

USING THE PARENT ACCESS MODULE (PAM) PORTAL

LOGGING IN

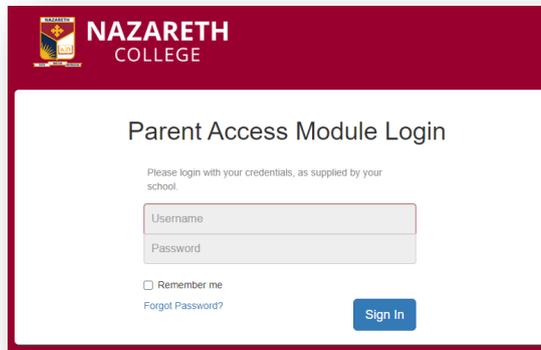
Open your web browser
and navigate to

pam.nazareth.vic.edu.au

 pam.nazareth.vic.edu.au

Login using your provided
PAM Account credentials

Click Sign In



If you've forgotten your password, click the **Forgot Password?** link at the bottom of the page.

If you know your username or email, you can reset your password by entering those details and clicking

[Send Link](#)

If you don't remember your details. Click **Request Support** and a member of ICT will assist you regain access to your account. You will be asked to confirm your identity.

[Request Support](#)

CHANGING DETAILS

Once logged into PAM, select the three-line icon at the top right of the page.



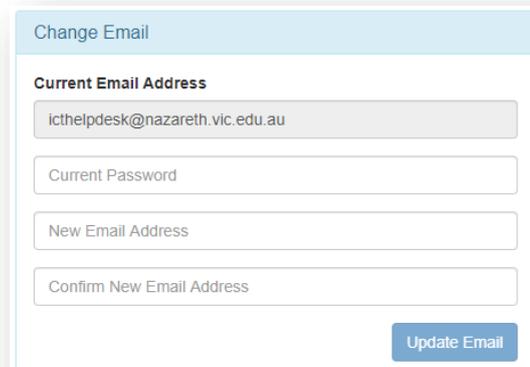
Select **My Settings**

My Settings

Change your email by entering your current password then your new email address.

You will need to verify your email.

This does not update the records with the school. You will need to contact Nazareth College reception.

A screenshot of a web form titled "Change Email". It contains four input fields: "Current Email Address" (pre-filled with "icthelpdesk@nazareth.vic.edu.au"), "Current Password", "New Email Address", and "Confirm New Email Address". A blue "Update Email" button is located at the bottom right of the form.

Change Email

Current Email Address

icthelpdesk@nazareth.vic.edu.au

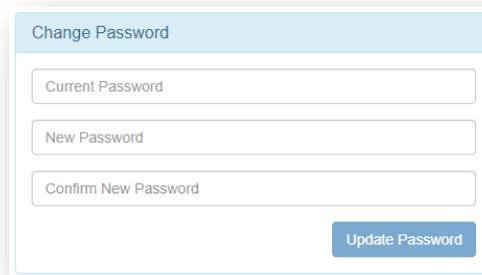
Current Password

New Email Address

Confirm New Email Address

Update Email

Change your password by entering your current password, entering a new password, then confirming your new password.

A screenshot of a web form titled "Change Password". It contains three input fields: "Current Password", "New Password", and "Confirm New Password". A blue "Update Password" button is located at the bottom right of the form.

