



RICHARD JOHNSON
ANGLICAN SCHOOL
OAKHURST CAMPUS • MARSDEN PARK CAMPUS

Edumate Parent Portal Information Booklet

Login to Edumate

Username

Password

You should not save your password information on public or shared computers.

[Login](#) [Can't login?](#)

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OAKHURST CAMPUS • MARSDEN PARK CAMPUS

A place to belong and succeed

20
YEARS
IN WESTON STONEY

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WHAT IS THE EDUMATE PARENT PORTAL?

Edumate is the School's web-based management database. It gives parents/guardians and Secondary students access to:

- The School calendar: **Noticeboard** (daily announcements), **Upcoming Events**
- Student's details (including School photo, house and Home Group/Classroom teacher)
- Student's timetable (called **Diary**)
- Secondary student's tasks and assessment calendar
- Secondary student's results of assessment tasks, including examinations
- PDF copies of student's Semester academic reports
- PDF copies of academic reports from previous years (from 2011)
- Student's awards
- Student's disciplinary actions
- Student's sick bay records

WHAT CAN PARENTS/GUARDIANS DO?

Apart from viewing the above, parents/guardians can:

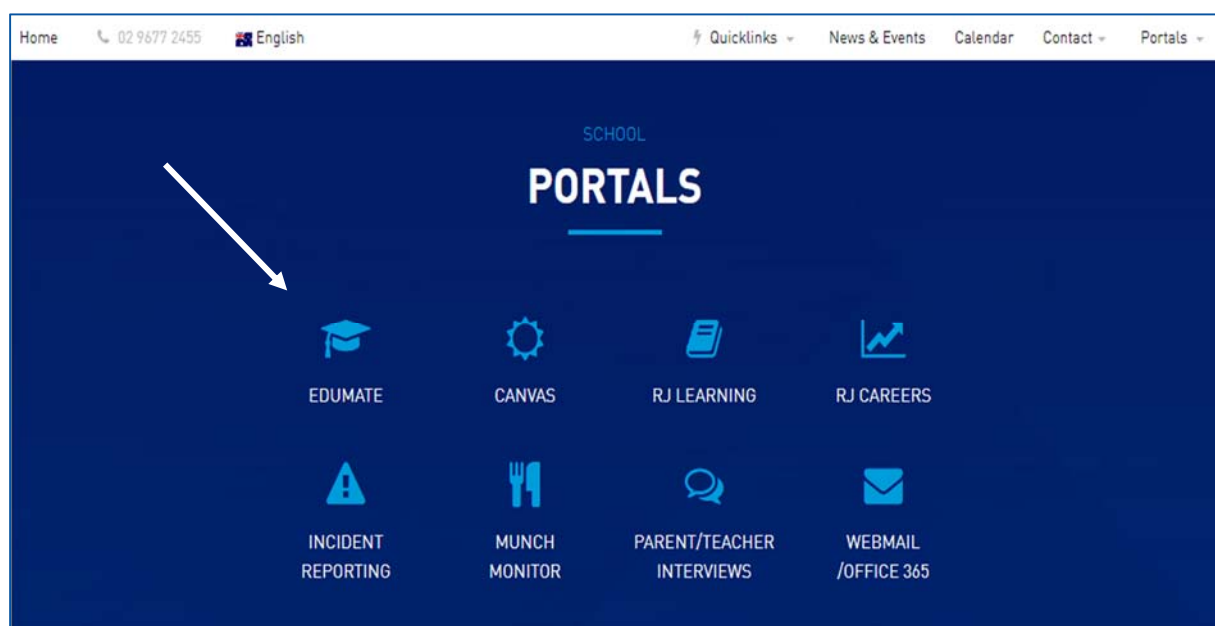
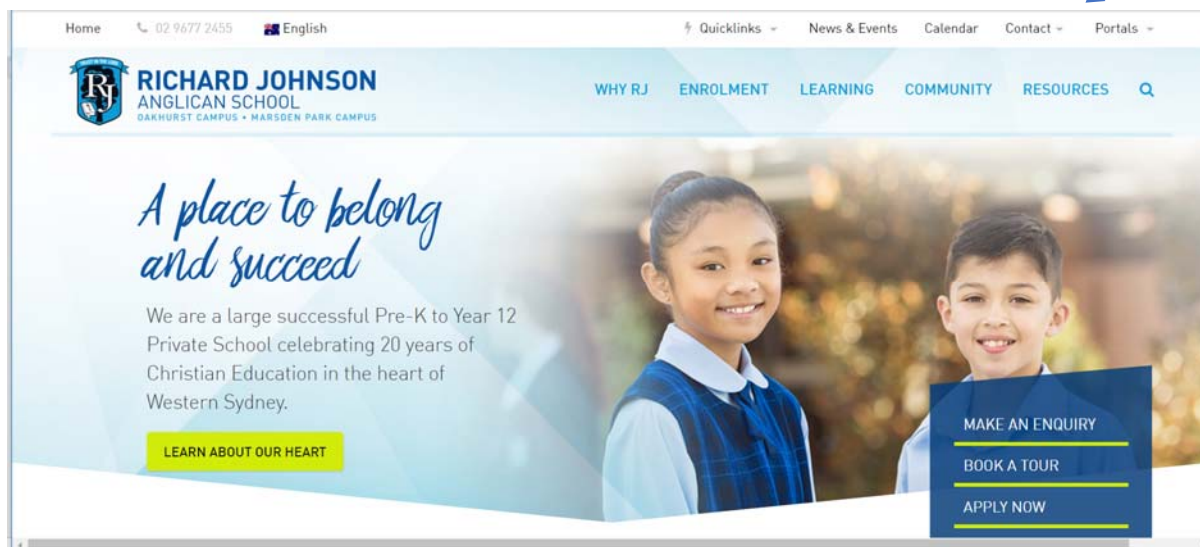
- Update address and contact information
- Update medical information
- Pay School fees and set up direct debits (Debtor module)
- Verify student absences

