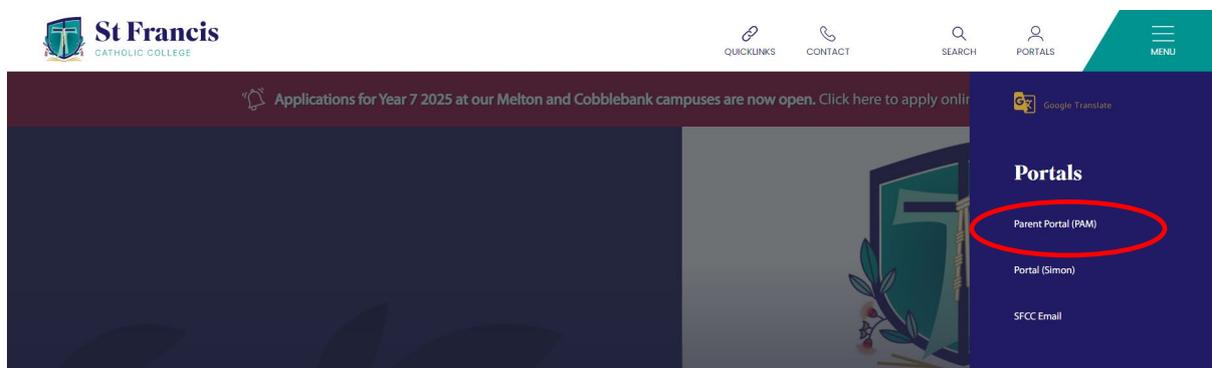


Parent Access Module and Parent Student Teacher Interviews

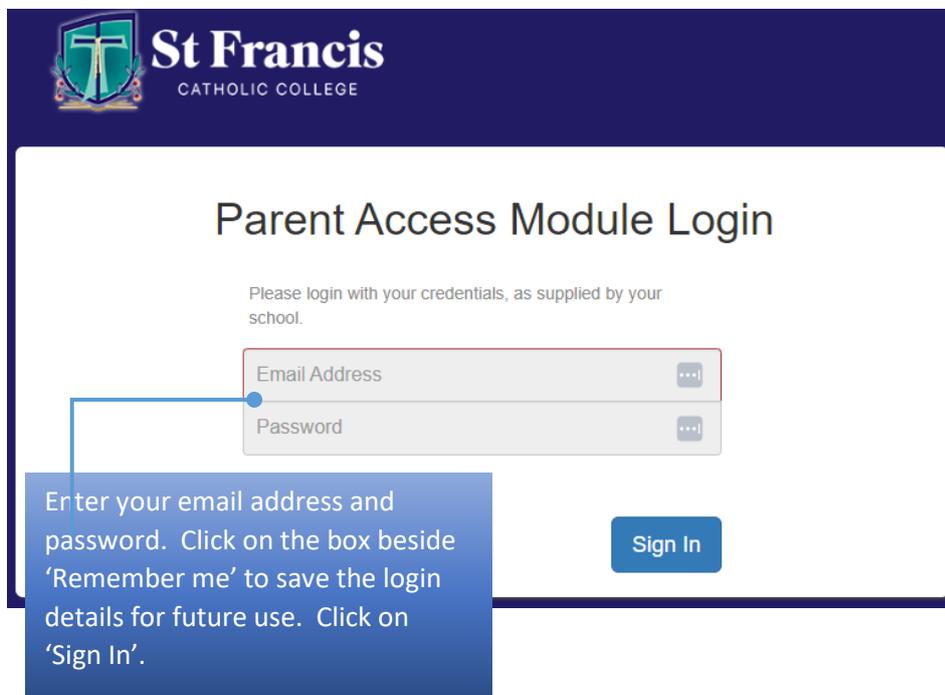
PAM Login

You can login to PAM through the St Francis Catholic College website, www.sfcc.vic.edu.au.

Click on the **Portals** menu option at the top of the screen and from the drop-down list select **Parent Portal (PAM)**.

