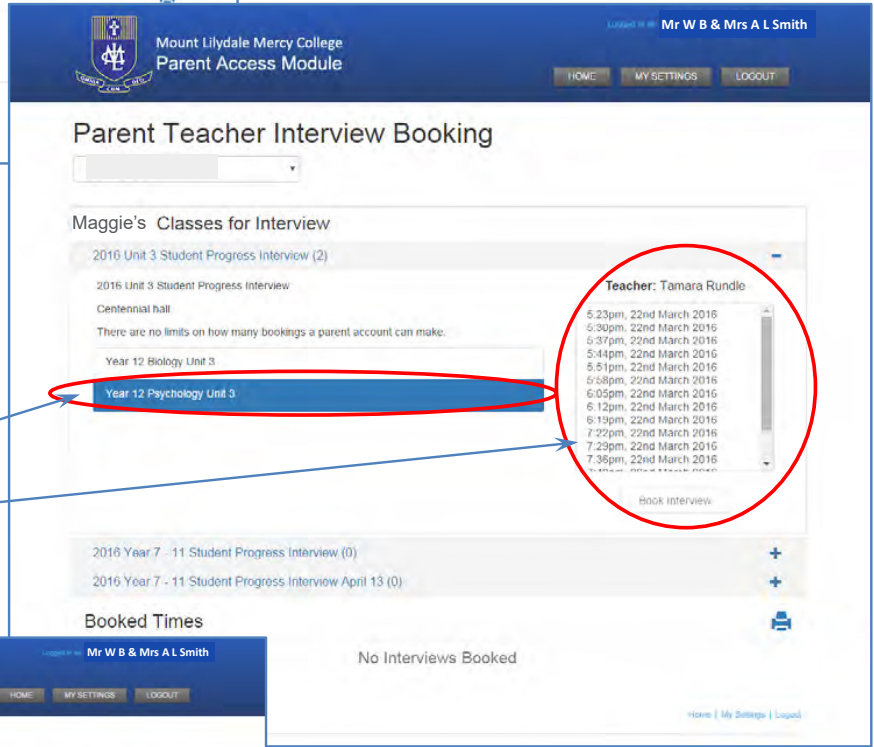
The screenshot shows the 'Parent Teacher Interview Booking' page. At the top, there is a dropdown menu with 'Maggie Smith' selected. Below this is a section titled 'Classes for Interview' with a minus sign icon. It lists '2019 Year 7 - 12 Student Progress Interview : number of bookings = (0)'. Below this, it says '2019 Year 7 - 12 Student Progress Interview Starts 10:00 am until 08:00pm MLMC Doyle Centre' and 'Time : 10:00am - 8:00pm Monday 2 September, 2019'. At the bottom, it says 'There are no limits on how many bookings a parent account can make.'

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

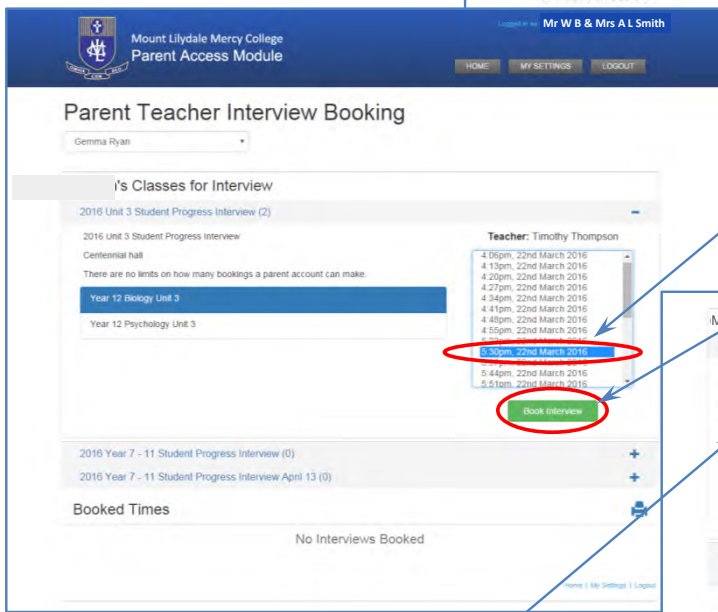
The screenshot shows the 'Parent Teacher Interview Booking' page. At the top, there is a section titled 'Classes for Interview' with a plus sign icon. It lists '2019 Year 7 - 12 Student Progress Interview : number of bookings = (0)'. Below this is a section titled 'Booked Times' with a printer icon. It says 'No Interviews Booked'.