It is critical for parent/s to ensure contact details are up to date. In the case of an emergency, the School must be able to contact parent/s promptly e.g. student has an accident and an ambulance takes them to a hospital.

(To be clear, students do not have access to the Debtor module and cannot authorise changes to details or verify absences.)

WHERE IS THE PORTAL?

Go to <https://edumate.rjas.nsw.edu.au/rjas/web/app.php/login/> or visit the School website (www.rjas.nsw.edu.au) and click on 'Portals' and 'Edumate'.



Enter the username and password that you received/will receive by email or contained in the orientation pack. **Your username is the first two letters of your first name and your entire surname.** For example, 'Jane Citizen' would be jacitizen.

Passwords are case sensitive and can be changed from within Edumate.

Depending on the browser, you may be prompted with a 'security warning'. Select 'trust' or 'enable' to gain access. Ensure your internet setting allows for 'pop-ups' for this website.

CHANGING DETAILS

Parents/Guardians may change their contact information including address, email, phone numbers, work details etc. through Edumate.

Log into Edumate, go to the **Home icon** on the left side menu and select **My Details**. The following four tabs will appear: **Personal, Work, Relationship, and My Child Details**.

To change your own details, click on **Personal**. To change your work details, click on **Work**. To change your child's details, including medical information click on **My Child Details**.



Once you have made all changes click on **Submit Request** in the top right-hand corner of the page. The changes are reviewed by an Admin Staff Member.

VIEW AWARDS AND DISCIPLINES

A parent/guardian can view awards and disciplines for their children on the **Carer Portal** and scrolling down to the **Awards and Disciplines** section.

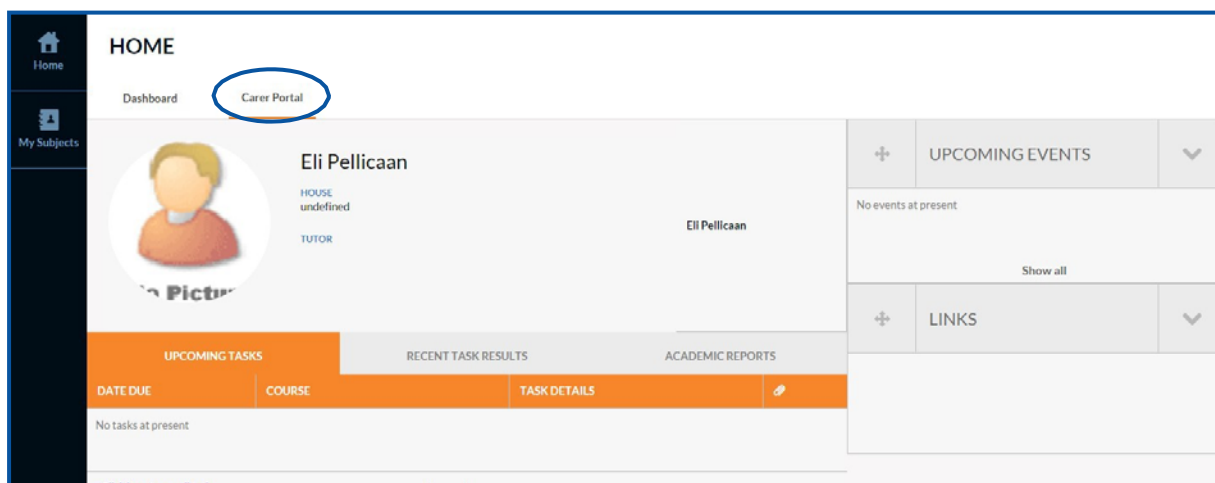
AWARDS RECEIVED			DISCIPLINES		
DATE	AWARD NAME	REASON	STAFF MEMBER	CLASS	PCRN...
2011-03-03	Give a positive comment in diary...	Achievement (through Effort)	Edumate Admin		10
2011-05-31	General (Principal's Award)	Extra-Curricular	Edumate Admin		7
2011-06-21	General (Head of School Award)	Achievement (through Effort)	Edumate Admin		8

