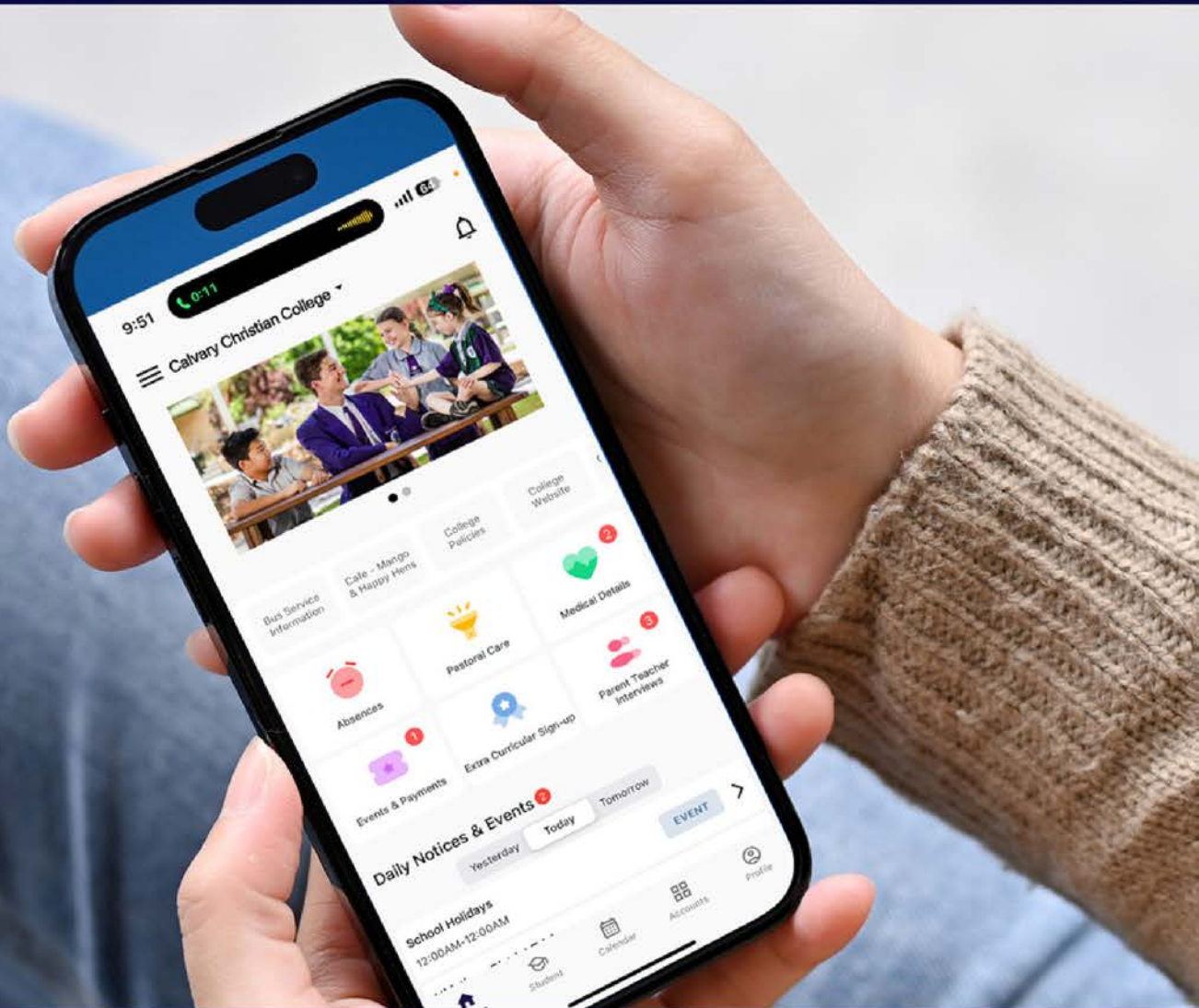




# NEW CALVARY APP HOW TO GUIDE



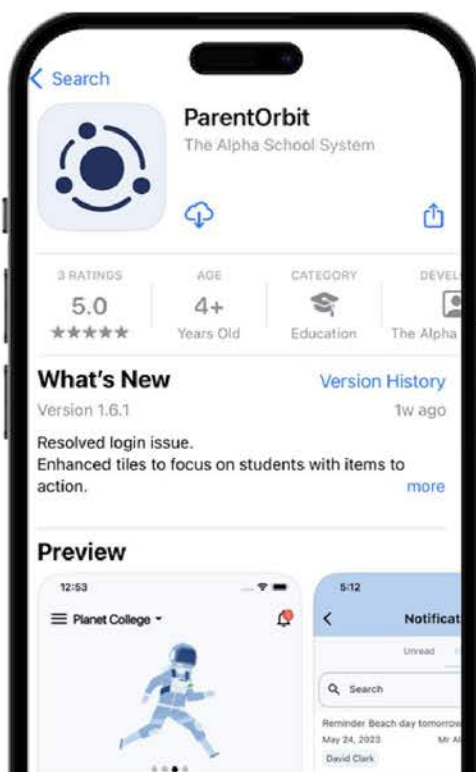
# STEP 1: ON YOUR SMART PHONE DOWNLOAD THE NEW APP

Clicking below will automatically take you to the Calvary page

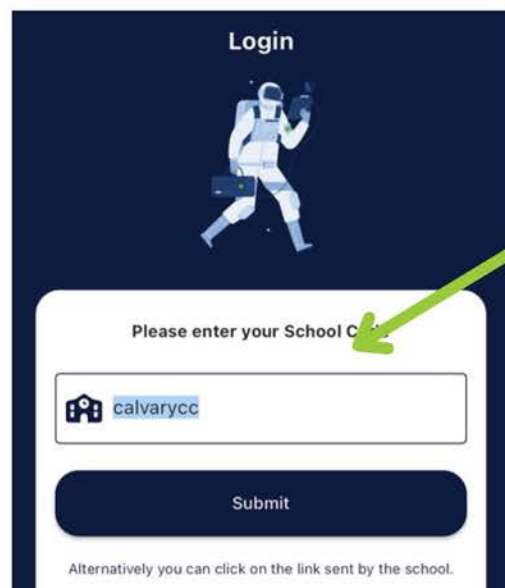
[DOWNLOAD HERE](#)

OR GO TO THE APP STORE AND SEARCH FOR

 **'PARENT ORBIT'**



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



Then click 'Login,  
followed by 'Continue'

