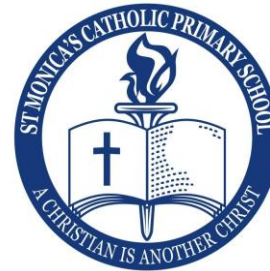


Setting up your PAM account SIMON EVERYWHERE app



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Within the SIMON app you will be able to access the following:

Student Information:	Parent Actions
<ul style="list-style-type: none"> • Daily Messages and School Calendars • Student Commendations • School Knowledge Banks • School Links 	<ul style="list-style-type: none"> • Parent Notified Absences • Student Medical Profile • SchoolActivity/Excursion Permission

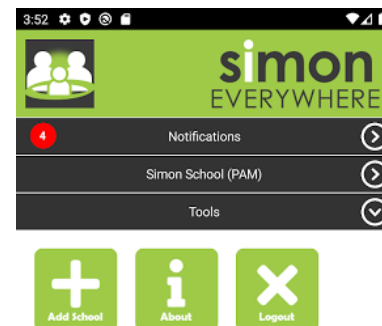
Logging in to PAM

Go to <https://pam.smkangarooflat.catholic.edu.au>

Enter the username that was provided by the school and the password that you created when you received your PAM welcome email

Then click **Sign In**.

If you have forgotten your password, click the **Forgot Password?** option, enter your Email Address and click **Send Link**. An email with a link to reset your password will be sent to your current PAM login.



Notifications and Alerts

When logging into PAM for the first time, you may see **Notification Alert Request Reminders** pop-up. Each reminder provides a link to the specific section of PAM that you need to action and will continue to pop-up every time you access the PAM Home Page.

If you close this reminder screen, you can click on the 'alert bell' in the top corner of the screen. This will have a red number showing if there are any outstanding parent alerts.

PAM will also send notifications as emails to parents for specific items that need to be addressed, such as Medical Profile update requests, Activity Permissions and updating Connect Fields.

PAM Home Page

The Home Page of PAM is the main hub for accessing information about your children, with easy access to features that parents regularly use, such as the school Calendar, Parent Notified Absences and Daily Messages provided by the school.

- **Students:** Your child(ren) will appear here. Find out information about each child's school journey by clicking on them, this is where you will access your child's School Information such as assessment reports, school activities, NAPLAN results etc.
- **Parent Notified Absences:** This section will allow you to submit a Parent Notified Absence for your child(ren).
- **Daily Messages:** This shows school-wide messages that are created from the main Daily Message system within SIMON. They are targeted to specific year levels, homerooms or the entire student body, these messages may also be sent as an email.

- **Calendar:** The Calendar shows school-wide events that affect everyone, such as pupil-free days, but also shows School Activities and Learning Area tasks specific to your child(ren) on the PAM profile.
- **Knowledge Banks:** These contain information curated by us for ease of access that you may need to regularly refer to eg. Canteen, uniform shop, school fees,
- **School Links:** These links are provided by us for quick access to useful resources.

Parent Notified Absences

Parents and Carers can notify the school of their child's absence by clicking on the Parent Notified Absences link, Parents are asked to inform the college of any absences as soon as possible. If notification has not been received by the college by **10.00am**, parents/carers will receive a SMS alerting them of their child's absence.

Medical Profile

Within the Medical profile page all vital medical information for each individual child needs to be updated whenever necessary. Please take the time to fill this information in. This information is used by our school nurses, paramedics, hospital staff (in case of emergency) as well as teachers when taking students off campus for excursions and camps. The Medical Profile **must** be completed prior to your child starting at **[SCHOOLNAME]**. You will be reminded to update this information every time you give consent for your child to attend a Camp or excursion. We may request that your profile be revalidated at any stage.

Note: You cannot save medical information in a draft format so please ensure you have all the information you need before attempting to fill in the form, including immunisation details and digital copies of any asthma/anaphylaxis/critical medical action form.

School Activities

You will use your PAM account to authorise your child's participation in excursions and camps through the School Activities section of PAM. For each excursion, camp, retreat, or permission, you will receive an automated email asking you to give consent for your child to participate. To do this, log into PAM or click on the link in the email to login to PAM and approve the School Activity. Notifications will also show in the **Notification Alert Request Reminders** window and exist in the bell. School Activities can also be accessed from the Menu for each child.

To consent (or not consent), fill in all questions and click **Confirm** when done.

While giving permission for your child to attend the excursion, you are also agreeing that the Medical Profile for your child is up to date. If it is not up to date, a link is provided for you to do this.

Please be aware that without your consent, your child will be unable to attend the activity and will be required to stay at school with alternative arrangements. Consent is required as soon as possible to allow bus bookings and activities to be booked on the number of students attending.

After giving your consent, you can access the information about the camp or excursion, log back into PAM and click on "School Activities", and then choose the relevant activity your child was involved in.

The SIMON Everywhere App can be downloaded free from the App Store or Google Play. Once you have downloaded the App, you will be asked to verify your mobile number. This will enable you to receive alert Push Notifications from us, you will then need to link your PAM account and login.

To login, you will need your usual PAM email address and password.

The new App include the same features that you will find on a laptop or iPad when you log into PAM.

Please note: This App is 'device dependent' and different mobile devices might show slightly different screens to those shown here.

Push Notifications

All parents who download the SIMON Everywhere app, will have the ability to receive school notifications by an alert from the App. Examples of immediate alerts could include reminders about college events or meetings; cancellation of sport training etc. **Please be aware that Push Notifications can only be received via the SIMON Everywhere App.** If you do not have the App, you will not receive these alerts.