VERIFYING ABSENCES

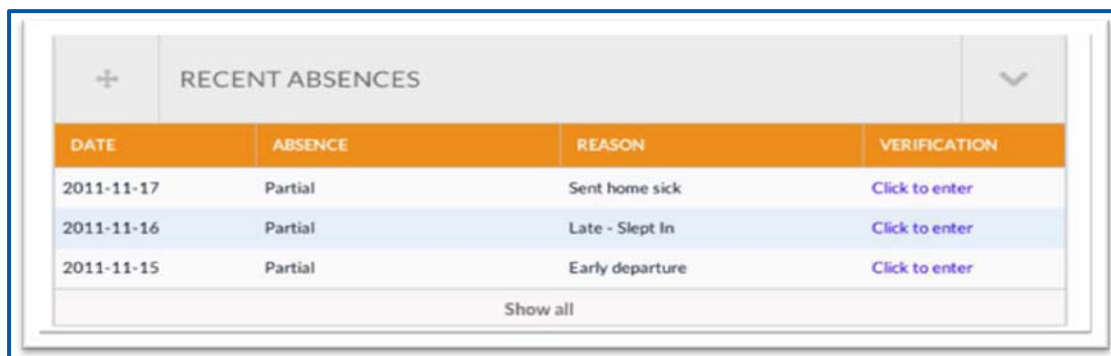
(Available after 9:30am)

It is preferable for a letter or an email is sent to the School (absences@rjas.nsw.edu.au) regarding an absence beforehand. However, for those occasions where you have received an SMS notifying an unexplained absence, please either **SMS reply** or confirm the absence on Edumate immediately as follows:

Log into Edumate and open the **Carer Portal** tab. (If you have more than one child, click on the child's name.)

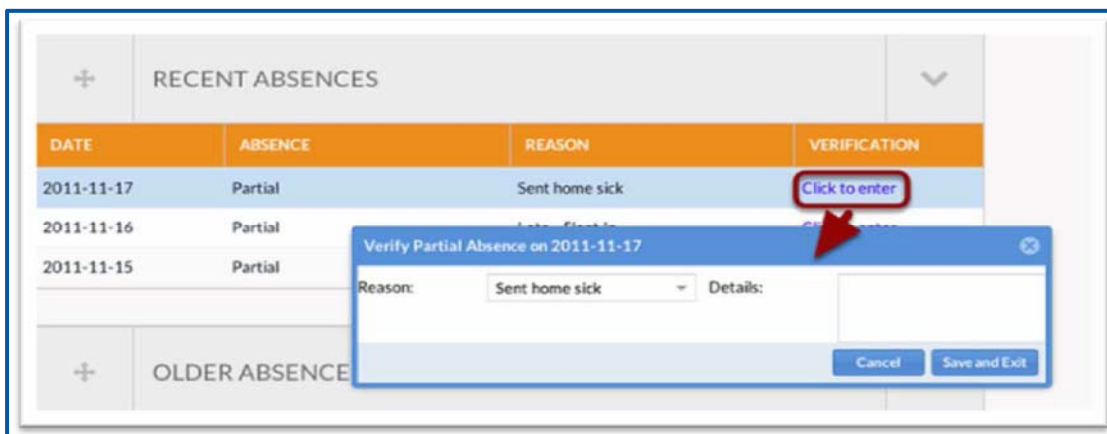


Scroll down the **Carer Portal** to find the **Recent Absences** section.

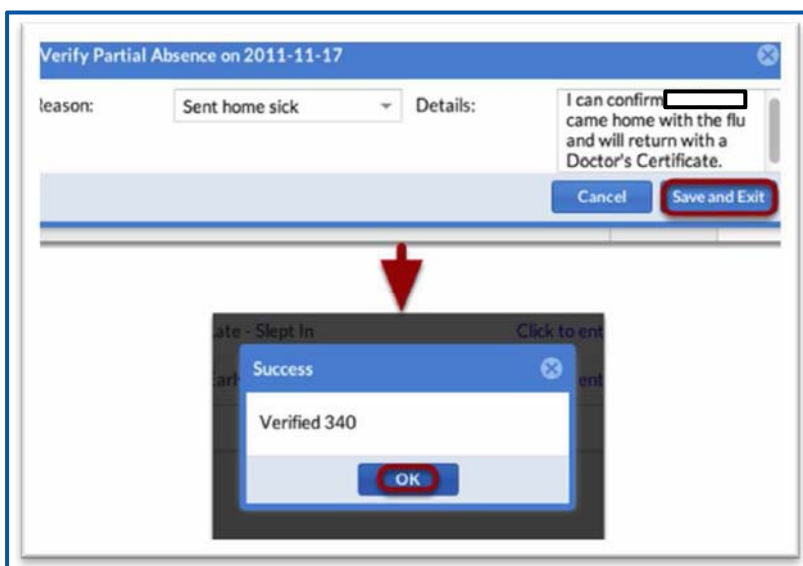


DATE	ABSENCE	REASON	VERIFICATION
2011-11-17	Partial	Sent home sick	Click to enter
2011-11-16	Partial	Late - Slept in	Click to enter
2011-11-15	Partial	Early departure	Click to enter