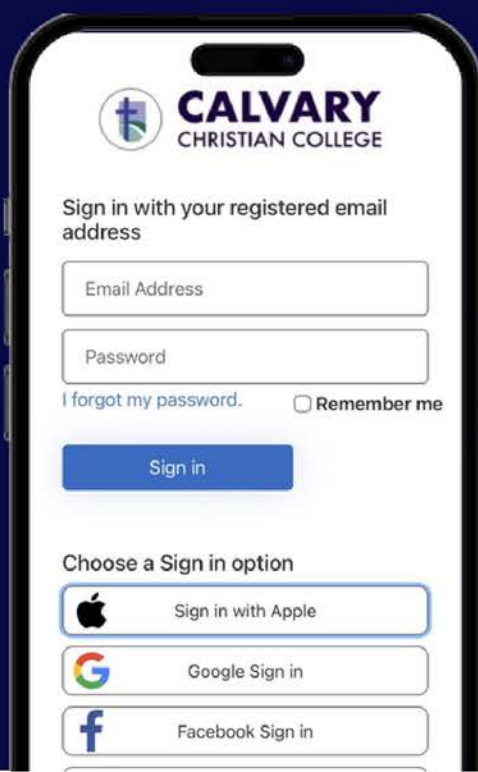
## STEP 2: LOGGING INTO THE APP

**NEW  
PARENTS**

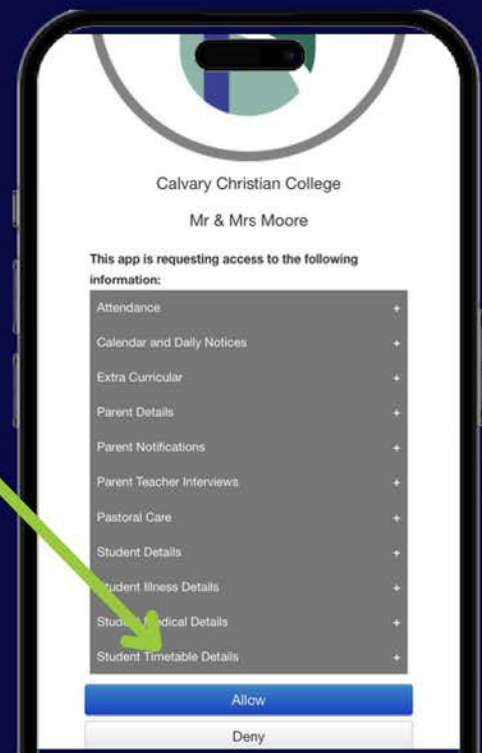
If you are a new family to Calvary, you will receive an email from us with your login information. You can link the account to Apple, Google, Facebook, Microsoft accounts.

**CURRENT  
PARENTS**

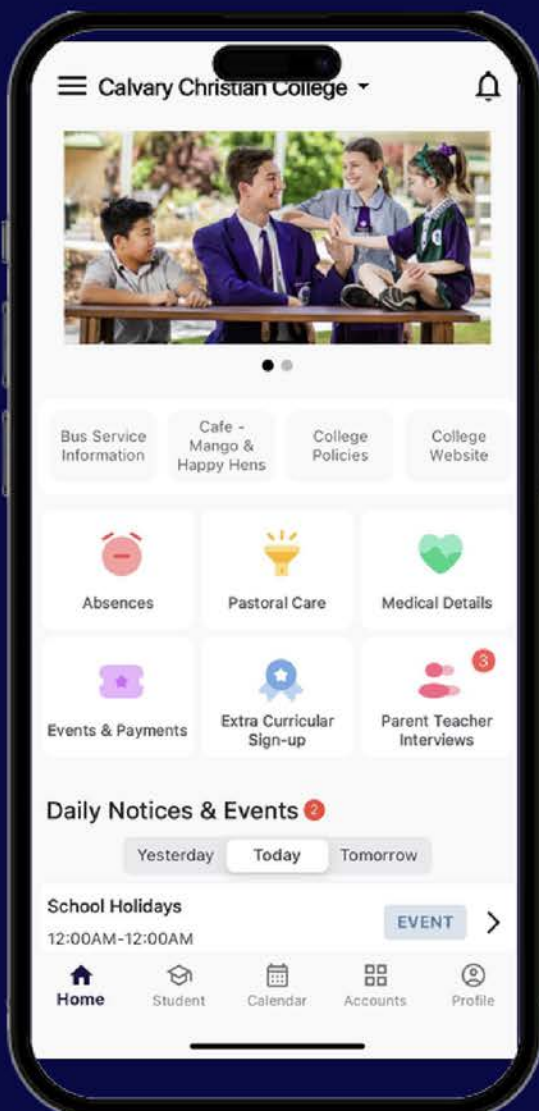
Use your current Parent Lounge login account details:



