St James College
Parent Access Module (PAM)
Booking Parent/Student/Teacher Interviews

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For any issues accessing PAM, please contact the PAM Support Mailbox on 9575 8143 or email pamsupport@sjcbe.catholic.edu.au

1. Login to the parent access website: https://pam.sjcbe.catholic.edu.au

2. At the welcome screen you will see the Parent Teacher interviews in the right top corner, click on it to access the system.

3. Choose the student from the drop down box.

4. Once you have selected the student a list of classes will appear.   Select the class and then you will be able to choose the time for the interview.   Interviews are five minutes in duration.

5. Click on Book Interview to confirm the session.

Please make sure you repeat this process for all the classes listed to ensure there is a booking made for each class/teacher.

Once completed you will have a summary of all bookings shown. Select the student's name from the drop down list to see their bookings.

Parent Teacher Interview Booking

Select Student...

Booked Times

Carmel Main
7 English
👤
Room: Auditorium

| 30th March 2017 | 5:00pm - 5:05pm (5 minutes) |

David Kirkles
9 Homeroom
👤
Room: Auditorium

| 30th March 2017 | 5:10pm - 5:15pm (5 minutes) |

Home | My Settings | Logout

You can change bookings and print the information at any time.

🖨	Print all bookings
✎	Edit the current booking
✖	Cancel the current booking
HOME	To go back to the Parent Access homepage