

## **EDUMATE ASSISTANCE**

To login to Edumate you need to do so from a PC or Mac web browser (it currently does not work fully on mobile).

The website is:

<http://ifs.edumate.net.au>

username: XXXX

password: XXXX

Edumate has two main sections. These include, HOME & DIARY.

### **HOME**

My Dashboard:-

This is your main login page where you should be able to see the following: EVENTS FOR TODAY, NOTICEBOARD, APPROVALS & UPCOMING EVENTS.

*Events for today* – any school event occurring internally or externally today.

*Noticeboard* – Current and past NEWS which is updated frequently. Click on the  $\ominus$  button (minus symbol) on the RHS to see the entire notice.

*Approvals* – requires parent approval for a school excursion or event via the ACTION button. This collates information for the event co-ordinator such as student availability, contact details, travel arrangements and other important notes such as swimming ability for our swimming carnival. This replaces permission notes, phone calls and emails back and forth from the school.

*Upcoming Events* - school and student specific events relevant for your child.

Carer Portal:-

Here you can access current or past academic reports (past reports are from previous years). To do so, select Academic Reports.

Debtor Portal:-

This shows any financial transactions with regards to your tuition for the current year.

### My Details:-

Here you can update your families contact details, e.g., email address, phone numbers and home or postal addresses etc.

### Update Password:-

Changing your password is recommended after enrolling.

### **DIARY**

#### Student Diary:-

This is where parents can see their child's daily timetable.

School excursions and events that are relevant to your child can also be found in this section.

#### School Calendar:-

ALL school excursions and events can be found in the School Calendar. Parents do not have access to all the information about an event in this section, just the title. More event information can only be found in My Dashboard under Approvals and Upcoming Events as these events are relevant to your child.