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



# WELCOME TO THE NEW CALVARY APP

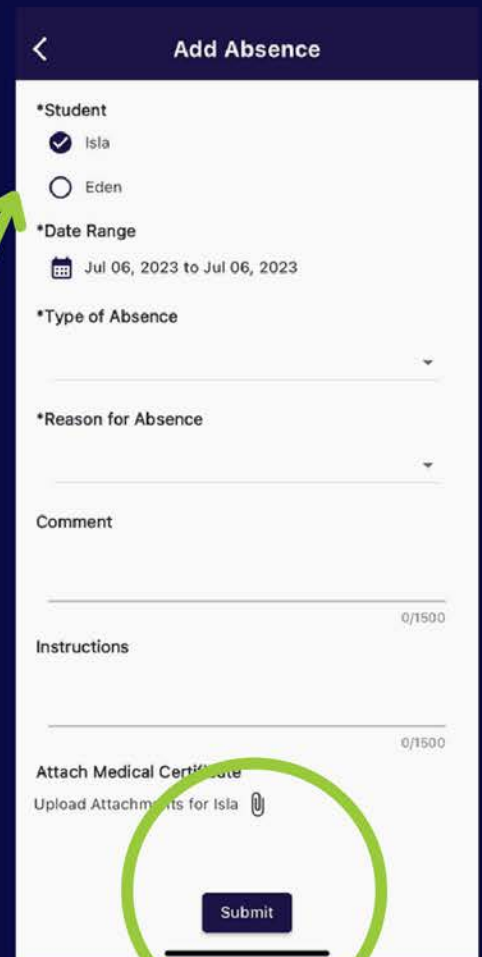
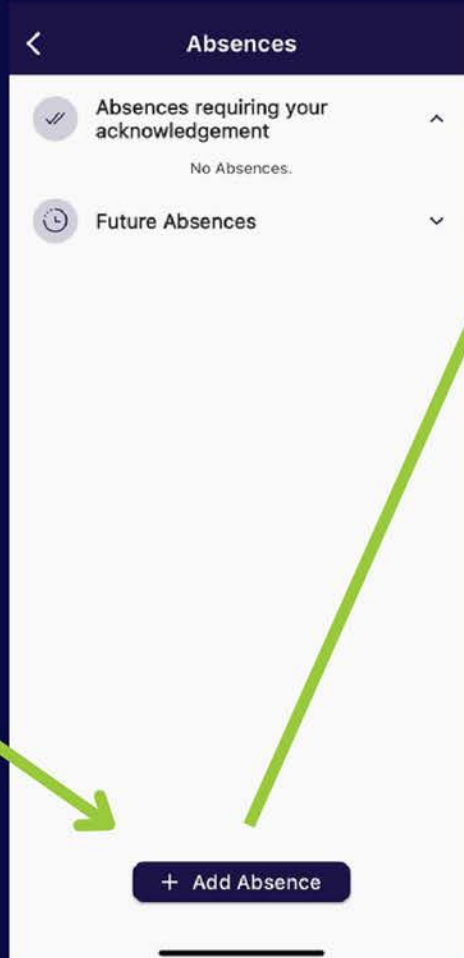
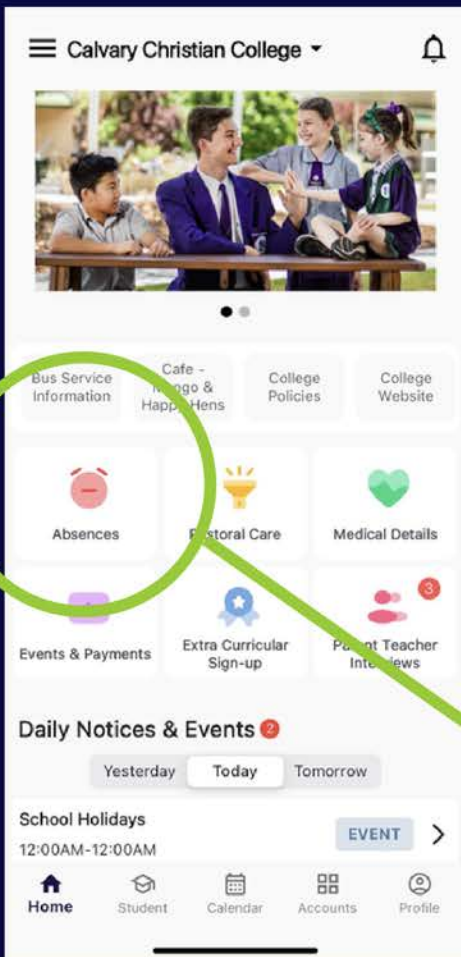


## You can do the following actions in the App

- 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**

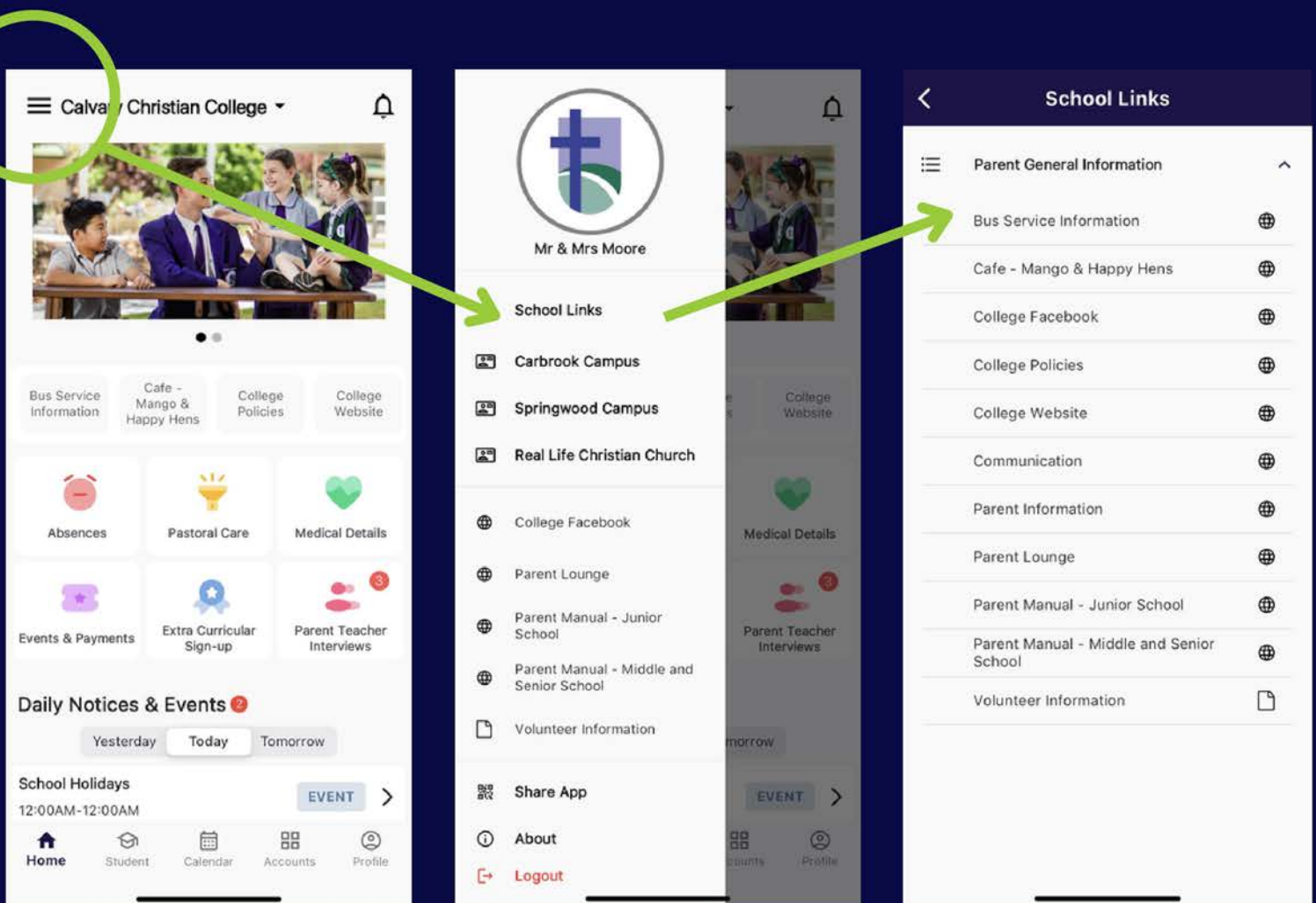
Click on **Absentees** on the home page. This will take you to the Absentees page. Click **'+ Add Absentee'** button and fill out the information. then press **'Submit'**