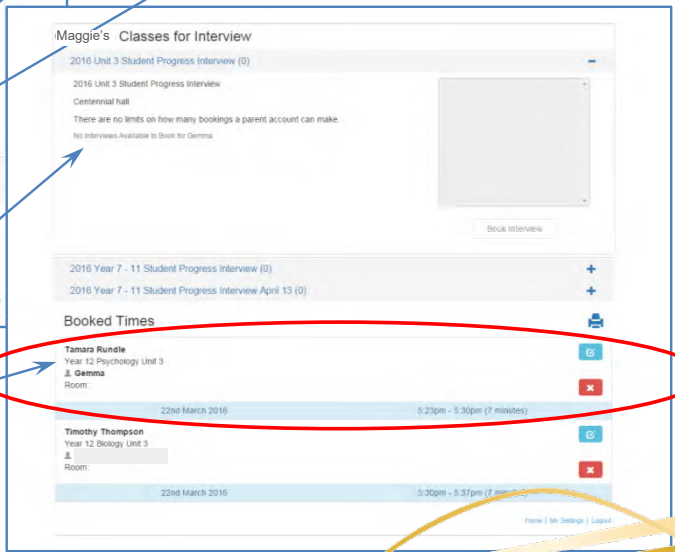
Expand the Interview Period you wish to book for



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



Select a desired time then click on the Book Interview button



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

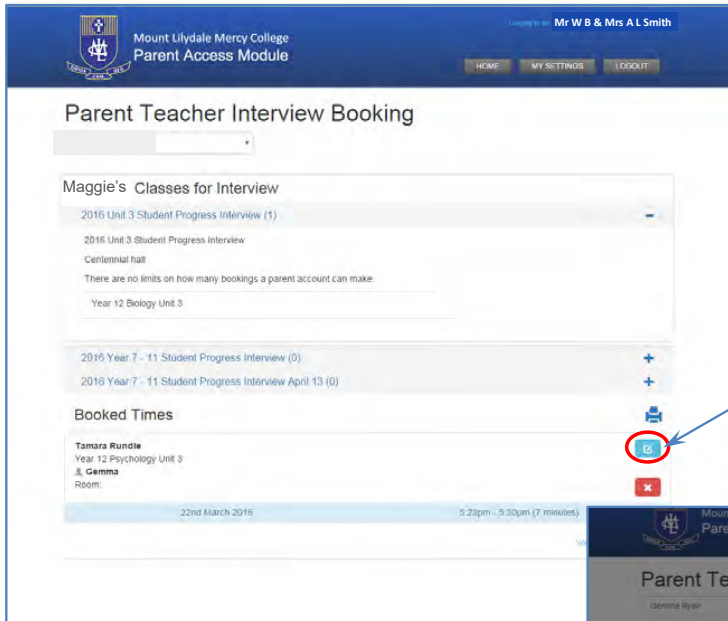
Select how you would like your report printed
Click the Generate Report button

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

The screenshots show the following interface elements:

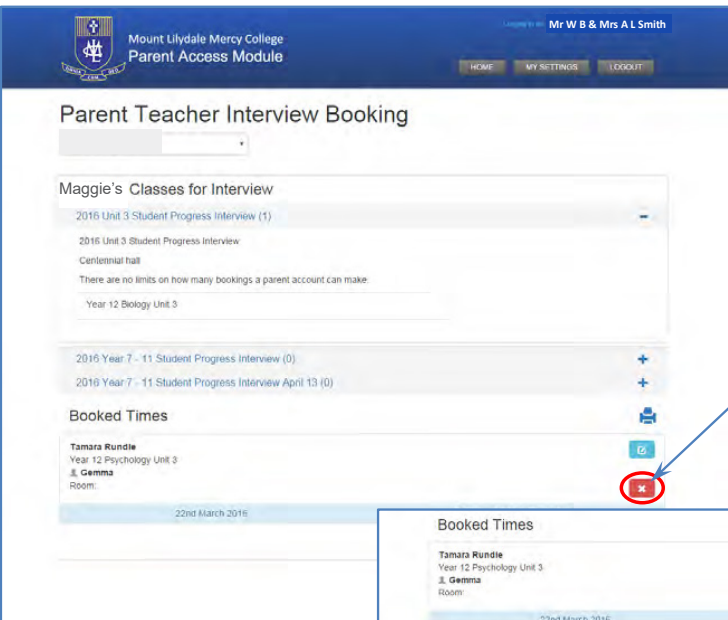
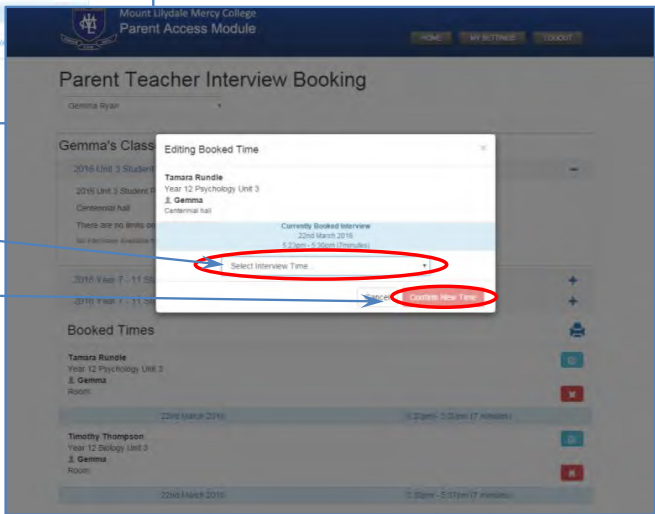
- Top Header:** Mount Lilydale Mercy College Parent Access Module, Mr W.D & Mrs A.L Smith
- Section:** Parent Teacher Interviews Booking Report
- Buttons:** Home, My Interview, Bookings
- Content:**
 - Return to Parent Teacher Interview Bookings
 - Download a New Report
 - Group Interviews: 2019 Year 11 Student Progress Interview
 - Download Report
- Printed Report Content:**
 - Mount Lilydale Mercy College Parent Teacher Interviews
 - 2019 Year 11 Student Progress Interview
 - Times: 2019 Year 11 Student Progress Interview
 - Location: Convent hall
 - Teacher Smith Year 11 Mathematics 11.3
 - Thursday, March 22 2019
 - 5:20 PM - 5:30 PM Year 12 Psychology Unit 5 Mrs Teresa Rundle
 - 5:30 PM - 5:37 PM Year 12 Biology Unit 3 Mr Timothy Thomson

To Edit or Delete Bookings



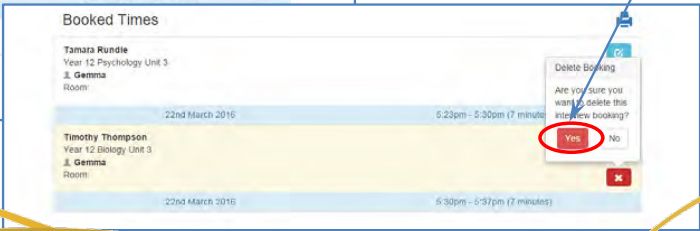
To EDIT, click on the Edit button

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



To DELETE, click on the Delete button

Confirm by clicking the Yes button



Parent Notified Absences

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

The screenshot shows the PAM interface for a student named Maggie Smith. On the left, there is a 'Students' section with a 'Show Inactive Students' checkbox and a profile card for Maggie Smith (Student ID: 104013, Year 10/10JA) showing an attendance of 81.88% this semester, 12 active tasks, and 2 overdue tasks. Below this are 'Knowledge Bank' and 'School Links' sections. On the right, there is a 'Parent Notified Absences' button circled in red, a 'Daily Messages' section with announcements for 'Friday Morning Mass' and 'Prayer Group', and a calendar icon.