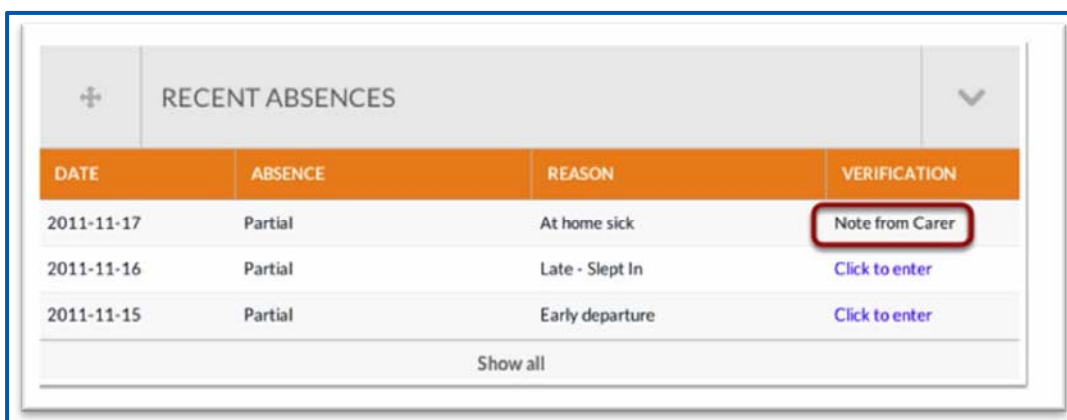
Absences without a verified reason are labeled '[Click to enter](#)'. Click accordingly to enter details and **Save and Exit**.



A confirmation window will appear. Click on OK.



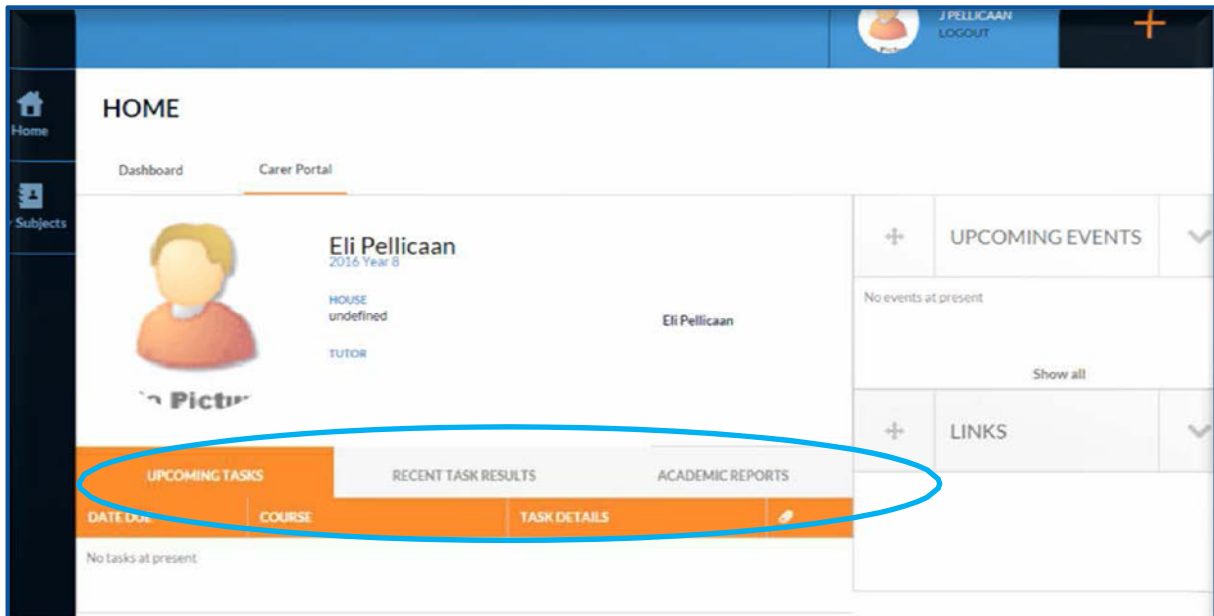
Refresh the screen to see the updated verification value. This replaces the need for any written note from parents/guardians.