# 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.

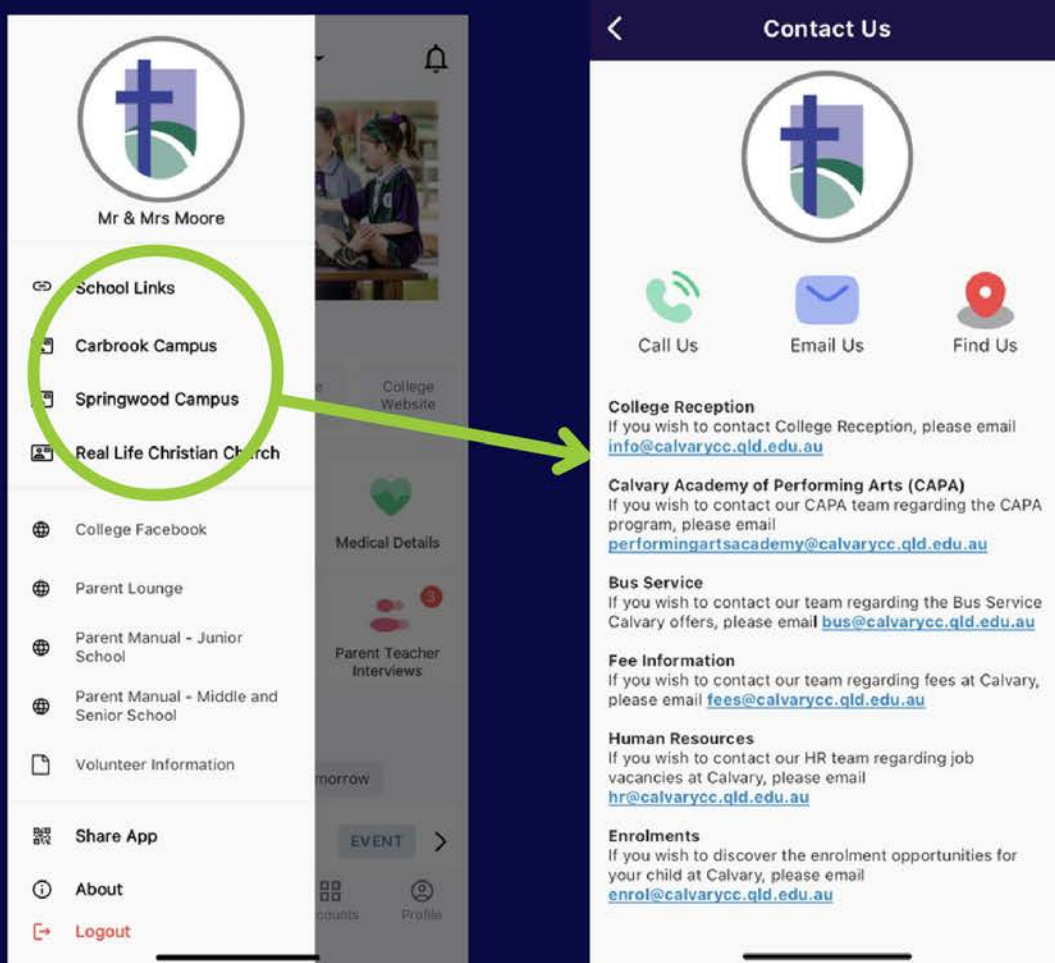
Click on '**School Links**' and then '**Parent General Information**'



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

# HOW TO: **ACCESS CONTACT INFO**

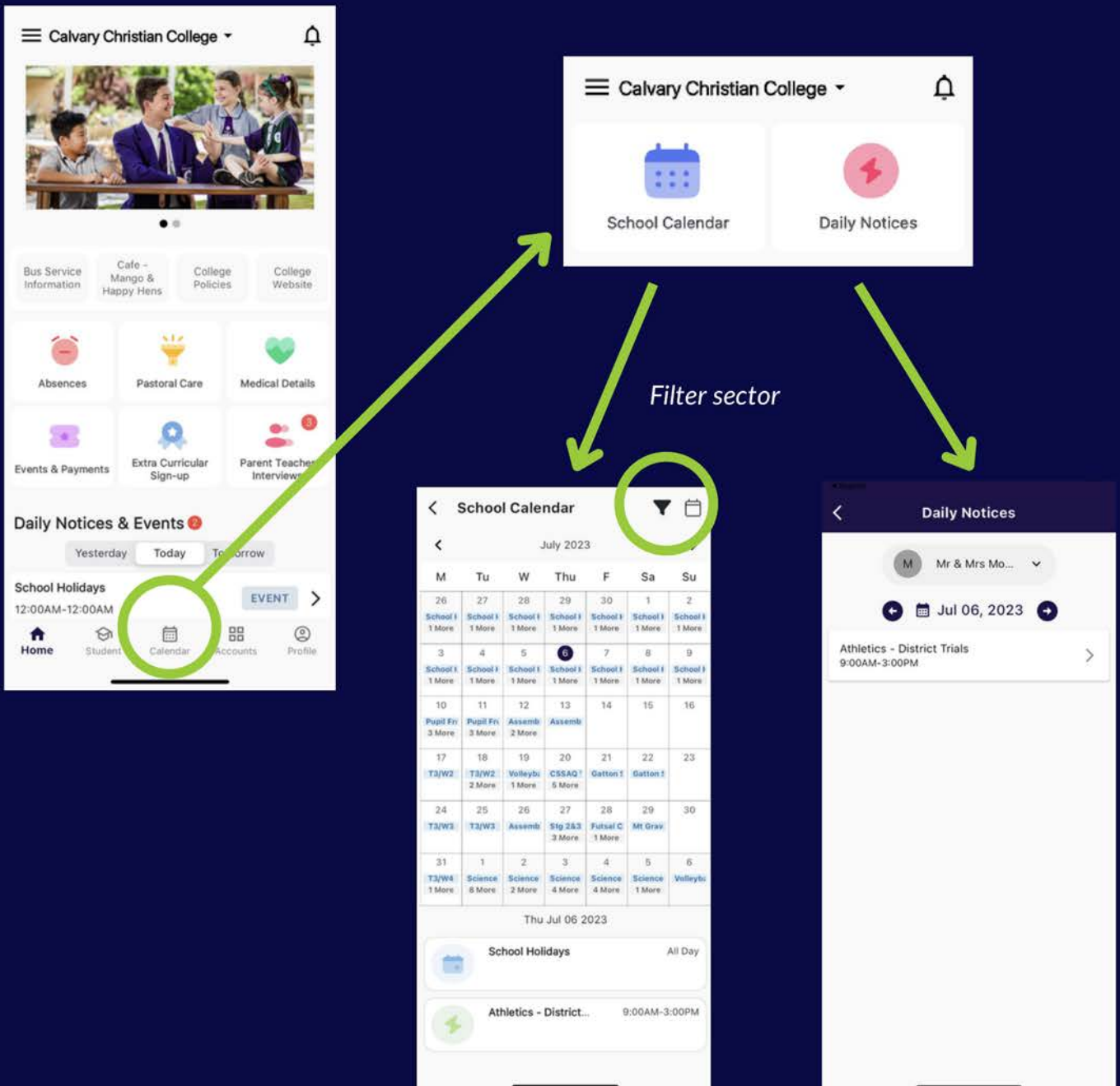
Click on the “Hamburger icon again, and then **Carbrook Campus** or **Springwood Campus**.



