HOW TO CREATE A NEW PASSWORD FOR PARENT LOUNGE LOGIN

STEP 1 - How to Obtain your 6 Digit Number to use as your New USERNAME for PARENT LOUNGE Login

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OPTION 1   Go to the Email sent to you from IT (9 Oct)

*If you haven't received your Email: Check your Junk Mail and / or
Contact Shalom on 41 55 8111 to confirm we have your correct Email

Note down your 6 DIGIT NUMBER to be used as your new USERNAME for PARENT LOUNGE Login

Then Click on the Parent Lounge URL - LINK in the Email

Then Follow STEP 2

Dear Mr & Mrs X

The Catholic Education Office (CEO), Rockhampton, has worked with our College to update our Student Information System (Tass). This has resulted in your Parent Code changing from an alphanumeric format to a number. This number is unique across schools within the Rockhampton Diocese.

USERNAME

Please note your new Parent Lounge Login: **6 DIGIT NUMBER**

Username:

PASSWORD

For your password, we would like you try the new Password reset function. This is accessible by clicking on the link "Forgot Password" located on the Parent Lounge login page. Once you have clicked on this, you will be required to put in your new Parent Lounge username and the email address linked to your account. Once submitted you will receive an email in which you need to follow the steps to set your new parent lounge password.

Parent Lounge URL - **https://520scbg.rok.catholic.edu.au/parentlounge/login.cfm**

INTRANET

Due to the upgrade on our Student Information System (Tass), this will mean our intranet for parents will become redundant. All information for Parents will be relocated to the College website or Parent Lounge. We will be updating our College website with a direct link to Parent Lounge soon.

DIRECT CREDITS/PAYMENT OF FEES

For parents who direct deposit to the College's bank account, future bank transactions will need to reflect your new Parent Code in the description of the funds transfer. This will allow us to identify the source of the payment and receipt it correctly.

DIRECT DEBIT

Direct Debits will be unaffected by the update. CEO and the College have amended your records appropriately to reflect your new Parent Code for processing future direct debits.

OR

OPTION 2   **Contact Shalom College on 41 55 8111 to obtain your 6 DIGIT NUMBER - (your USERNAME for Login)**

Then go to the Shalom College Website: Shalom College Bundaberg

Select [parent lounge] TAB and **Then Follow STEP 2**

PLEASE NOTE THIS 6 DIGIT USERNAME IS THE SAME AS YOUR NEW PARENT CODE NOW RECORDED ON TASS

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STEP 2 - How to RESET the PASSWORD for PARENT LOUNGE Login

For both Options 1 and 2 this box will then appear:

- Enter the 6 DIGIT NUMBER (NEW PARENT CODE) in: * Username
- Then select - 'Forgot Password?'
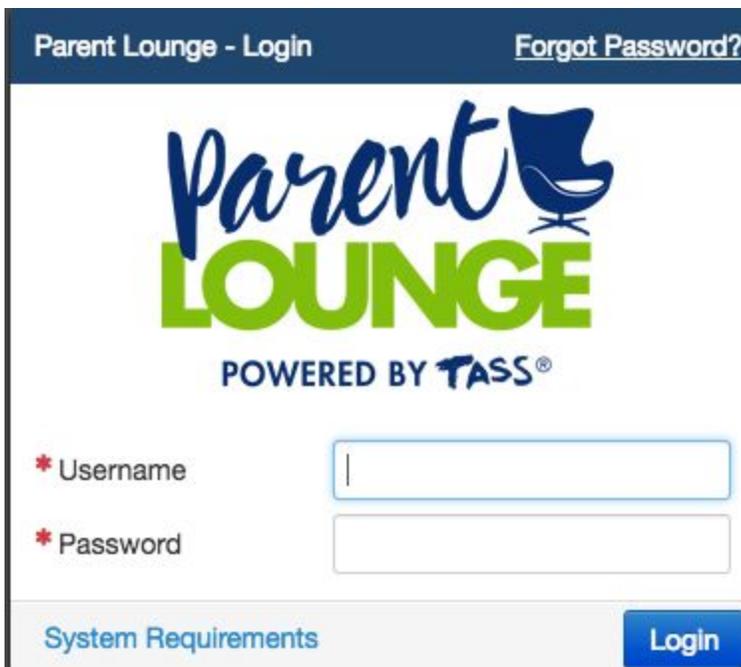
This Box will then appear:

