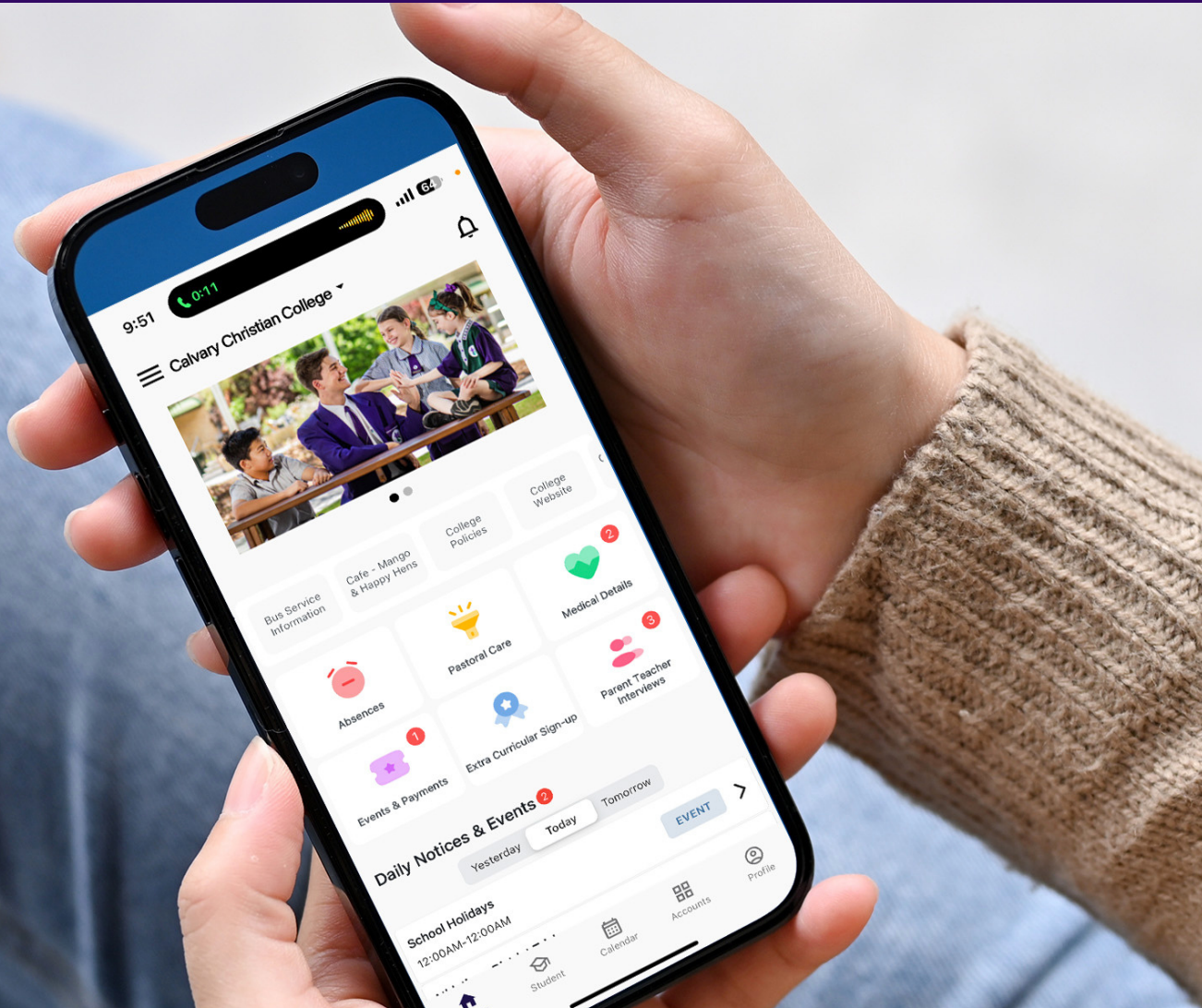




NEW CALVARY APP HOW TO GUIDE



CALVARY
CHRISTIAN COLLEGE



centre
for **innovative**
learning design

Fearlessly *Authentic* Learners



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STEP 1: ON YOUR SMART PHONE DOWNLOAD THE NEW APP

Clicking below will automatically take you to the Calvary page

DOWNLOAD HERE

OR GO TO THE APP STORE AND SEARCH FOR



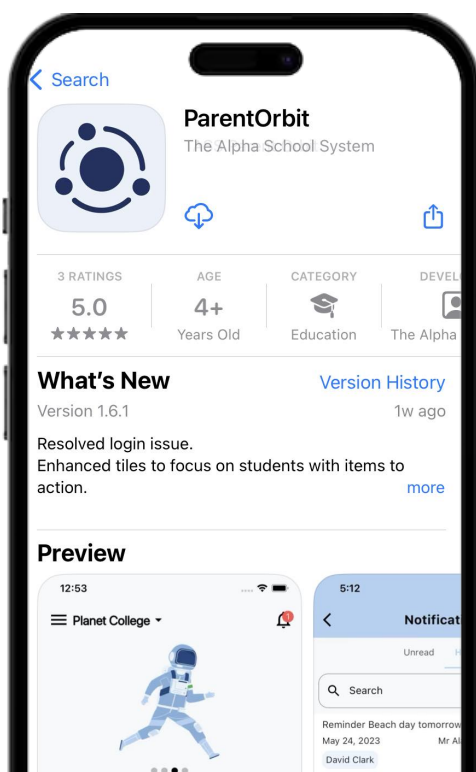
'PARENT ORBIT'