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.



The first screenshot shows the main app menu with the 'Calendar' tab highlighted in the bottom navigation bar. A green circle highlights this tab, and a green arrow points to the second screenshot.

The second screenshot shows the 'Calendar' selection screen with two options: 'School Calendar' and 'Daily Notices'. A green arrow points from the 'School Calendar' button to the third screenshot.

The third screenshot shows the 'School Calendar' view for July 2023. A green circle highlights the filter icon (a downward arrow) in the top right corner of the calendar grid. A green arrow points from this filter icon to the final screenshot.

The final screenshot shows the 'Daily Notices' view for July 06, 2023, displaying an event titled 'Athletics - District Trials' from 9:00AM to 3:00PM.

*Filter sector*

M	Tu	W	Thu	F	Sa	Su
26 School 1 1 More	27 School 1 1 More	28 School 1 1 More	29 School 1 1 More	30 School 1 1 More	1 School 1 1 More	2 School 1 1 More
3 School 1 1 More	4 School 1 1 More	5 School 1 1 More	6 School 1 1 More	7 School 1 1 More	8 School 1 1 More	9 School 1 1 More
10 Pupil Fx 3 More	11 Pupil Fx 3 More	12 Assemb 2 More	13 Assemb	14	15	16
17 T3/W2 2 More	18 T3/W2 1 More	19 Volleyb 1 More	20 CSSAQ 1 5 More	21 Gatton 1	22 Gatton 1	23
24 T3/W3 1 More	25 T3/W3	26 Assemb	27 Sig 2&3 3 More	28 Futsal C 1 More	29 Mt Grav	30
31 T3/W4 1 More	1 Science 8 More	2 Science 2 More	3 Science 4 More	4 Science 4 More	5 Science 1 More	6 Volleyb

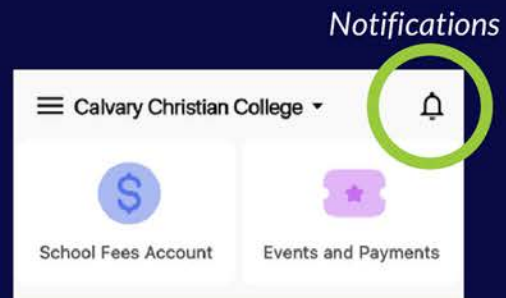
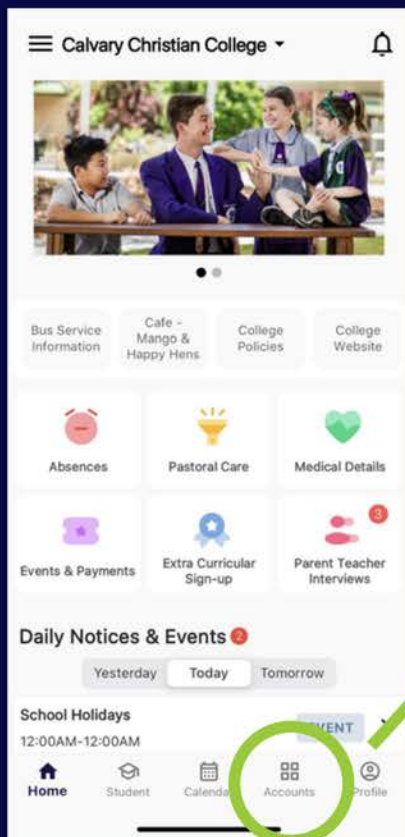
Thu Jul 06 2023

- School Holidays All Day
- Athletics - District... 9:00AM-3:00PM



# 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](mailto:fees@calvarycc.qld.edu.au) or call 3287 6222 and ask to speak to the Fees department.