- Enter the 6 DIGIT NUMBER (NEW PARENT CODE) in: * Username
- Enter Email Address in: * Email - (must be an address linked to TASS)
- Enter Security Code - Then Select - 'Save'
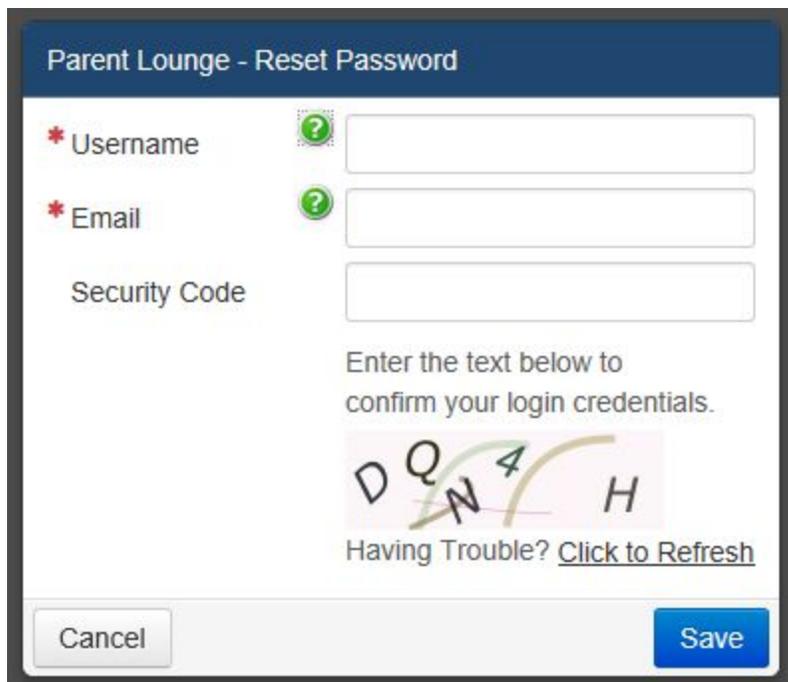
NOTE: If parents are experiencing difficulties at this stage; check that we have the correct Email Entered in TASS and that it has been formatted correctly

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This Box will then appear:

- Select 'Close'

success
An email containing a password reset link has been sent to your inbox
Close
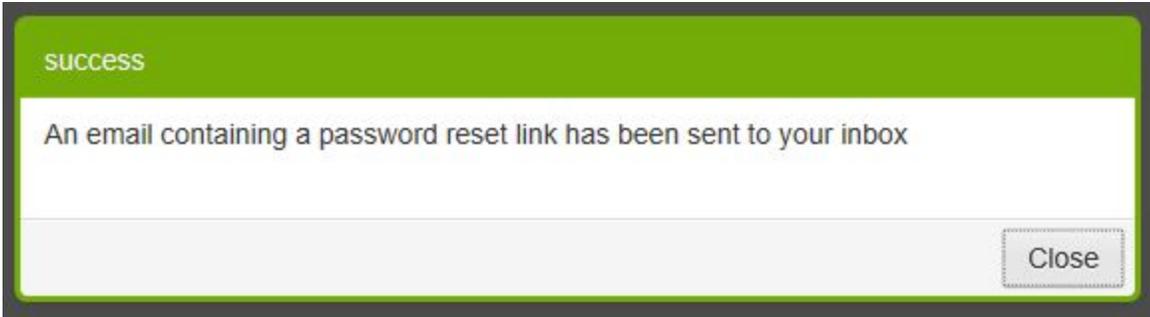
- Check your Email Inbox and / or Junk Mail - Email may take up to 15 minutes

- New Email will include another LINK - to RESET PASSWORD

To reset your password, please click this link: https://520scbg.rok.catholic.edu.au/parentlounge/login.cfm?resetKey=A0259887-5056-AC56-77353C3A674AB375

- Click on the LINK

This Box will then appear:

- Please Create your new PASSWORD in   * New Password
- Please Confirm your new PASSWORD in * Confirm Password
- Select 'Save'
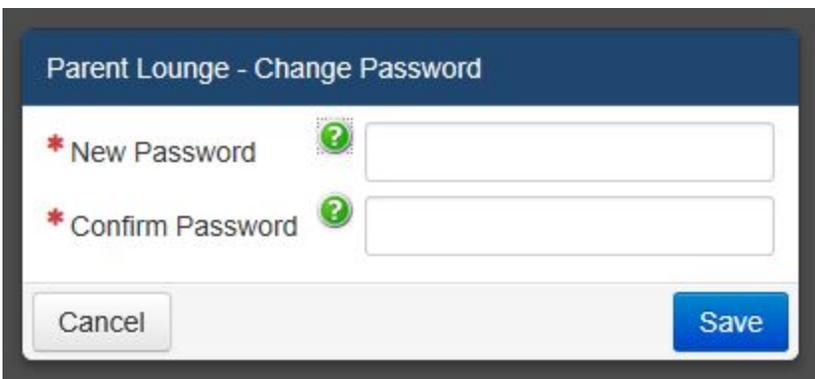
Parent Lounge - Change Password

* New Password

* Confirm Password

Cancel   Save

This Box will then appear:

- Select 'Close'

success
Your password has been reset
Close

HOW TO CREATE A NEW PASSWORD FOR PARENT LOUNGE LOGIN

THIS FINAL BOX WILL APPEAR

Use NEW PARENT CODE (6 DIGIT NUMBER) and your newly created PASSWORD to Login

PLEASE NOTE THE 6 DIGIT USERNAME IS THE SAME AS YOUR NEW PARENT CODE NOW RECORDED IN TASS