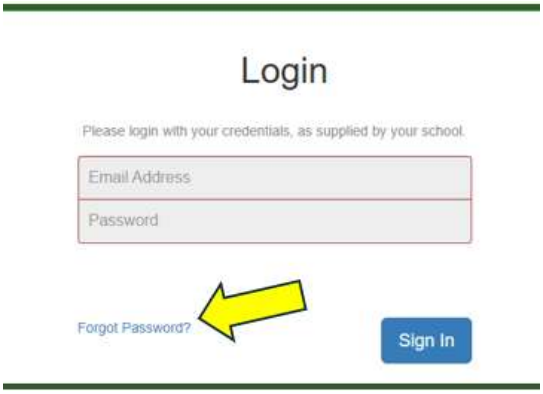
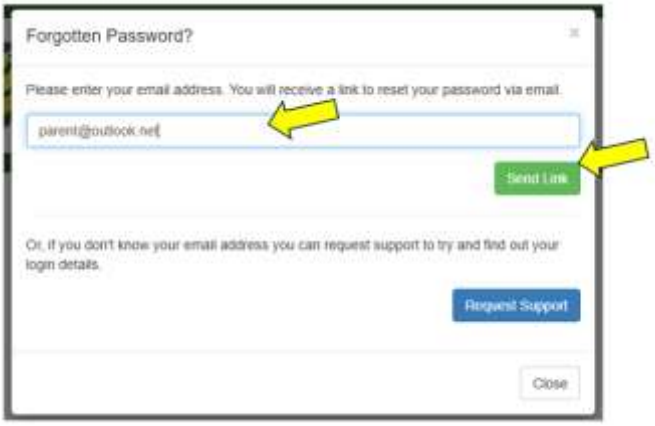
OUR LADY STAR OF THE SEA
PRIMARY SCHOOL

Signing into the Parent Access Module (PAM/SIMON) via the web

REMOVE THE SIMON EVERYWHERE APP

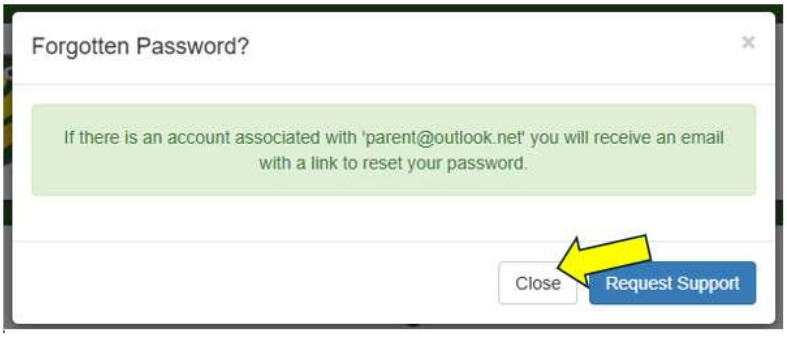
1. Open your preferred browser
2. Enter URL: **https://pam.*olsscowes*.catholic.edu.au**
3. All PAM accounts have been reset, and users will need to create a new password to gain access to PAM
    a. Select “Forgot Password?” to receive a password reset link:





4. Enter the email address associated with your PAM account in the “Email Address” field and click “Send Link”

5. A confirmation screen will appear. Select “Close”

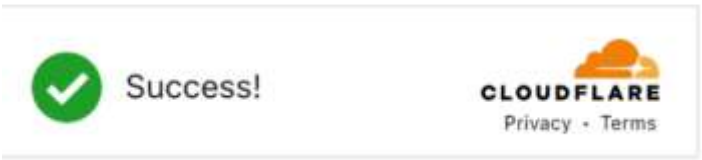


6. You will be sent an email; it may take a few minutes to arrive.
7. The email will be titled **"Password Reset**" (also check your trash or junk folders if it does not arrive in your inbox).
    a. Open this email and click on the link to open the password reset webpage.
    b. Enter your new, unique password into the "New Password" field. The password complexity and requirements are as follows:
        i. Minimum of 12 characters
        ii. Must contain at least 1 number
        iii. Must contain at least 1 upper case and 1 lower case letter
        iv. Must contain at least 1 special character: !@#$%^&*()_+=[]{};:<>|./?,-
        v. Moving forward, you will not be able to use either of your last two passwords
    c. Re-type your new password into the "Confirm New Password" field
    d. Click on "Set New Password"



8. You will now be taken to the PAM login screen where you will be asked to enter your email address and newly created password. Click on "Sign In"
9. NOTE: For extra security, you may at times be asked to complete a Captcha verification