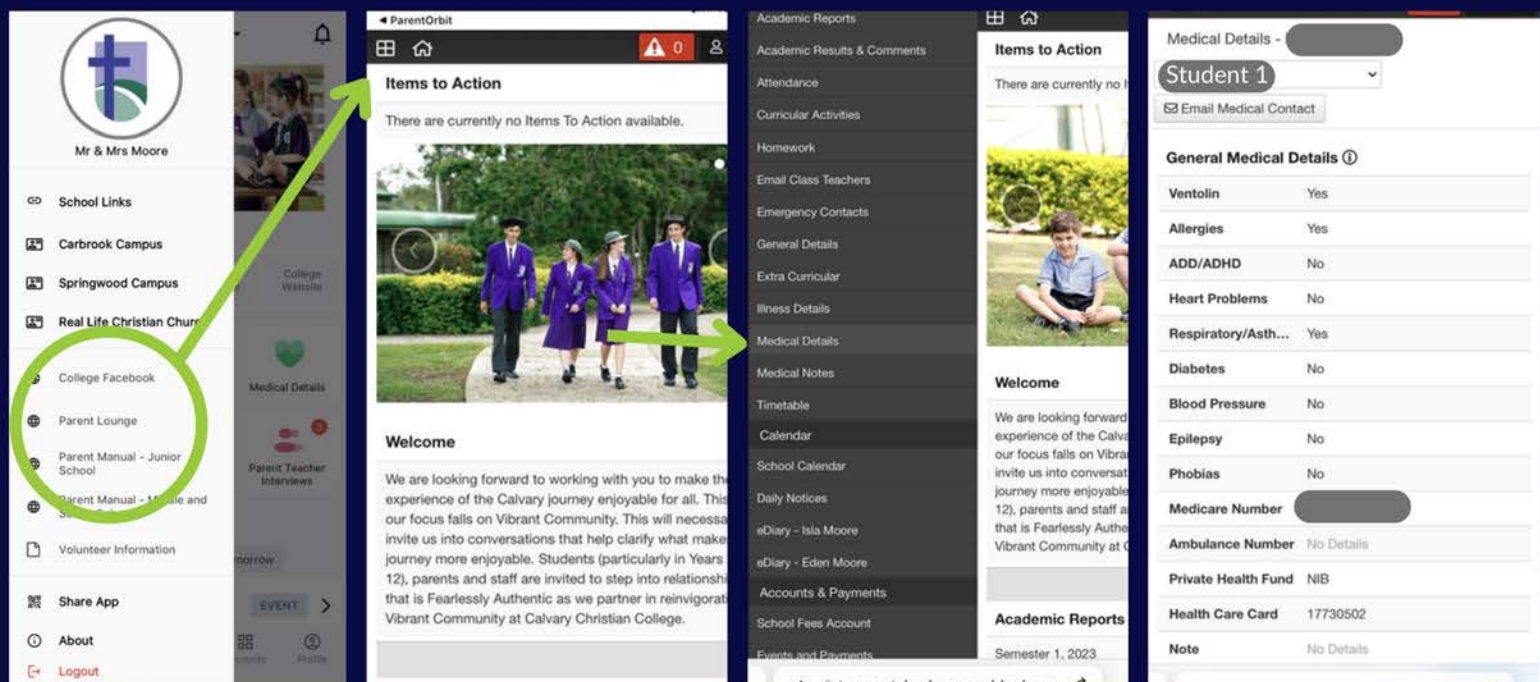
*Click here to  
approve permissions*

**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

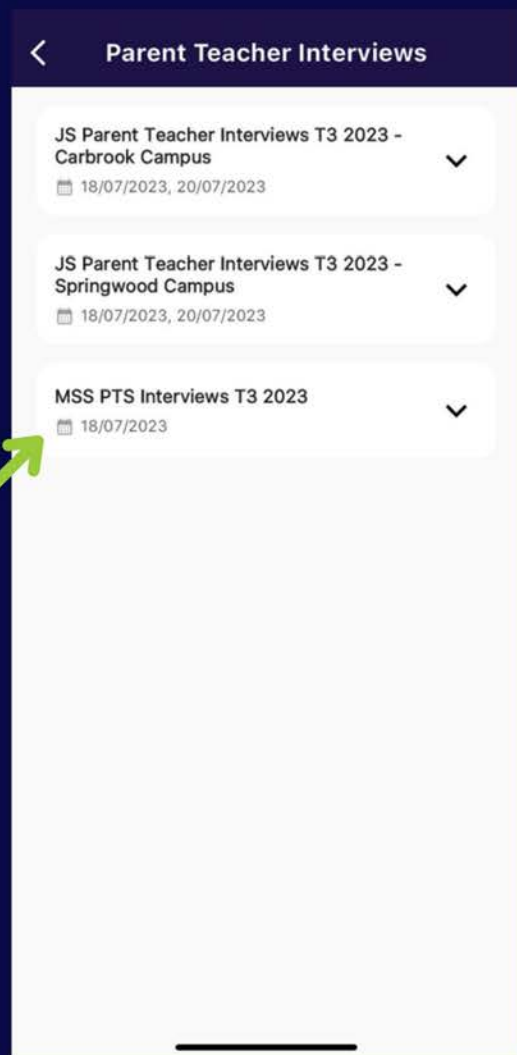
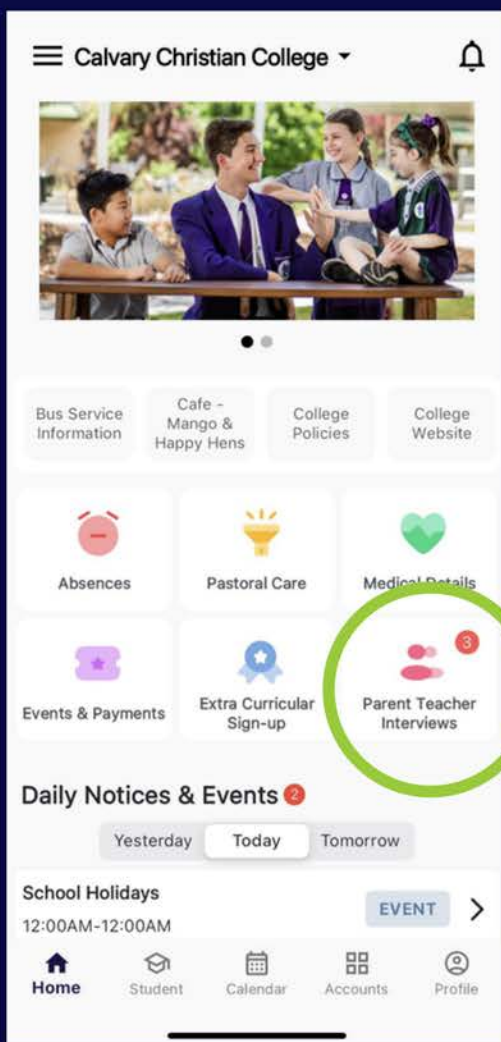
You can still update your students medical details through the Parent Lounge. You can access it through the dropdown menu and select '**Parent Lounge**'.