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

The screenshot shows the 'Parent Notified Absence' page. At the top, there is a warning message: '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.' Below this is a '+ Add Absence' button. The page is divided into two sections: 'Current and Future Absences' (which is currently empty, stating 'There are currently no absences for today.') and '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


The screenshot shows the 'Add Absence' form. It contains the following fields: 'Student *' (a dropdown menu with 'Select Student..'), 'Reason *' (a dropdown menu with 'Select Reason..'), 'Absence Period' (a dropdown menu with 'All Day'), and 'Absence Date *' (a date input field with '20/08/2021'). There are 'Close' and 'Add' buttons at the bottom right. A note at the bottom states: '* Unable to add absence until all required fields have been updated.'

Parent Portal

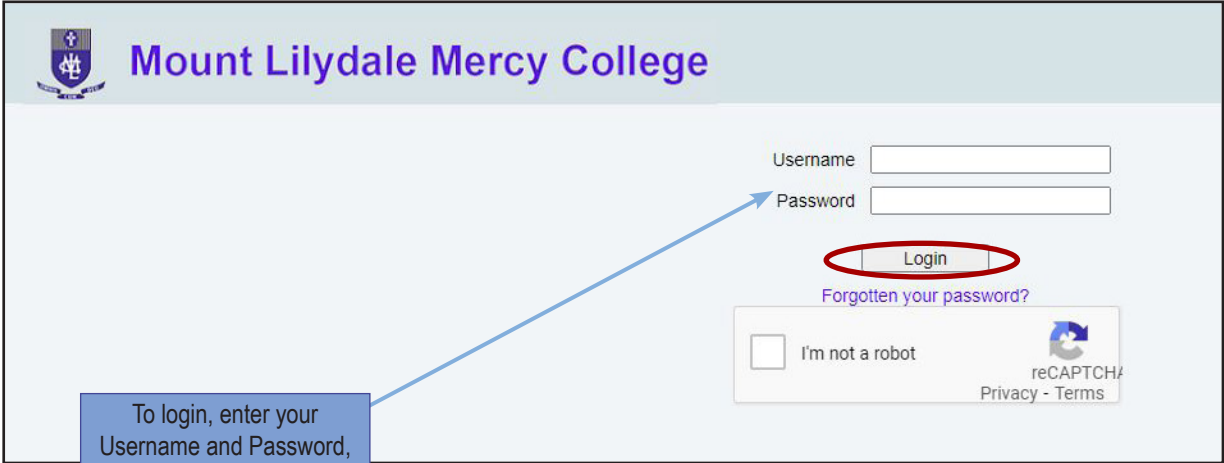
Select the relevant Portal and this will launch the login screen

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



The image shows three rectangular buttons for different portals. The first button on the left features a student in a school uniform writing in a notebook, with the text 'PAM' at the bottom. The middle button shows three staff members in blue uniforms, with 'PARENT PORTAL' written in white text and a red oval around it. The third button on the right shows two male students in white shirts looking at a computer screen.



Mount Lilydale Mercy College

Username

Password

[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

Total Owing/Overdue: \$0.00
Overall Balance: \$0.00

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	158415	\$0.00	E.F.T.	Receipt - C/Card Payment 26/2/2019
30/07/2018	11335	\$0.00	E.F.T.	Receipt
28/03/2018	11335	\$0.00	Cash	Receipt
21/03/2018	11335	\$0.00	E.F.T.	Receipt
20/03/2018	11335	\$0.00	MasterCard	Online Receipts Import - VISA-MASTERCARD

Date	Statement no	Due date	Balance	Statement description	Last viewed
16/01/2019	1335		\$0.00	Annual Tuition Fees Prepaid and Quarterly	N/A
31/12/2018	1321		\$0.00	End of Statements Balances 31/12/2018	N/A
18/01/2018	1137		\$0.00	Annual Fees - Arrangements, Pre Paid & Qtrly	26/02/2016
13/01/2017	1010		\$0.00	Annual Fees - Prepaid	5/01/2016
18/01/2016	897		\$0.00	Annual Fees - Quarterly	N/A