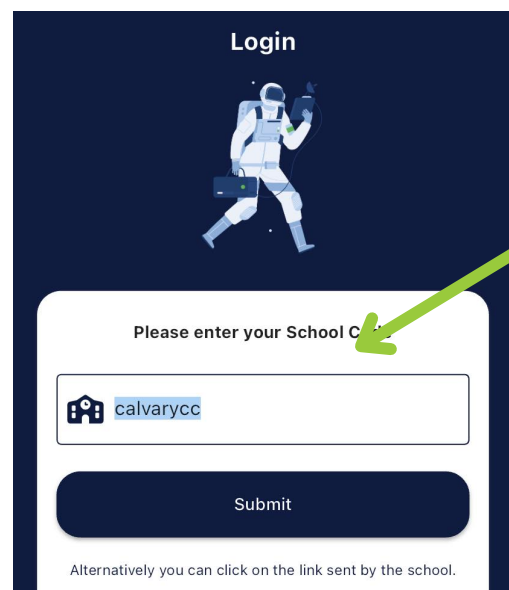
Download on the
App Store



GET IT ON
Google Play



If it asks for a school
code, type: **calvarycc**



**Then click 'Login',
followed by 'Continue'**



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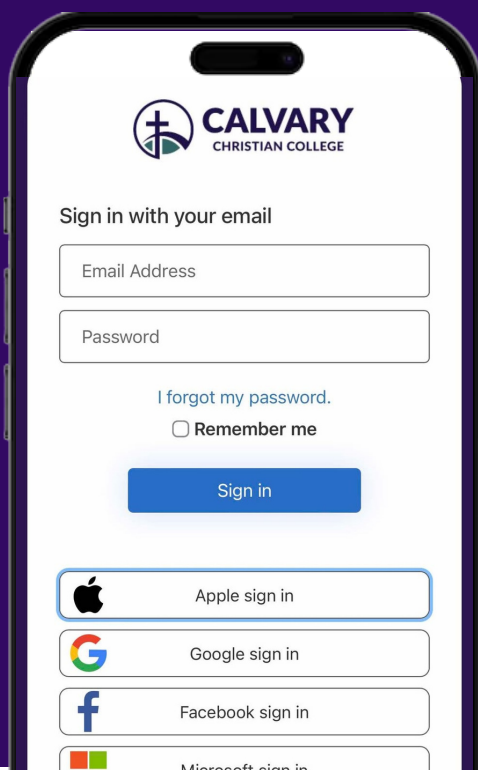
STEP 2: LOGGING INTO THE APP

**NEW
PARENTS**

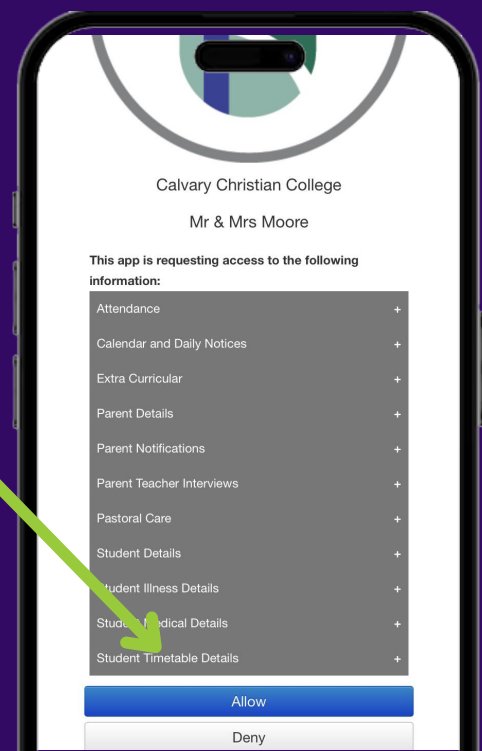
If you are a new family to Calvary, you will receive an email from us with your login information. You can link the account to Apple, Google, Facebook, Microsoft accounts.

**CURRENT
PARENTS**

Use your current Parent Lounge login account details:



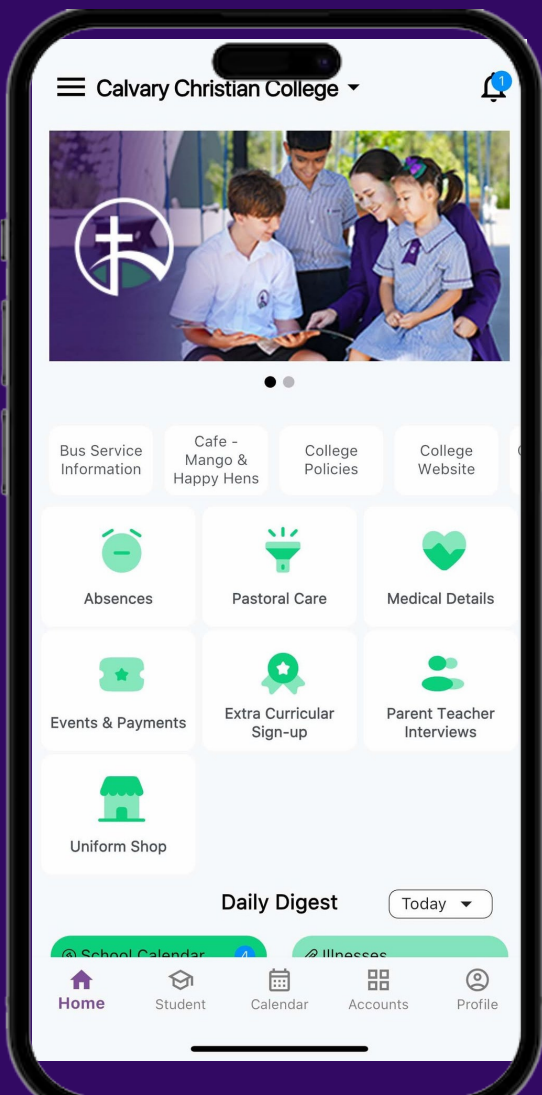
Click: '**Allow**'
at the bottom
of the screen





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WELCOME TO THE NEW CALVARY APP