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



# HOW TO: BOOK A PARENT TEACHER INTERVIEW

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

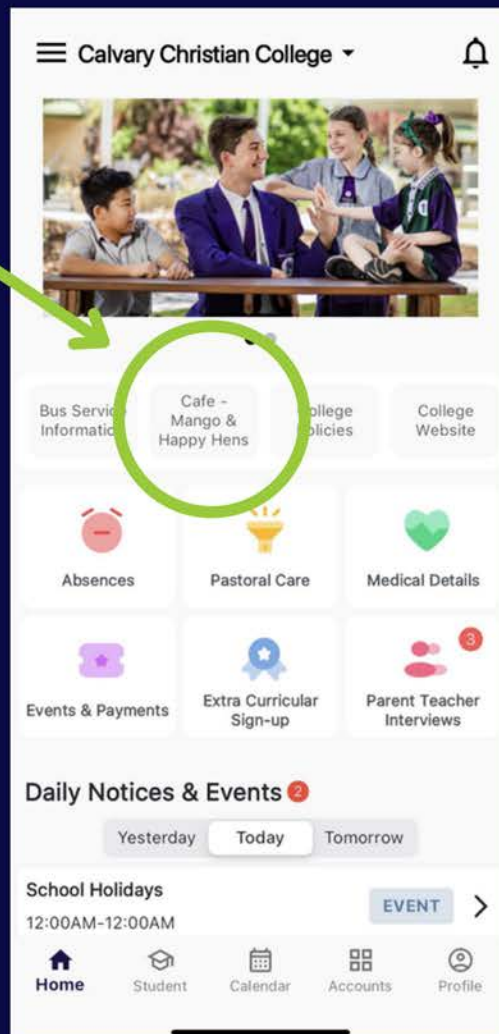


# HOW TO: **ORDER CAFE LUNCH**

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/>

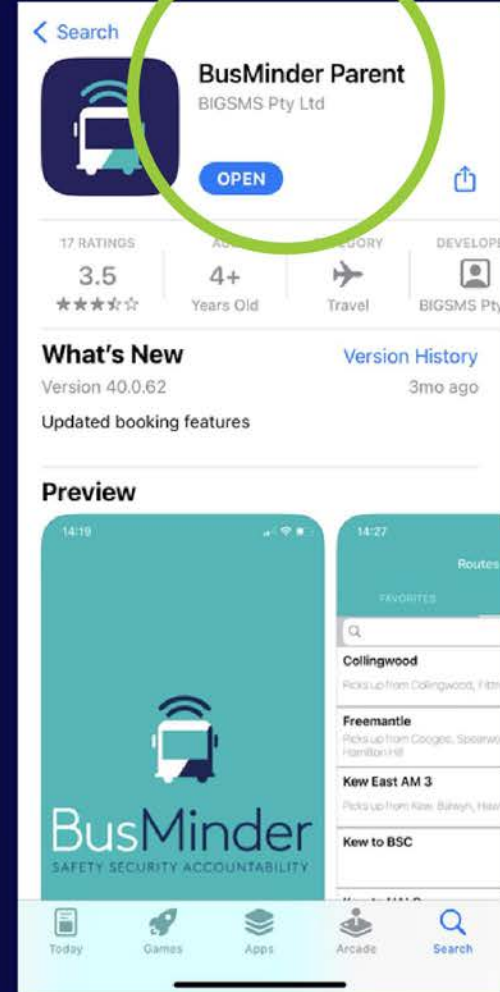
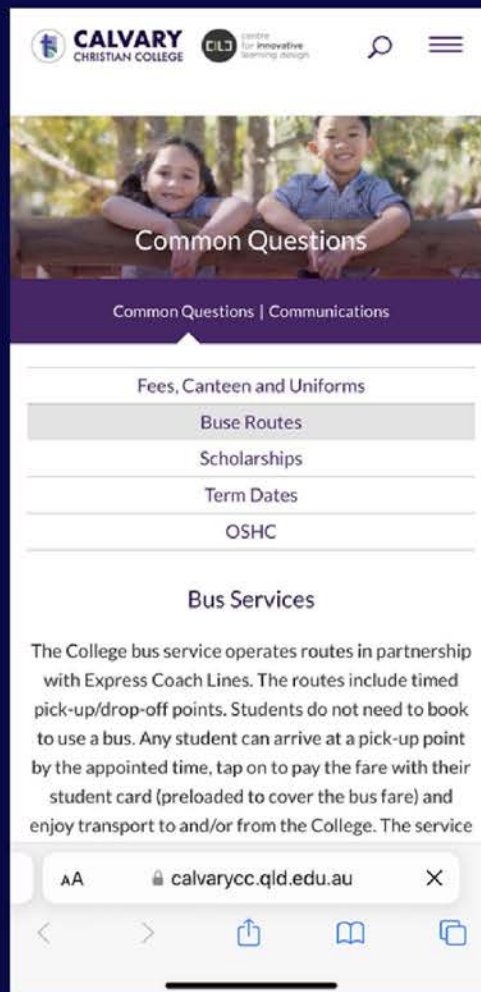
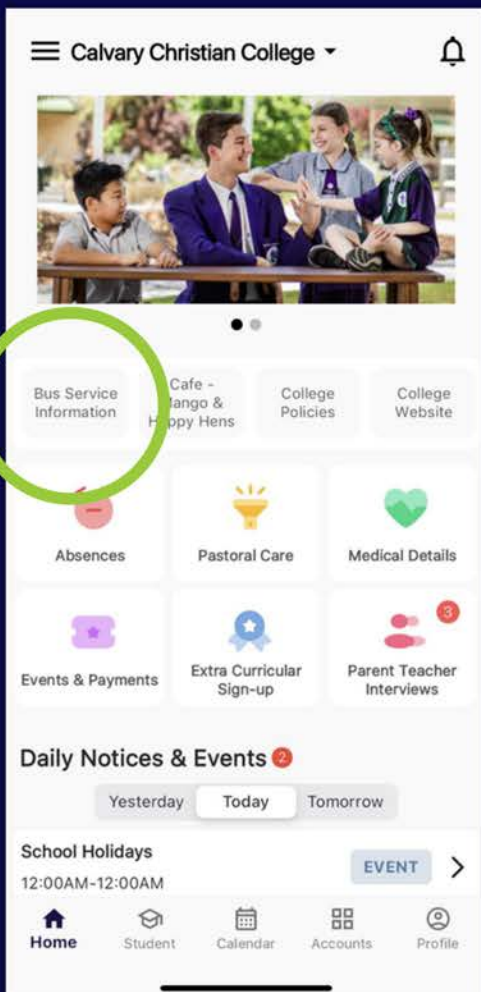