Change Password

Current Password

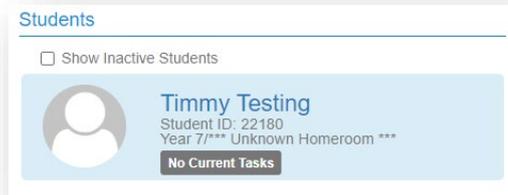
New Password

Confirm New Password

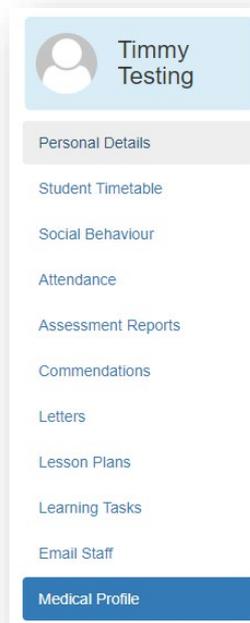
Update Password

UPDATING MEDICAL INFORMATION

From the homepage, click the picture of the student

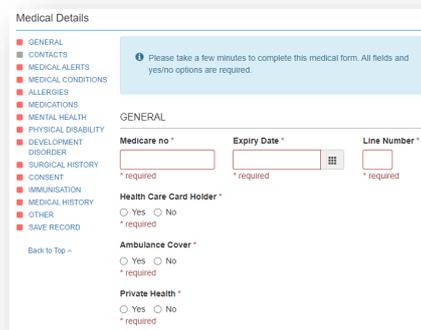


Select Medical Profile



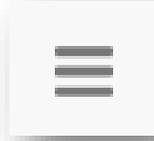
Ensure all required fields have been entered.

The red bullet-point indicates



PARENT NOTIFIED ABSENCE

Once logged into PAM, select the three-line icon at the top right of the page.



Select **Parent Notified Absence**

Parent Notified Absence

Click **Add Future Absence**

You can only add in absences for the current day after 9AM

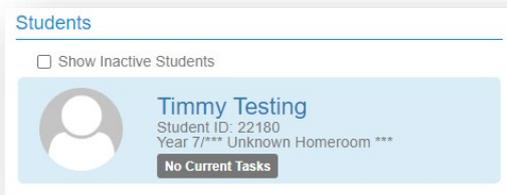
+ Add Future Absence

Fill in the required fields for the **Add Absence** form. Click **Add**

Add

ACCESSING REPORTS

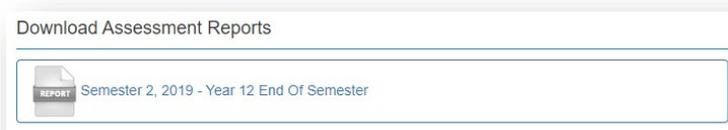
From the homepage, click the **picture** of the student



Click **Assessment Reports**

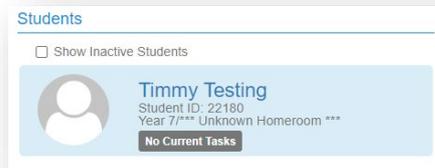


Click to download the PDF report



ACCESSING SCHOOL ACTIVITIES

From the homepage, click the **picture** of the student



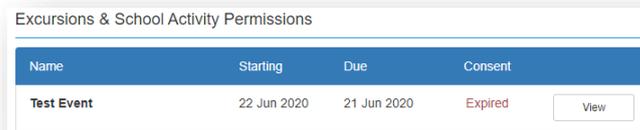
The screenshot shows a 'Students' section with a checkbox for 'Show Inactive Students'. Below it is a student profile card for 'Timmy Testing' with Student ID: 22180, Year 7***, and Unknown Homeroom ***. A 'No Current Tasks' button is visible at the bottom of the card.

Click **School Activities**



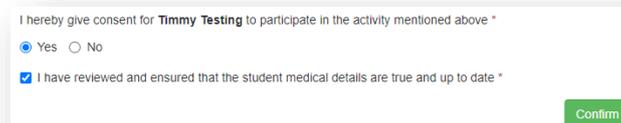
The screenshot shows a vertical menu for 'Timmy Testing' with the following options: Personal Details, Student Timetable, Social Behaviour, Attendance, Assessment Reports, Commendations, Letters, Lesson Plans, Learning Tasks, Email Staff, Medical Profile, and School Activities (highlighted in blue).

Select **View**



Name	Starting	Due	Consent	
Test Event	22 Jun 2020	21 Jun 2020	Expired	<button>View</button>

Confirm consent and medical details. Select **Confirm**



I hereby give consent for **Timmy Testing** to participate in the activity mentioned above *

Yes No

I have reviewed and ensured that the student medical details are true and up to date *

Confirm