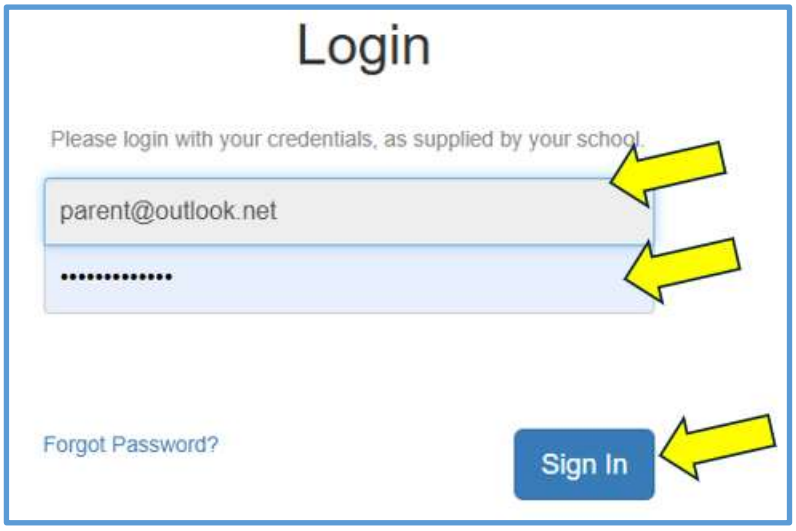




10. Finally, you will be asked to enter a six-digit authentication code which will be sent to the email address associated with your account. Once you have received and entered the six-digit code, select “Continue”.

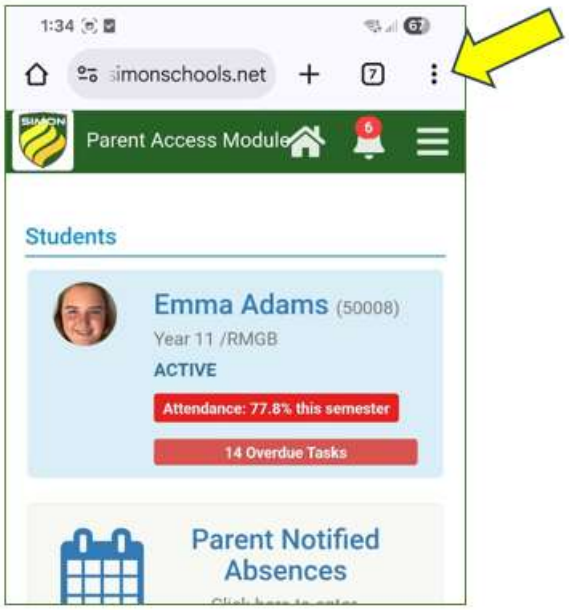


11. You have now successfully logged into PAM.

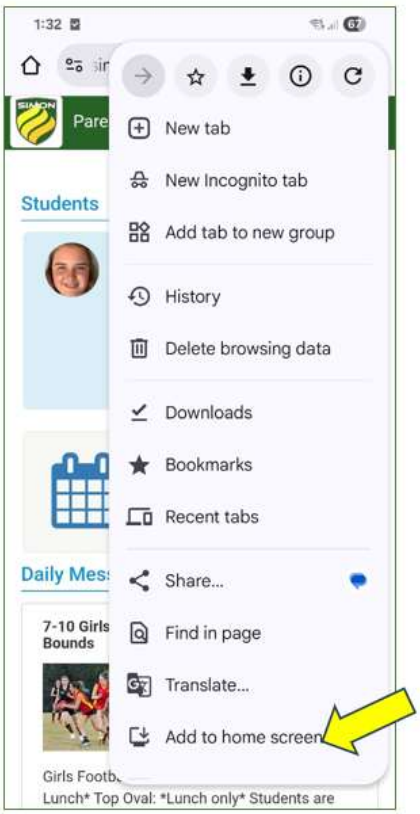


Saving PAM to the home screen – ANDROID device

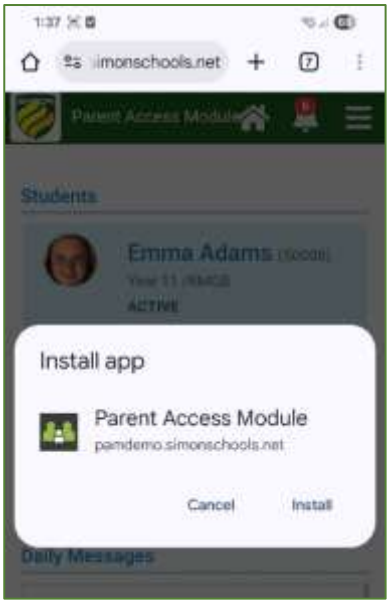
1. Log into your PAM account on a browser on your mobile device and click on the three dots at the top right of the screen.