# HOW TO: FIND BUS INFORMATION

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*

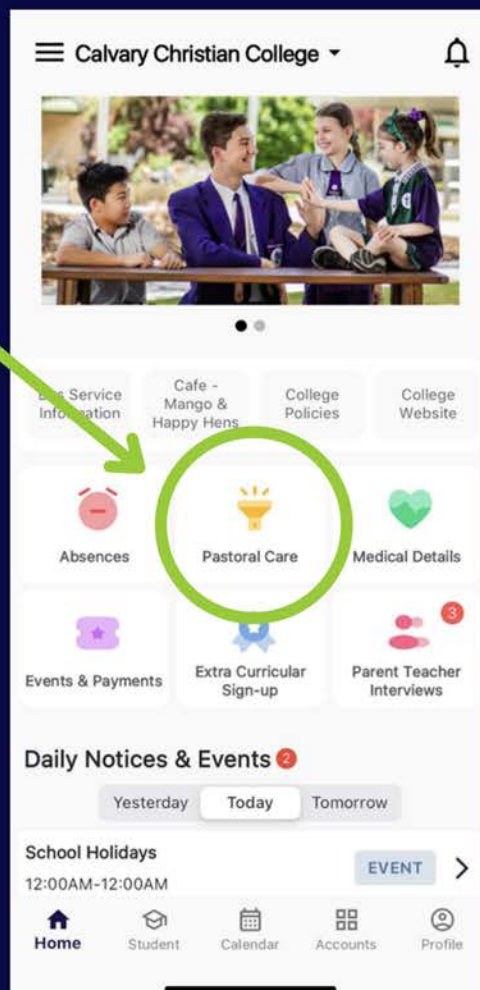


# HOW TO: FIND PASTORAL CARE ALERTS

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.

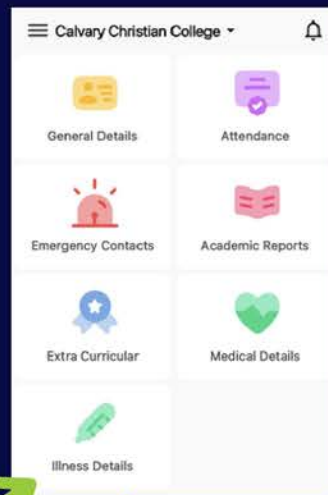
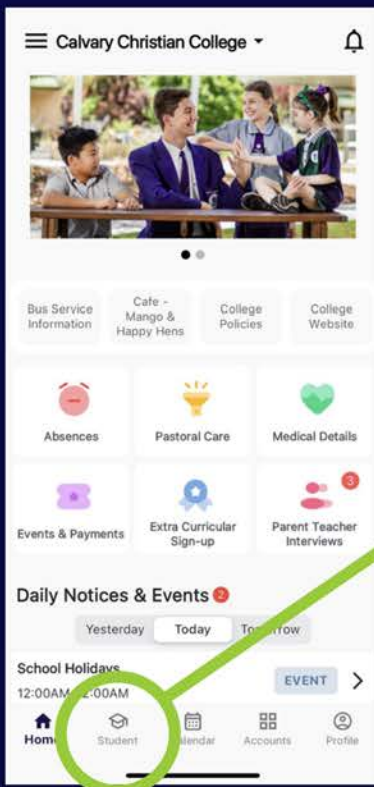
## Entries relate to:

- Uniform infringements
- Homework/Assessments incomplete



# HOW TO: FIND ILLNESS DETAILS LOG

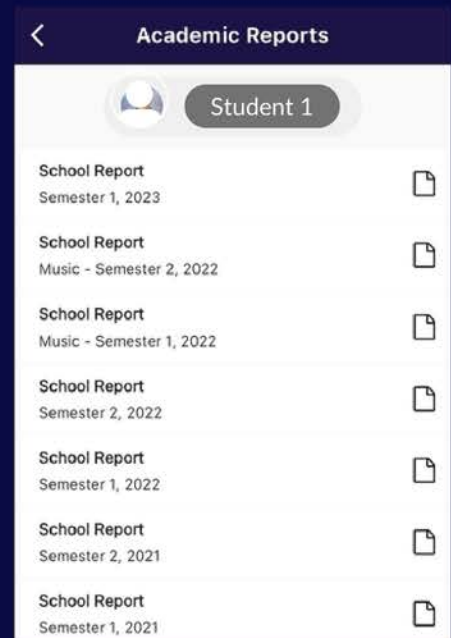
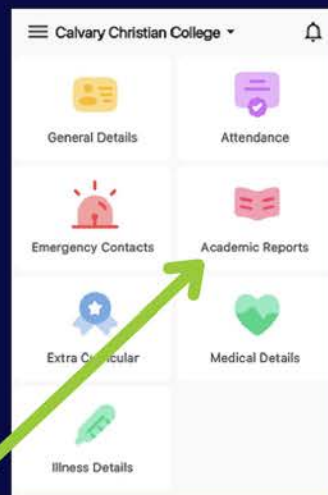
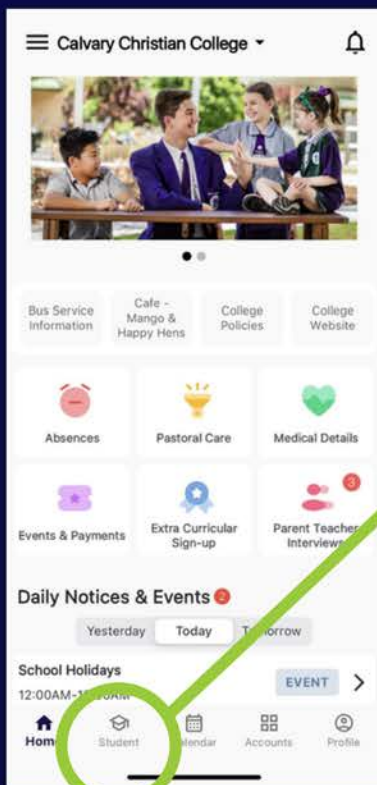
This section of the App shows your child's illness details and presentations at the Health Hub. Click through to '**Student**' then '**Illness Details**'. From there you can toggle between students.



*Toggle between students*

# HOW TO: FIND ACDEMIC REPORTS

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



*Toggle between students*