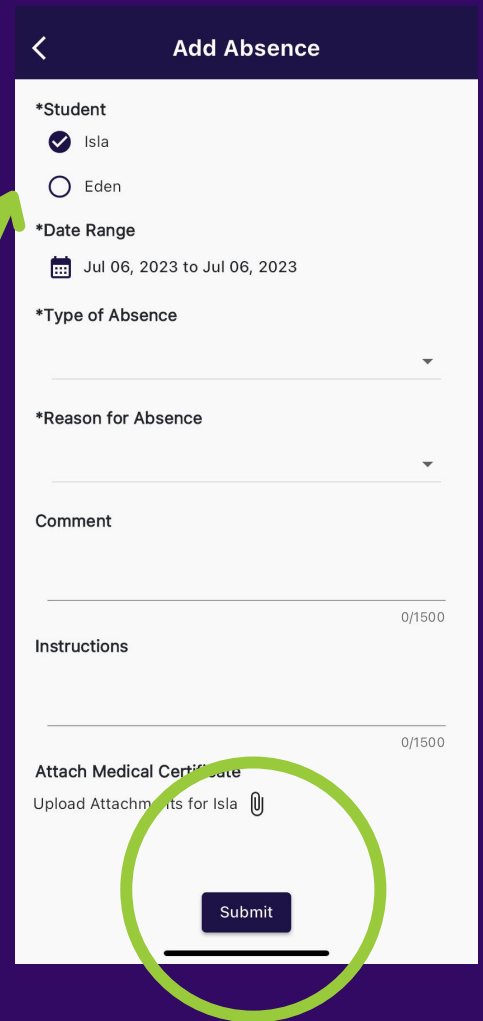
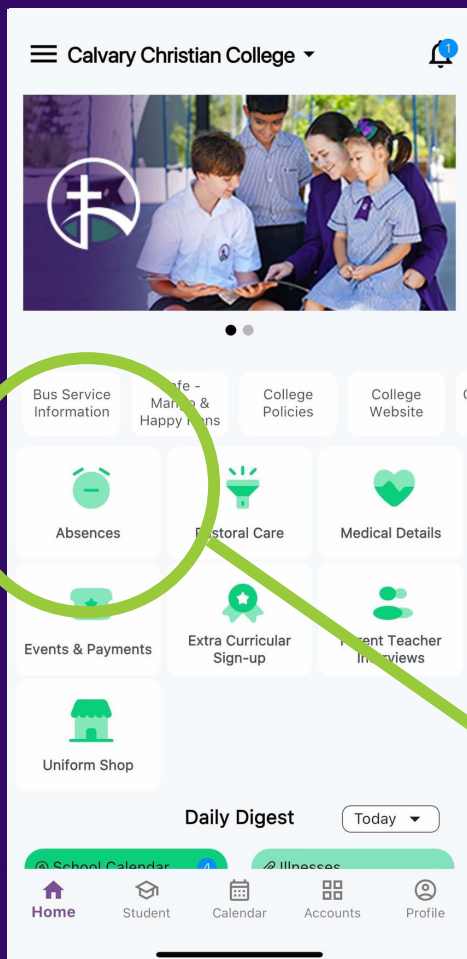


You can do the following actions in the App

- Log an absentee for your child
- Look up school contact information
- Read the Daily Notices Reminders, Events & School Calendar
- Update your child's medical details
- Update your address details
- Book a Parent teacher interview
- Order Tuckshop for both campuses
- Bus information
- Student Information: Pastoral Care, Sick bay entries, Academic Reports
- Pay School Fees and invoices
- Approve permission forms: excursions/other events

HOW TO: **LOAD AN ABSENTEE**

Click on **Absentees** on the home page. This will take you to the Absentees page. Click **'+ Add Absentee'** button and fill out the information. then press **'Submit'**



< Add Absence

*Student
☒ Isla
☐ Eden

*Date Range
Jul 06, 2023 to Jul 06, 2023

*Type of Absence
▼

*Reason for Absence
▼

Comment
0/1500

Instructions
0/1500

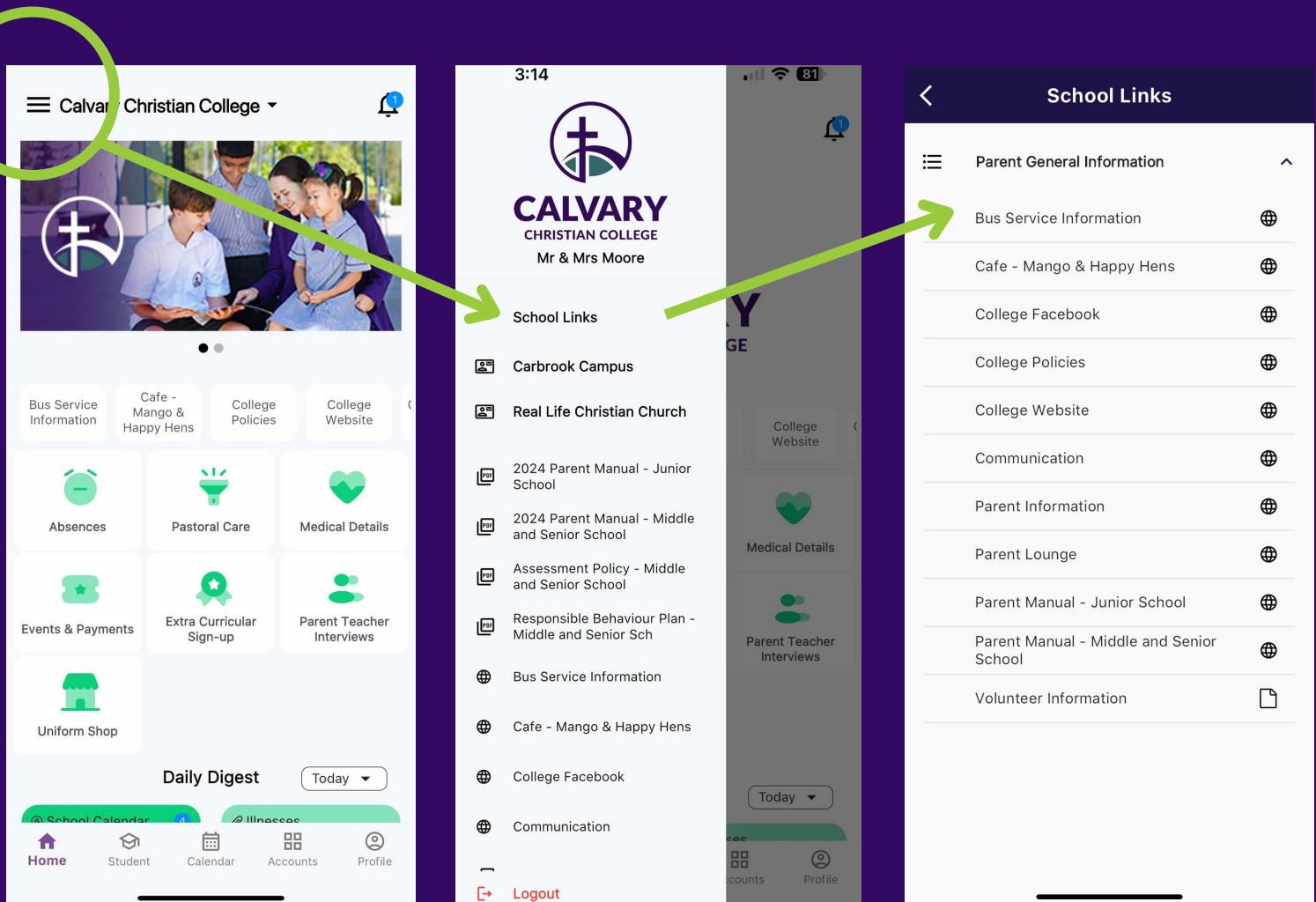
Attach Medical Certificate
Upload Attachments for Isla 

Submit

HOW TO: ACCESS SCHOOL LINKS

Click on the Hamburger icon at the top left corner which opens up a menu down the left hand side.