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

Total Owing/Overdue: \$0.00
Overall Balance: \$0.00

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
11/01/2019	1335	\$0.00	\$0.00	Tuition Fee Year 11 (Bursary)
19/07/2018	1321	\$0.00	\$0.00	Tuition Fees - Refund Tuition Fees (Student Fee)
19/07/2018	1321	\$0.00	\$0.00	Prompt Discount - Adv. Early Payment Discount Student
19/07/2018	1321	\$0.00	\$0.00	Adjustment Tuition Fees - Refund Term 1st Fee- Student (1st 12/2018)
28/02/2018	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 (Bursary)
12/01/2018	1137	\$0.00	\$0.00	Student Discount (Lump)
12/01/2018	1137	\$0.00	\$0.00	Tuition Fee Year 7 (Lump)
20/02/2017	1136	\$0.00	\$0.00	Receipt - BPay Pymnt 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 9 (Bursary)
9/03/2016	965	\$0.00	\$0.00	Prompt Discount - Early Payment Discount
5/03/2016	965	\$0.00	\$0.00	Receipt
22/02/2016	965	\$0.00	\$0.00	Receipt
14/01/2016	897	\$0.00	\$0.00	Tuition Fee Year 8 (Bursary)
16/06/2015	885	\$0.00	\$0.00	Charge Device - Reverse Charge Fee (Synaptic)
1/05/2015	885	\$0.00	\$0.00	Receipt

Your transaction history can be viewed here.

Note

Payments for IT repairs, replacment ID cards, badges and lockers can be made via the MLMC Shop at mlmshop.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		Free				

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		Free				

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 participants.

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

Please mark Attending or Apology to acknowledge attendance on Attendance Tab

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	Details
Sport & Rec Hike Camp	31/01/2017 to 01/02/2017	Apology		Free				

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	
Sport & Rec Hike Camp	31/01/2017 to 01/02/2017	Not Selected	[Redacted]	Free		Attending Apology 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

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

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	[Redacted]	Free		Attending Apology Close

Sport & Rec Hike Camp - Rebecca Snell

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 - [Redacted]

Invitee: [Redacted]

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 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	13/08/2018 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	23/10/2018 9:51:00 AM		Open
2018 Government Funding Flyer	PDF	23/11/2018 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 navigation bar includes 'Finance', 'Payments', 'Events', 'Docs', 'Contact Us', 'My Account', 'My Details' (circled in red), 'Forms and Information', and 'Logout'. A blue callout box points to the 'My Details' tab with the text: 'Click on the My Details tab to access information'. Below the navigation bar, a blue callout box points to the 'Personal' tab with the text: 'Select the name of the person you are wishing to view / update details for'. The main content area is titled 'Personal' and contains two sections: 'Name' and 'Personal Details'. The 'Name' section has fields for 'Given:', 'Given2:', 'Surname:', 'Preferred Name:', 'Preferred Formal Name:', 'Previous Surname:', and 'Birth Surname:'. The 'Personal Details' section has fields for 'Date of Birth:', 'Gender:', 'Mobile Phone:', and 'Email:'. A red circle highlights the 'Edit' link in the top right corner of the 'Personal Details' section.

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

The image displays three screenshots of the Mount Lilydale Mercy College 'My Details' page, illustrating how to navigate between different sections of a user's profile.

Top Screenshot: Shows the 'Personal' section selected in the left-hand menu. The main content area displays name details (Title, Given, Given2, Surname, Suffix, Preferred Name, Preferred Formal Name, Previous Surname, Birth Surname). A red circle highlights the 'Personal' menu item, and a blue callout box points to it with the text: "Select the name of the person you are wishing to view / update details for".

Middle Screenshot: Shows the 'Addresses' section selected in the left-hand menu. The main content area displays address details (Address 1, Address 2, Address 3, Suburb, State, Postcode, Country, Home Phone, Home Fax, Alternative Home Phone, Postal Address). A red circle highlights the 'Addresses' menu item, and a blue callout box points to it with the text: "Click on the menus on the left to navigate through information screens".

Bottom Screenshot: Shows the 'Occupation' section selected in the left-hand menu. The main content area displays occupation details (Occupation Description, Company, Industry, Work Phone, Work Mobile Phone, Work Fax, Work Email, Occupation Address). A red circle highlights the 'Occupation' menu item, and a blue callout box points to it with the text: "Click on the menus on the left to navigate through information screens".

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	Actions
Submitted changes to 'My Details' have been processed	Unread	20-Jan-17 11:48 AM	Refresh

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.

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** | Logout

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