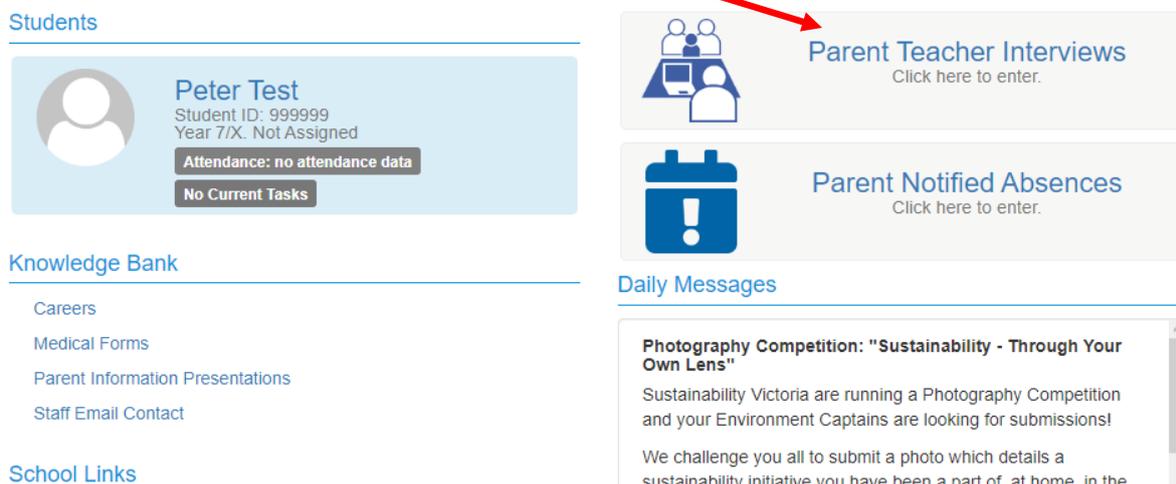


The login screen to PAM will be displayed.



Once you log in to PAM, you will be presented with the PAM homepage.

On the homepage select the **Parent Teacher Interviews** tab link which will direct you to the booking screen.



The screenshot shows the PAM homepage with several sections. On the left, under 'Students', there is a profile for Peter Test (Student ID: 999999, Year 7/X, Not Assigned) with buttons for 'Attendance: no attendance data' and 'No Current Tasks'. Below this is the 'Knowledge Bank' with links for Careers, Medical Forms, Parent Information Presentations, and Staff Email Contact. At the bottom left is 'School Links'. On the right, there are two main buttons: 'Parent Teacher Interviews' (with a red arrow pointing to it) and 'Parent Notified Absences'. Below these is a 'Daily Messages' section with a message about a 'Photography Competition: "Sustainability - Through Your Own Lens"'.

The booking screen lists your child's classes.



The screenshot shows the 'Peter's Classes for Interview' booking screen. It features a header 'Peter's Classes for Interview' and a sub-header 'Mid-Semester Interviews - Melton Campus (2)'. Below this, it lists '10 minute interviews' and 'On-site at Melton Campus'. A table lists two classes: 'Unit 1 English' and 'Unit 1 Foundation Mathematics', with a red arrow pointing to the latter.

To make a booking, select the class you wish to book an interview for, and the available booking times will appear.

Click on the time slot that you would like to book then select **Book Interview**.

Repeat this process for each class.

Parent Teacher Interview Booking

Peter's Classes for Interview

Mid-Semester Interviews - Melton Campus (2)

10 minute interviews

On-site at Melton Campus

Unit 1 English

Unit 1 Foundation Mathematics

Teacher: Kezi Todd

4:10pm, 26th April 2023
4:20pm, 26th April 2023
4:30pm, 26th April 2023
4:40pm, 26th April 2023
4:50pm, 26th April 2023
5:00pm, 26th April 2023
5:10pm, 26th April 2023
5:20pm, 26th April 2023
6:30pm, 26th April 2023
6:40pm, 26th April 2023
6:50pm, 26th April 2023
7:00pm, 26th April 2023

Book Interview

Once the bookings have been made, they will appear in the **Booked Times** box. You will see the teacher's name, the date, the time of the interview.

Booked Times

26th April 2023	4:40pm - 4:50pm AEST - (10 minutes)	
 Peter Class: Unit 1 English Teacher: Kezi Todd Room: Osma Building		
2nd May 2023	4:20pm - 4:30pm AEST - (10 minutes)	
 Peter Class: Unit 1 Foundation Mathematics Teacher: Katy Huynh Room: Padua Building		

We recommend that you print the booking times to bring along on the night.

Please note the following:

- Interviews are for 10 minutes.
- Your interviews will be on-site at your child's campus.
- If you need to change a booking, you can click on the 'x' in the booked times and then book another time as shown above.