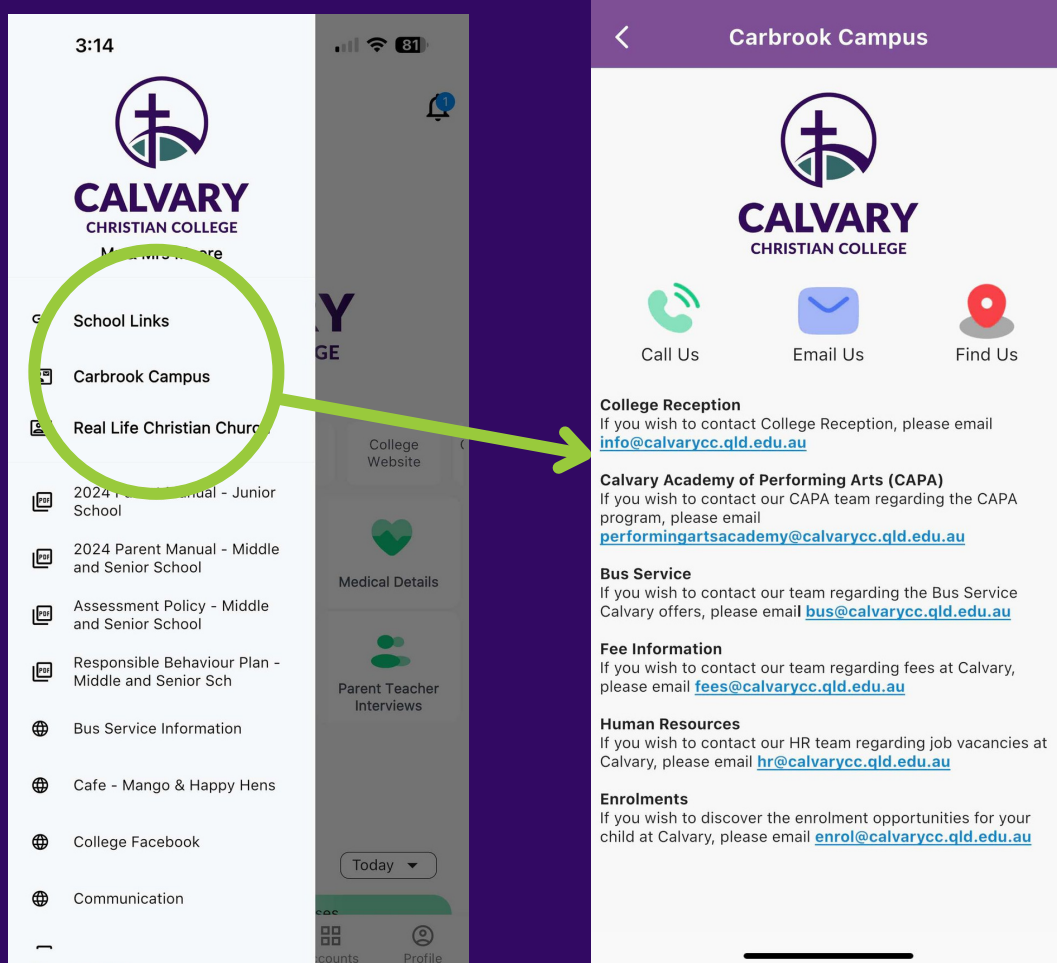
Click on '**School Links**' and then '**Parent General Information**'



This gives you quick links to information on our Calvary website, Facebook, Tuckshop ordering and more.

HOW TO: **ACCESS CONTACT INFO**

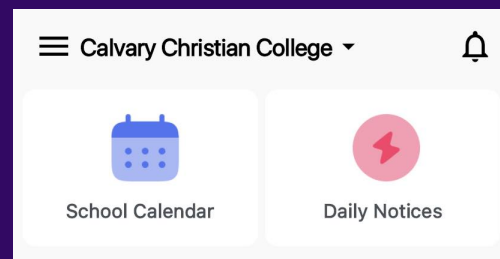
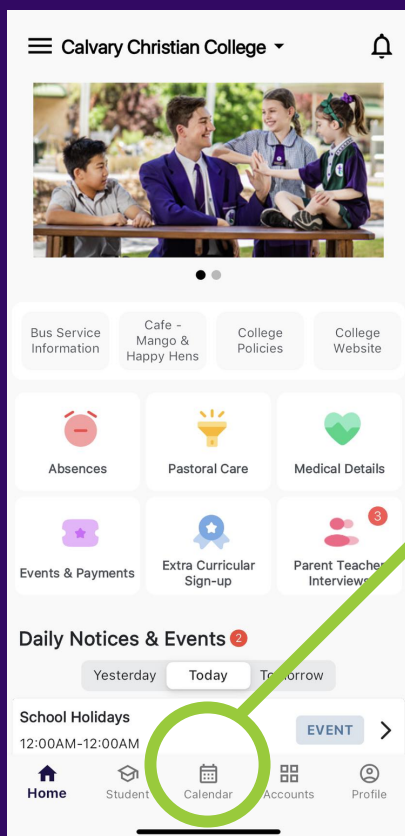
Click on the “Hamburger icon again, and then **Carbrook Campus** or **Springwood Campus**.



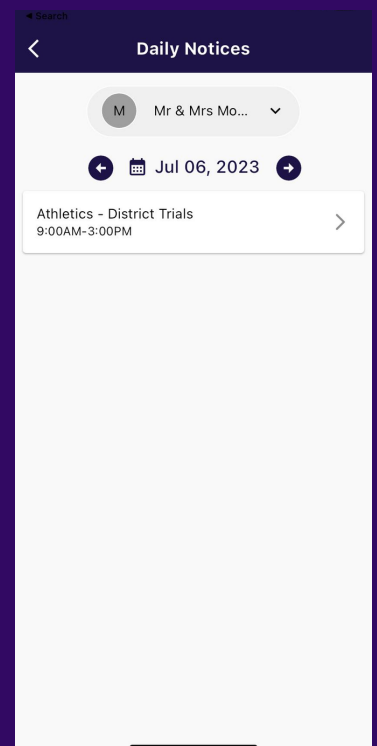
Contact information for each campus includes phone/email/location plus other helpful links and email addresses for the College.

HOW TO: ACCESS DAILY NOTICES, EVENTS AND CALENDAR

Click on the '**Calendar tab**' at the bottom of the menu, then select either '**School Calendar**' or '**Daily Notices**'. You can click on the filter icon to select which calendar sector you would like to view.