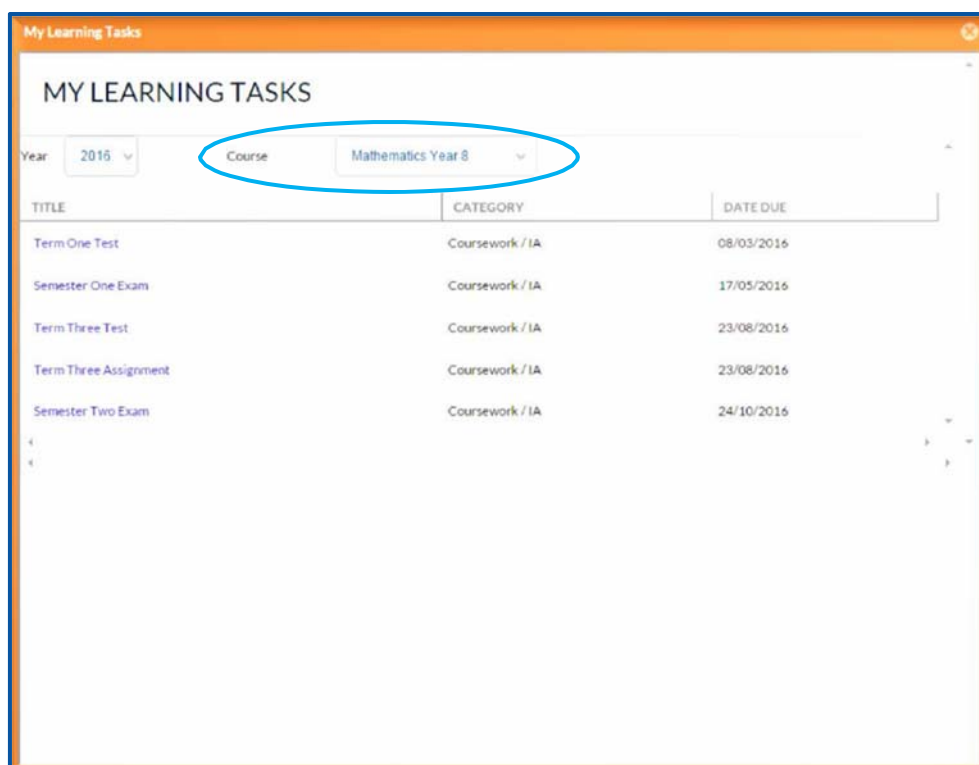
HOWEVER PLEASE NOTE THAT A DOCTOR'S CERTIFICATE MUST STILL BE SUBMITTED TO THE OFFICE FOR ANY ABSENCE THAT AFFECTS AN ASSESSMENT/EXAMINATION FOR YEAR 10, 11 AND 12 STUDENTS.

VIEW STUDENT'S RESULTS

Student's recent results, upcoming tasks and past academic reports can be viewed in the **Carer Portal**.



Click on **Click here to see all tasks** and in the new screen, select the course, then click on **Title** for more information.

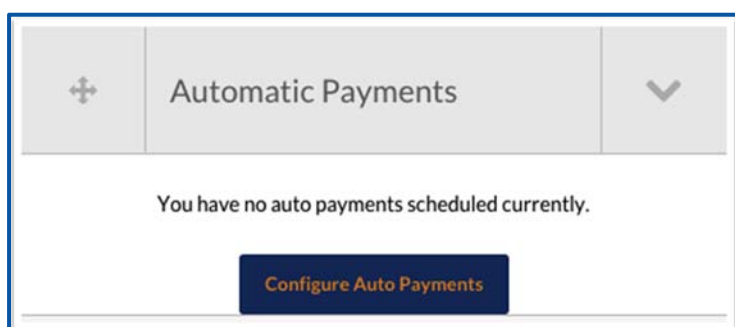


SCHOOL FEE MANAGEMENT

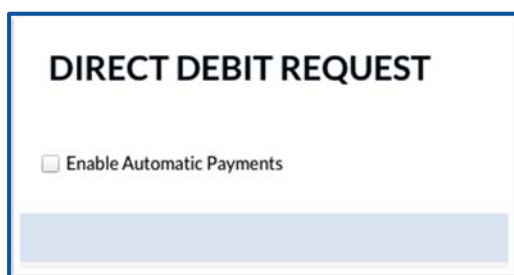
Fees are due in the first week of each Term. Families can finalise their account using the BPay details on the invoice. However payment can also be made using Edumate. Families preferring to pay in instalments are required to do so using Direct Debit as outlined below or by contacting the phone number indicated on the invoice (The Anglican Schools Corporation's Group Office).