2. Select “Add to Home Screen”.



3. A confirmation screen will pop up asking you to “Install App”. Click on “Install”

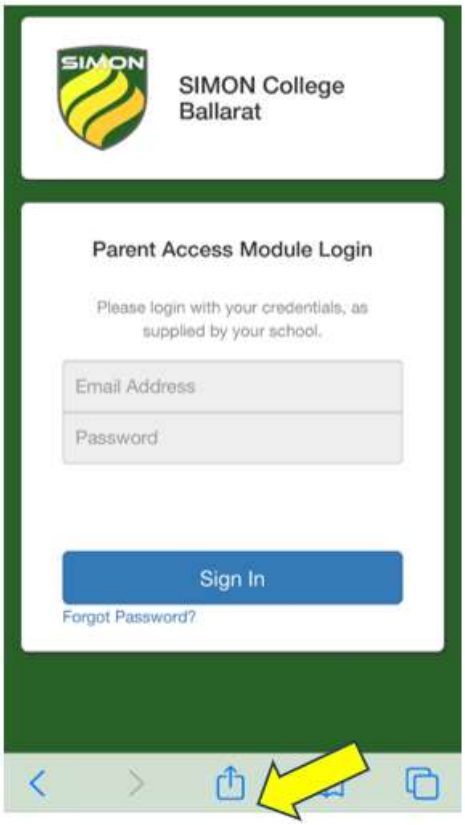


4. PAM will now be available on your phone as an “App”

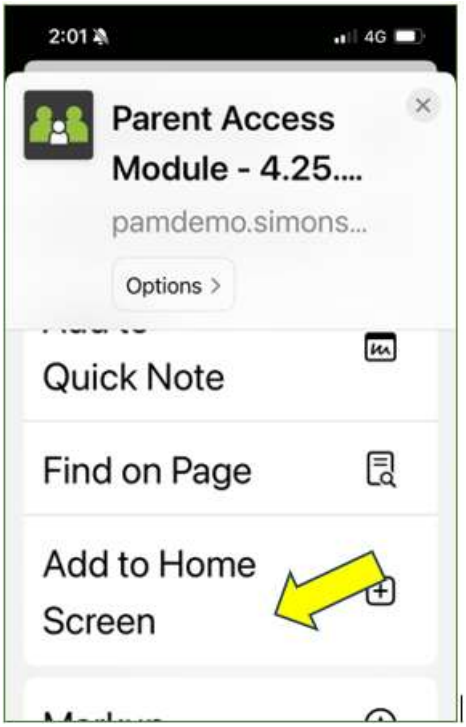


Saving PAM to the home screen – iPhone

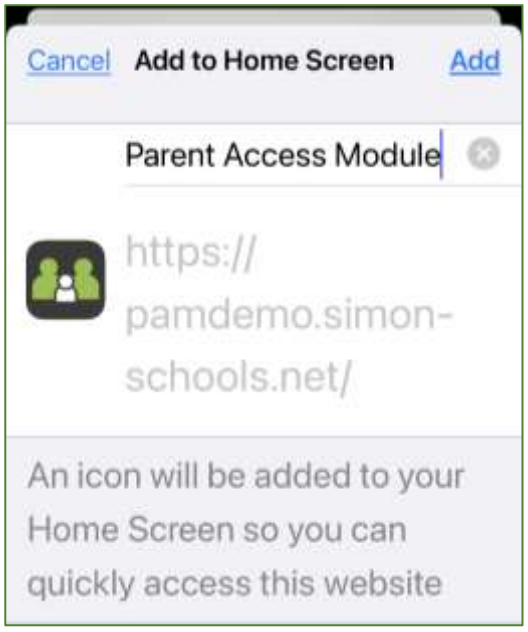
1. Log into your PAM account on a browser on your mobile device and click on the middle icon (which looks like a square with an upward arrow in it) at the bottom of the page



2. Scroll down and select “Add to Home Screen”.



3. A confirmation screen will pop up asking you to confirm this action. Click on “Add”



4. PAM will now be available on your phone as an “App”