Filter sector

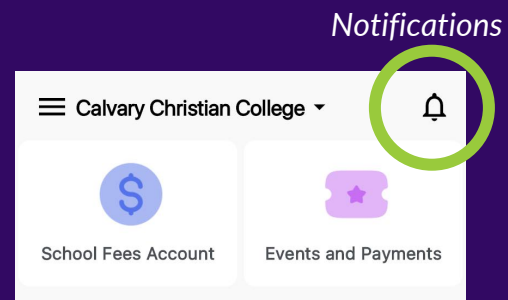
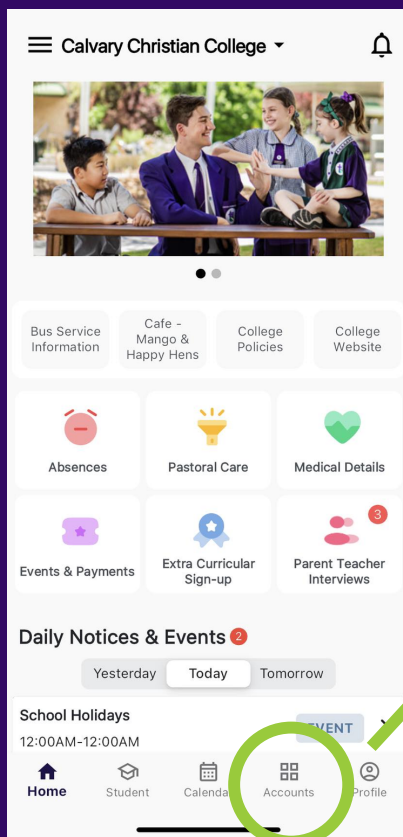




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HOW TO: **PAY SCHOOL FEES**

Click on the '**Accounts tab**' option below and then '**School Fees Account**'. If you have any issues please email fees@calvarycc.qld.edu.au or call 3287 6222 and ask to speak to the Fees department.



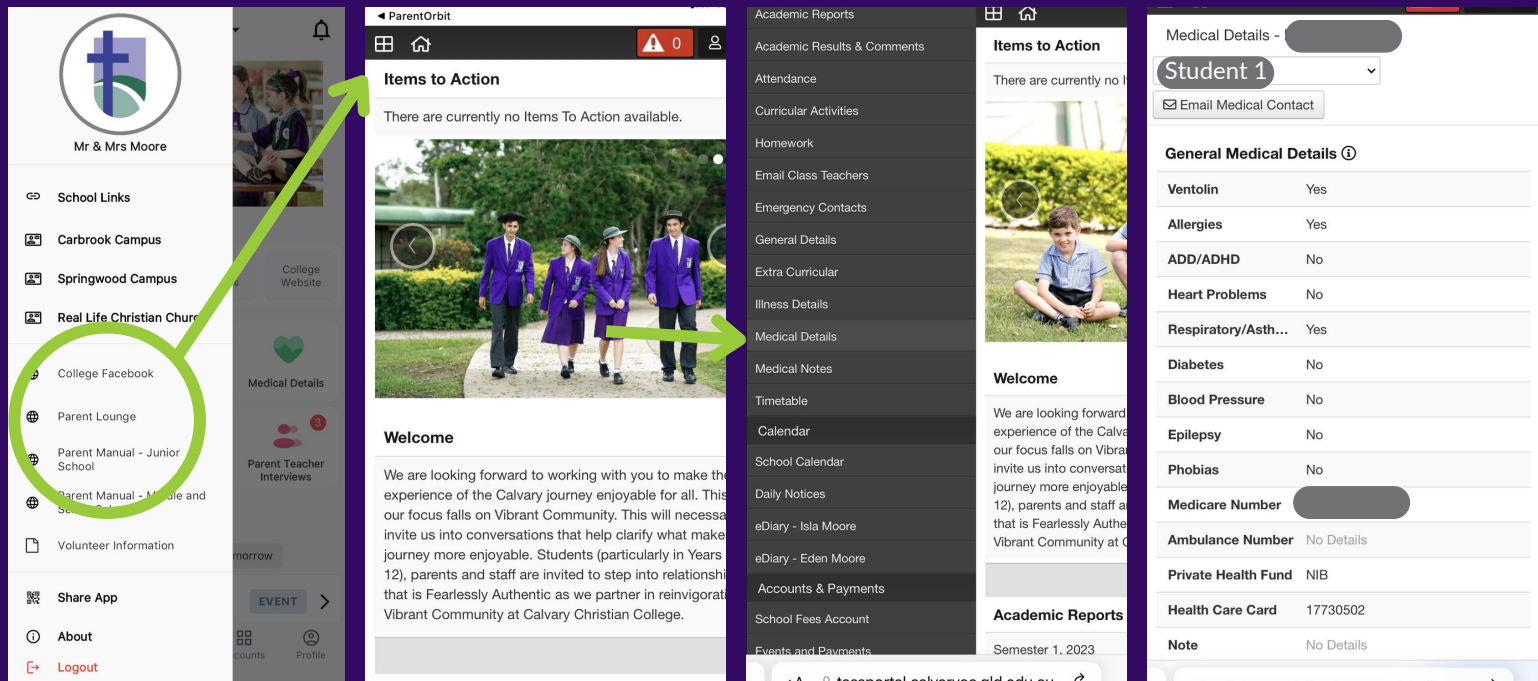
*Click here to
approve permissions*

Events & Payments refers to parent permissions that are set up for extra curricular activities in the College. You will see a notification come through the App to remind you to approve for your student.

HOW TO: UPDATE MEDICAL RECORDS

You can still update your students medical details through the Parent Lounge. You can access it through the dropdown menu and select '**Parent Lounge**'.

**Please note the App will be updated later in the Term, to give you the ability to update medical details via the App.*



The collage illustrates the steps to update medical records:

- Access the Parent Lounge from the app's main menu.
- Click on the 'Medical Details' button in the Parent Lounge.
- Select the student whose details you want to update (e.g., Student 1).
- Update the medical details in the form, including General Medical Details.