DIRECT DEBIT

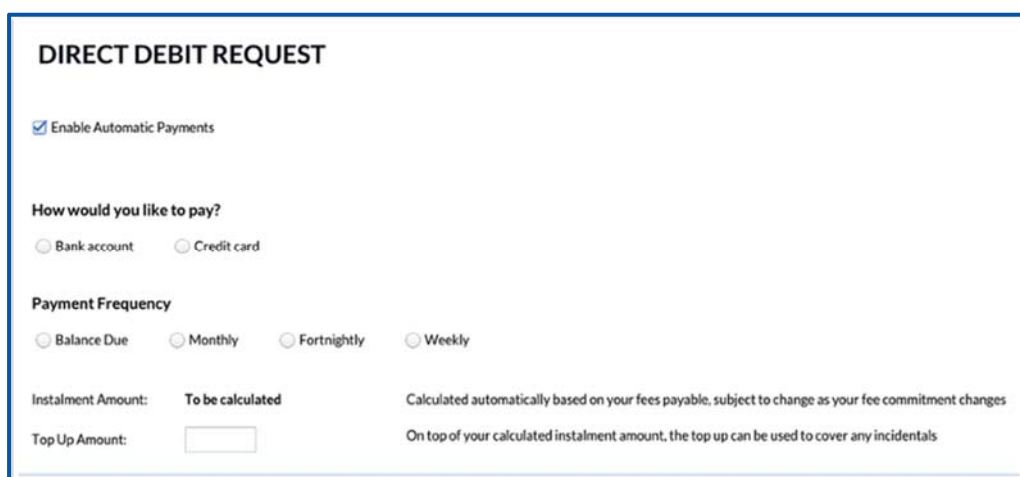
Log into Edumate. Click on the **Debtor Portal**. The following will appear on the right-hand side of the screen. Follow the prompts and the below screen shots to set-up your Direct Debit arrangement.



In the **Direct Debit Request** screen click on the **Enable Automatic Payments** tick box to reveal the automatic payment options.



Payment method and frequency options are displayed.



The screenshot shows the 'DIRECT DEBIT REQUEST' screen with the 'Enable Automatic Payments' checkbox checked. Below the checkbox, the text 'How would you like to pay?' is displayed. There are two radio button options: 'Bank account' and 'Credit card'. Below this, the text 'Payment Frequency' is displayed. There are four radio button options: 'Balance Due', 'Monthly', 'Fortnightly', and 'Weekly'. At the bottom, there are two sections: 'Instalment Amount: To be calculated' with the text 'Calculated automatically based on your fees payable, subject to change as your fee commitment changes' below it, and 'Top Up Amount:' with an empty text input field and the text 'On top of your calculated instalment amount, the top up can be used to cover any incidentals' below it.

CONFIGURING DIRECT DEBIT INSTALMENTS SETTINGS

Click on the **Bank Account** option to reveal fields for entering bank account details.

Note, there is an active link for displaying the **Direct Debit Service Agreement** as well as a corresponding tick box to confirm agreement. The tick box needs to be ticked before you can proceed.

DIRECT DEBIT REQUEST

Current auto payment method:
Fortnightly payment of 725.00
To change your settings use the form below:

Enable Automatic Payments

How would you like to pay?
 Bank account Credit card

Please enter BSB and account details as numbers only, with no dashes
BSB: Account#: Account Name:

This debit or charge will be made through the Bulk Electronic Clearing System Framework (BECS) from your account held at the financial institution you have nominated and will be subject to the terms and conditions of the Direct Debit Request Service Agreement

I agree to the terms and conditions outlined in the Direct Debit Request Service Agreement
[View the Direct Debit Service Agreement](#)

Choosing the **Credit Card** option will display fields for entering in card details. A 0.9% credit card fee is applicable.

DIRECT DEBIT REQUEST

Current auto payment method:
Fortnightly payment of 725.00
To change your settings use the form below:

Enable Automatic Payments

How would you like to pay?
 Bank account Credit card

Card number: Expiry month: Expiry year: Account Name:

VISA Mastercard AMEX

In the **Payment Frequency** section, nominate the desired frequency.

The **Balance Due** option will automatically debit the balance that appears on each invoice on the due date that is on the same invoice.

Payment Frequency

Balance Due Monthly Fortnightly Weekly

Instalment Amount: **To be calculated** Calculated automatically based on your fees payable, subject to change as your fee commitment changes

Top Up Amount: On top of your calculated instalment amount, the top up can be used to cover any incidentals

Further options allow you to set the day that funds will be debited.

Once a frequency option has been selected the Instalment Amount will automatically be calculated to reflect this. An amount can optionally be entered into the **Top Up Amount** field to also pay other charges (non-tuition fee related transactions) in instalments e.g. Music Tuition. The Top Up Amount will continue to be debited in addition to tuition fee instalments until deselected.