General Medical Details

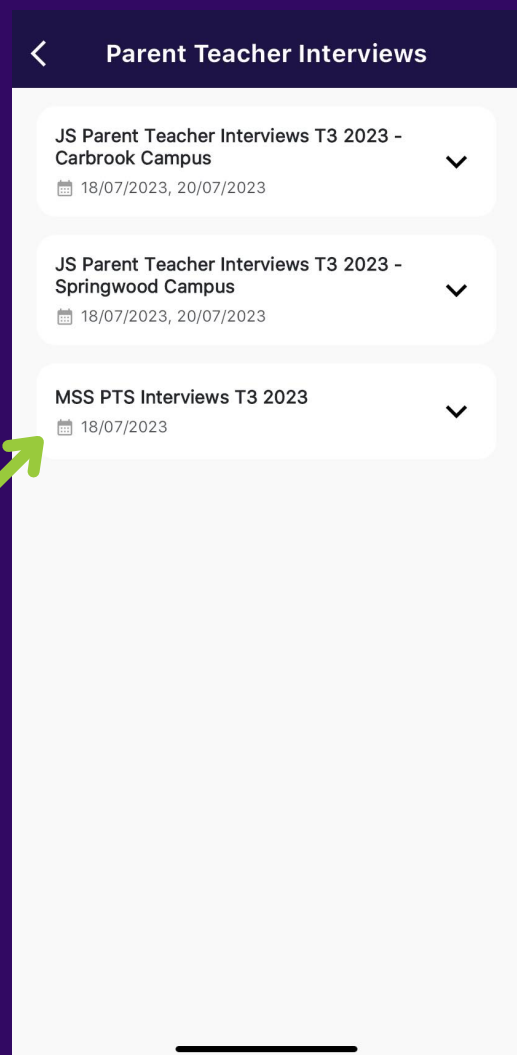
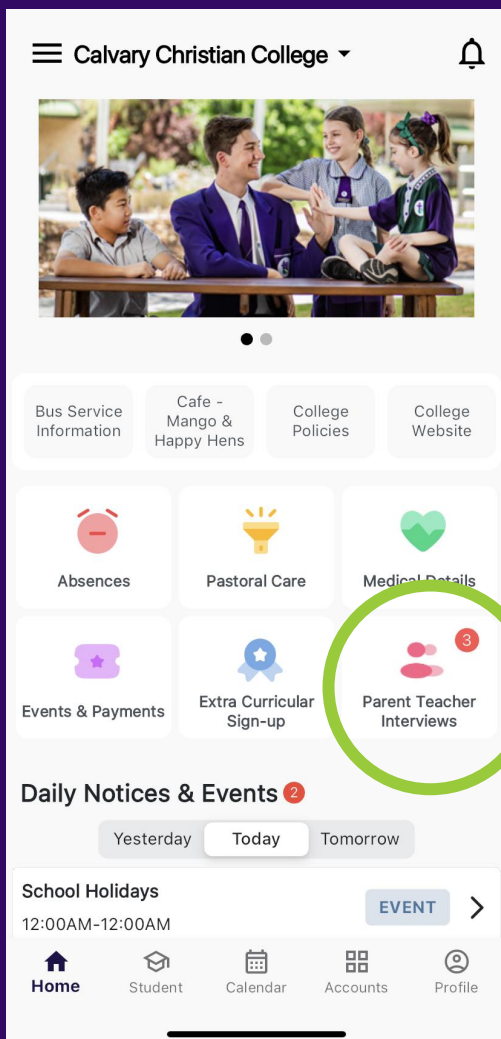
Medical Details	Response
Ventolin	Yes
Allergies	Yes
ADD/ADHD	No
Heart Problems	No
Respiratory/Asth...	Yes
Diabetes	No
Blood Pressure	No
Epilepsy	No
Phobias	No
Medicare Number	[Redacted]
Ambulance Number	No Details
Private Health Fund	NIB
Health Care Card	17730502
Note	No Details



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HOW TO: **BOOK A PARENT TEACHER INTERVIEW**

Click on '**Parent Teacher Interview**' and then select the next option to select the date and time.

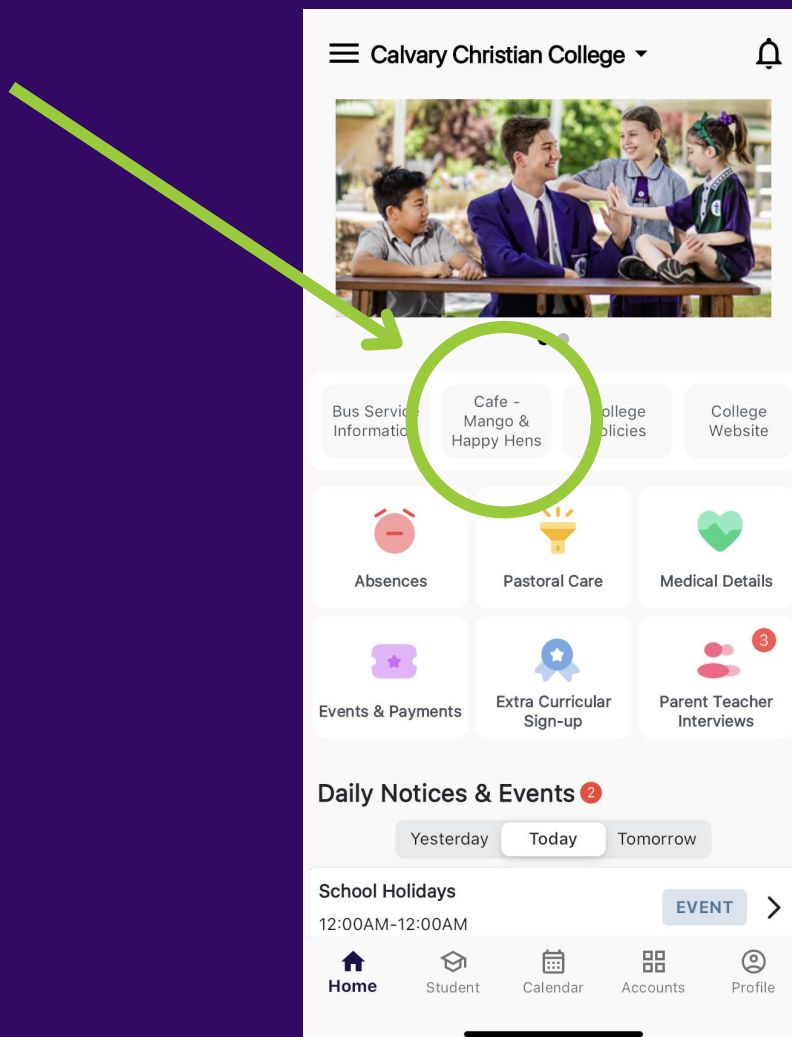


HOW TO: **ORDER CAFE LUNCH**

The process hasn't changed for ordering food for your student from Mango Café (CBK) & Happy Hens Cafe (SWD).

The College uses My Student Account (MSA) for ordering.

Your login details for Parent Lounge/App are also used to access My Student Account (MSA). See the link below to access:
<https://secure.mystudentaccount.com.au/>

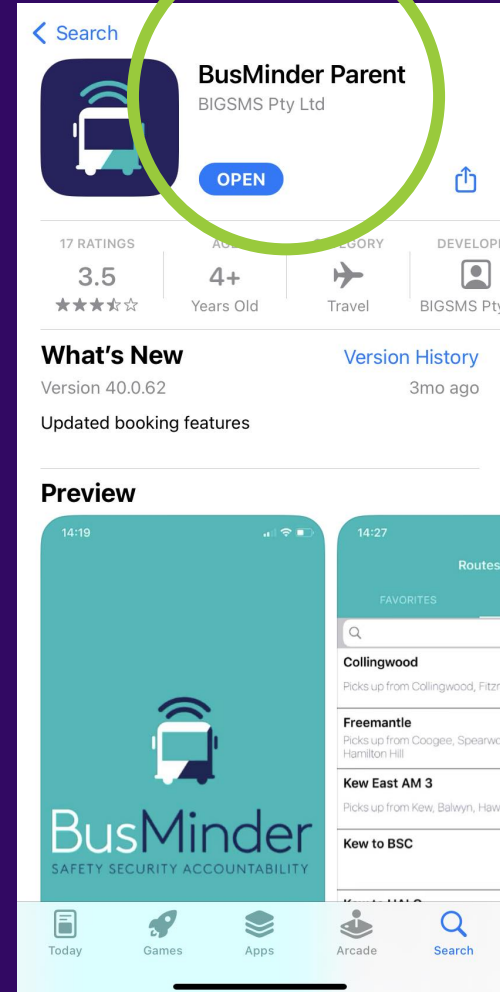
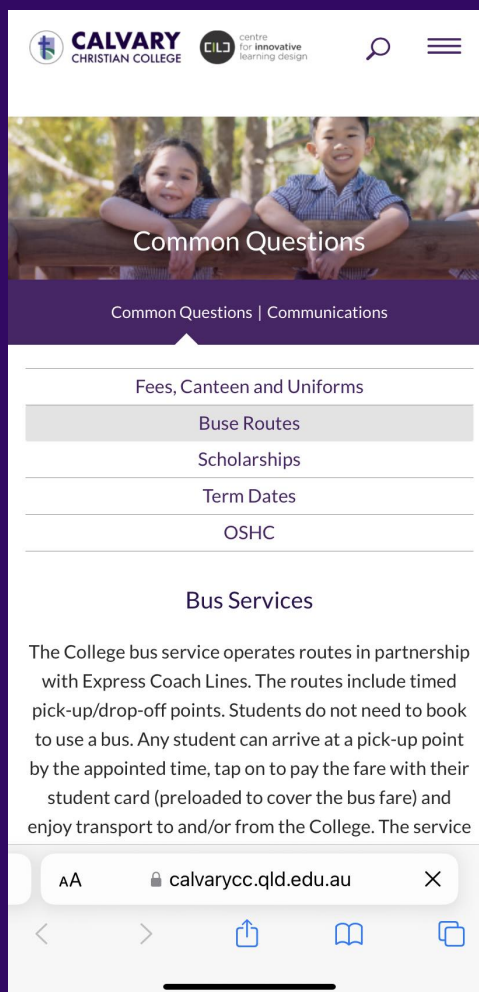
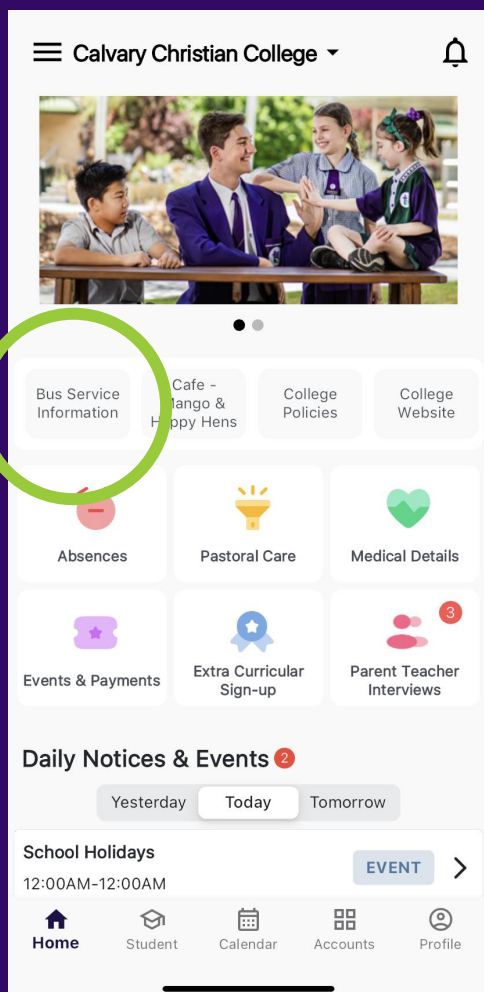


HOW TO: FIND BUS INFORMATION

The process hasn't changed for our Bus services, we are still using the Bus Minder App.

If you are a new family to the school and will be using the Bus services, please download the **Bus Minder App** through the App Store or Google Play.

New parents
Download App

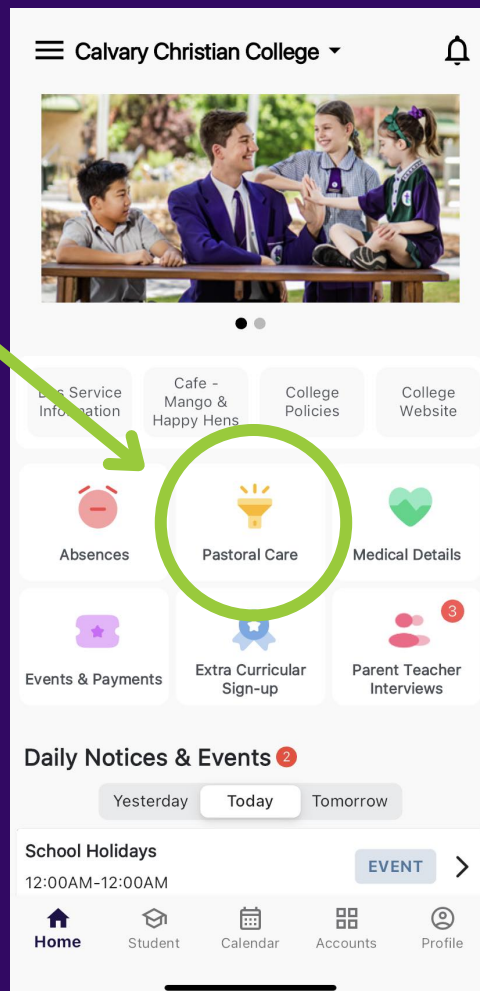


HOW TO: FIND PASTORAL CARE ALERTS

This section relates to ***Middle Senior School*** students only and will show you a record of the Pastoral Care entries that have been made about your child.