Payment Frequency

Balance Due Monthly Fortnightly Weekly

On the: Day of the week:

Instalment Amount: **1935.3** Calculated automatically based on your fees payable, subject to change as your fee commitment changes

Top Up Amount: On top of your calculated instalment amount, the top up can be used to cover any incidentals

The **Optional Item Selections** feature provides the opportunity to add to the direct debit instalments a regular donation to the Building and/or Library fund. This can be deactivated at any time.

The 'Agreed Amount' can be changed by clicking on the dollar amount. Click on 'Save' to upload the credit card/bank account.

Optional Item Selections

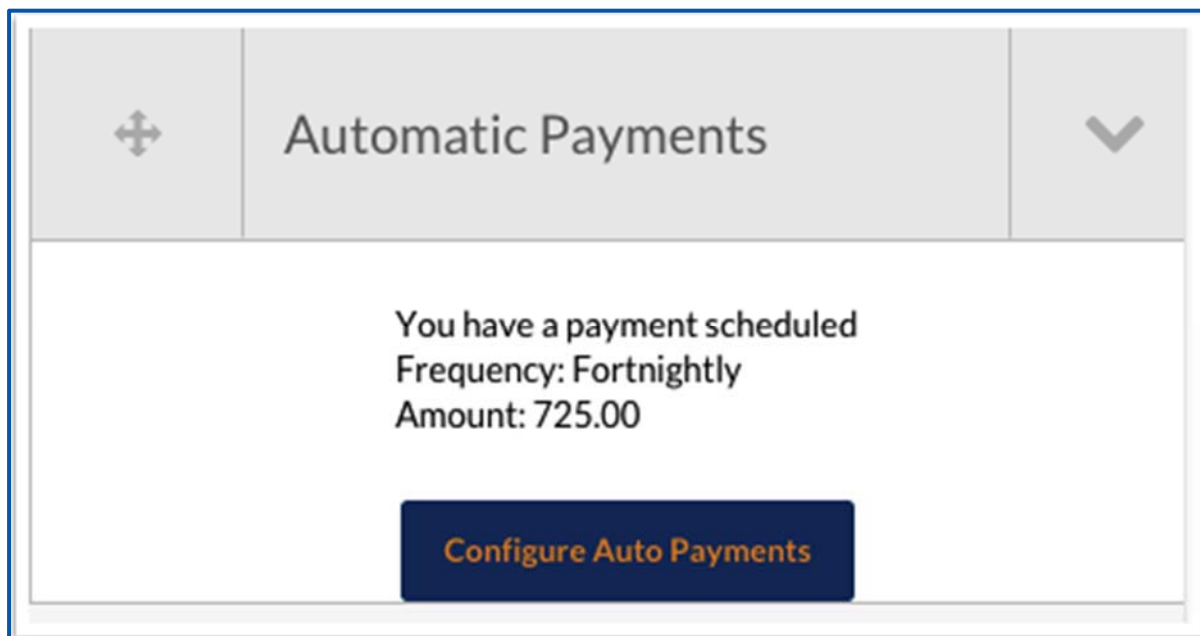
CODE	ITEM	ADD TO AUTO PAYMENTS	AGREED AMOUNT
BUILD	Building Fund	<input checked="" type="checkbox"/>	\$30.00
LIB	Library Fund	<input type="checkbox"/>	\$70.00

Cancel Save

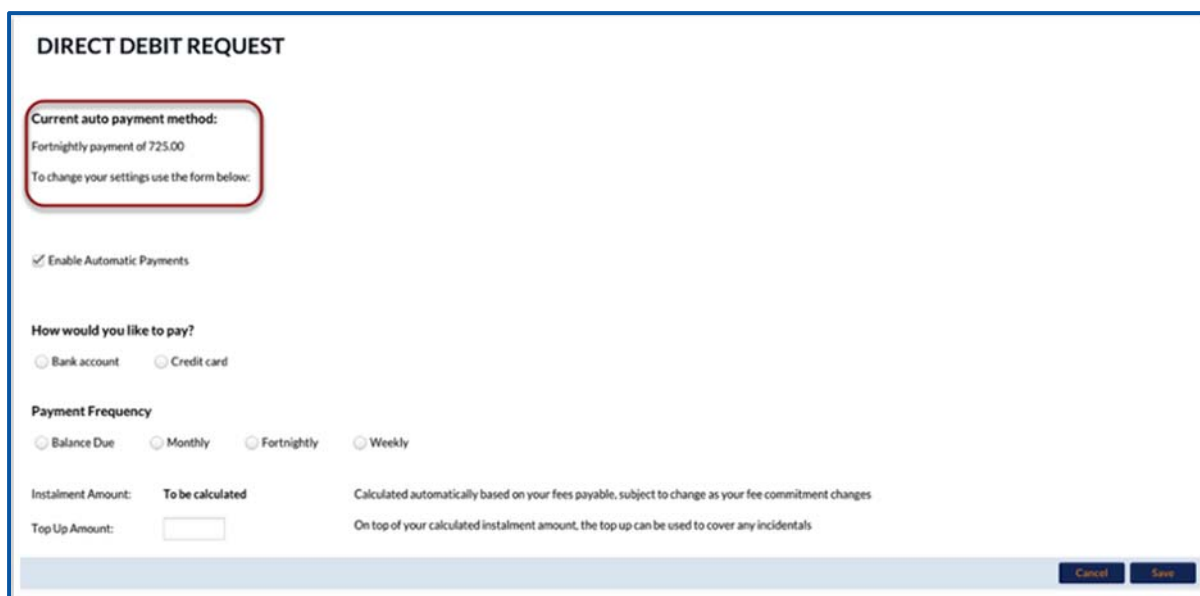
Please note that instalment plans are reviewed by The Anglican Schools Corporation Group Office from time to time to determine the amount is sufficient to finalise the annual School Fee account by the **end of November**.