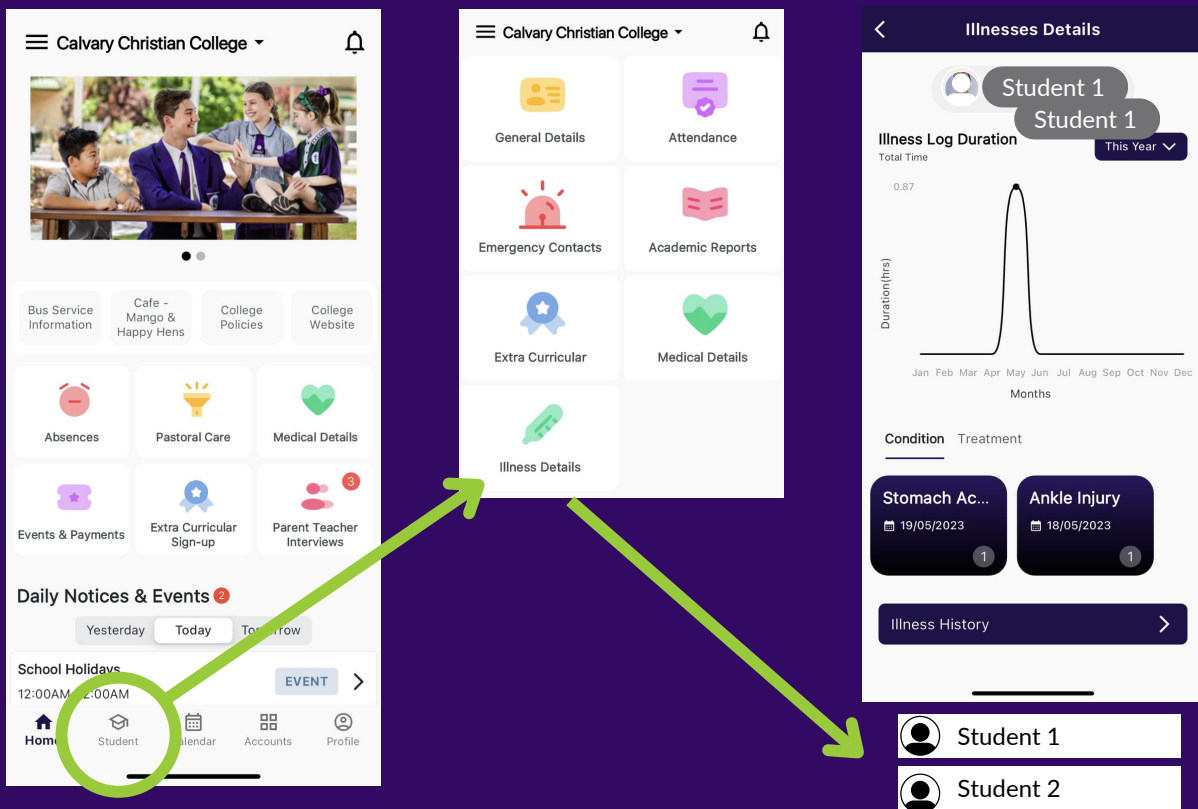
Entries relate to:

- Uniform infringements
- Homework/Assessments incomplete



HOW TO: FIND ILLNESS DETAILS LOG

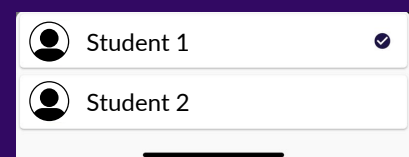
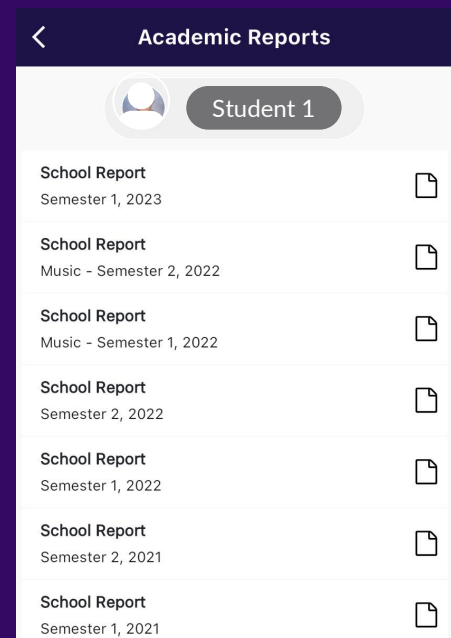
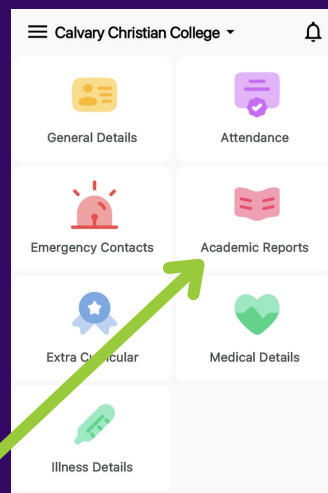
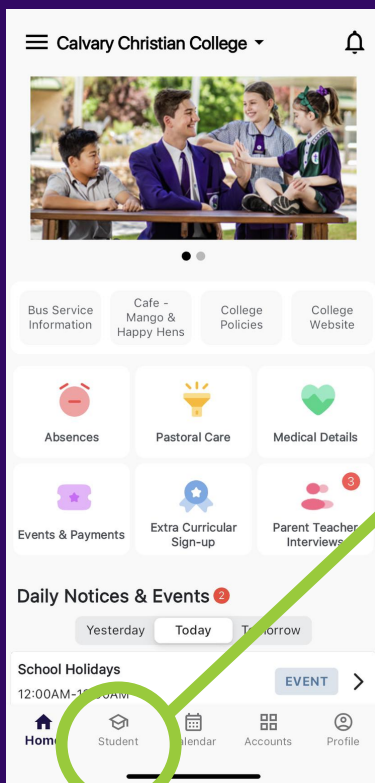
This section of the App shows your child's illness details and presentations at the Health Hub. Click through to '**Student**' then '**Illness Details**'. From there you can toggle between students.



Toggle between students

HOW TO: **FIND ACADEMIC REPORTS**

Click through to '**Student**' then '**Academic Reports**'. From there you can toggle between students.



Toggle between students