CHANGING DIRECT DEBIT INSTALMENTS SETTINGS

If automatic payments are already activated, the portal will display the frequency and amount currently being paid. Click on **Configure Auto Payments** to change the settings.



The current settings are again displayed in the **Direct Debit Request** screen, along with options for changing these.

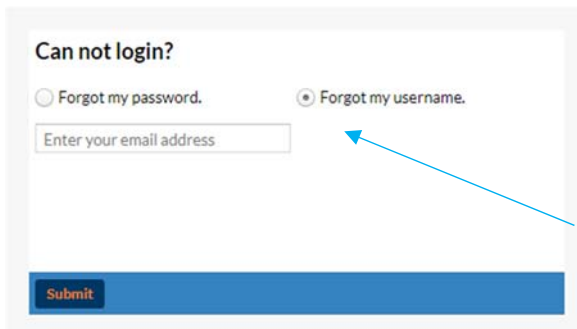


The screenshot shows the "DIRECT DEBIT REQUEST" form. It includes a summary box for the current auto payment method (Fortnightly payment of 725.00) and instructions to change settings. The form has several sections: "Enable Automatic Payments" (checked), "How would you like to pay?" (radio buttons for Bank account and Credit card), "Payment Frequency" (radio buttons for Balance Due, Monthly, Fortnightly, and Weekly), "Instalment Amount" (set to "To be calculated" with a note that it is calculated automatically), and "Top Up Amount" (a text input field with a note that it is used to cover incidentals). At the bottom right are "Cancel" and "Save" buttons.

TROUBLESHOOTING

'I CAN'T REMEMBER MY USERNAME!'

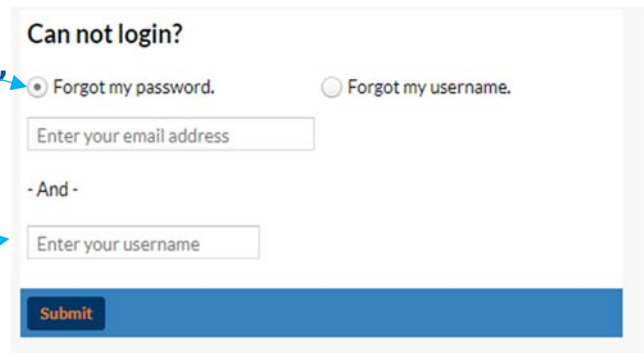
Typically, your username is the first two letters of your first name and your entire surname. For example, 'Jane Citizen' would be jacitizen. If this doesn't work, click on the **Can't login?** button.



Select **Forgot my username** and enter the email address you have already provided for School records. An email will be sent to you with your username.

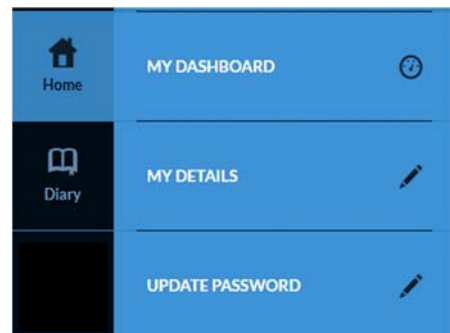
'I CAN'T REMEMBER MY PASSWORD!'

Follow the above instructions but click on **Forgot my password** and enter your username and password. An email will be sent to you with your password.



(Please note, if you cut and paste the password from the email and capture blank spaces, these are seen as part of the password and will return an error. Be careful or enter the password manually.)

Once logged in, click on the **Update Password** function, enter in the password given to you and change it to something unique, confidential and easy to remember.



'I CAN'T GET TO THE LOGIN PAGE. THERE'S NOTHING THERE!'

- Ensure that 'Pop-ups' are not blocked for the Edumate site.
- Internet Browsers: use Google Chrome, Mozilla Firefox rather than Internet Explorer or Safari.
- Edumate is not currently optimized for mobiles.