



**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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*A place to belong and succeed*

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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:

- Newsfeed/Broadcasts (daily announcements)
- The School calendar (via diary)
- Student's details (including School photo, house and Home Group/Classroom teacher )
- Student's timetable
- 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

Please note this portal works best on a desktop and is not currently optimized for phones or ipad. However an App has been developed for parents with some functionality e.g. calendar, absence verification, and is expected to be introduced in 2020.

## WHAT CAN PARENTS/GUARDIANS DO IN THE PORTAL?

Apart from viewing the above, parents/guardians can:

- Update address and contact information
- Update medical information
- Pay School fees and set up direct debits
- Verify student absences
- Give electronic permission for events (pending)

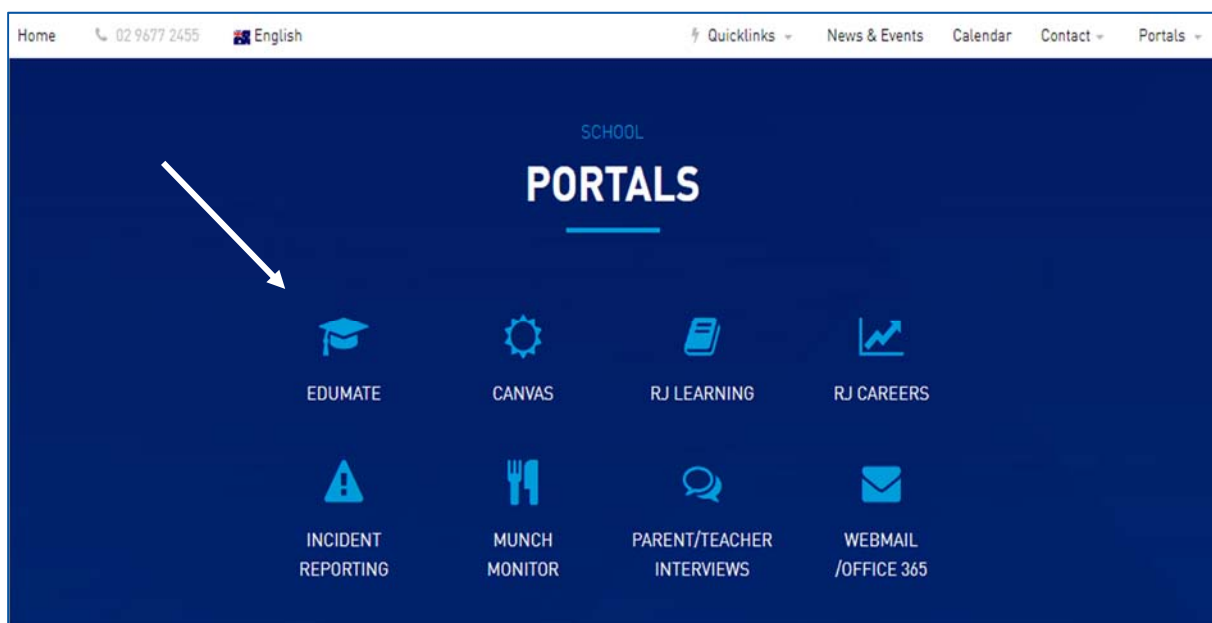
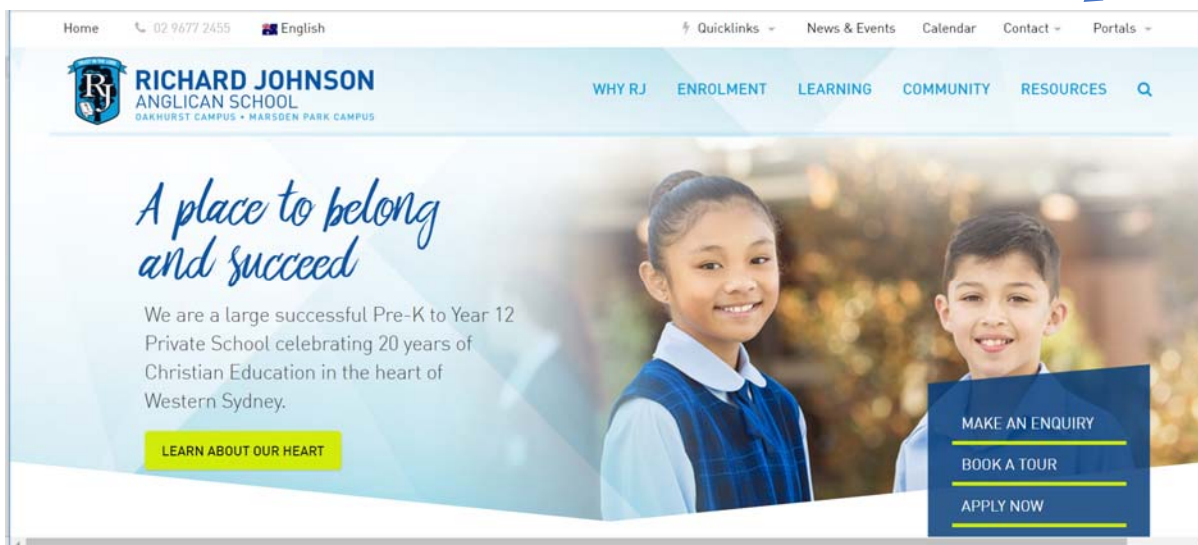
**It is critical for parent/s to ensure CONTACT AND MEDICAL details are up to date.**

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](http://www.rjas.nsw.edu.au)) and click on 'Portals' and 'Edumate'.

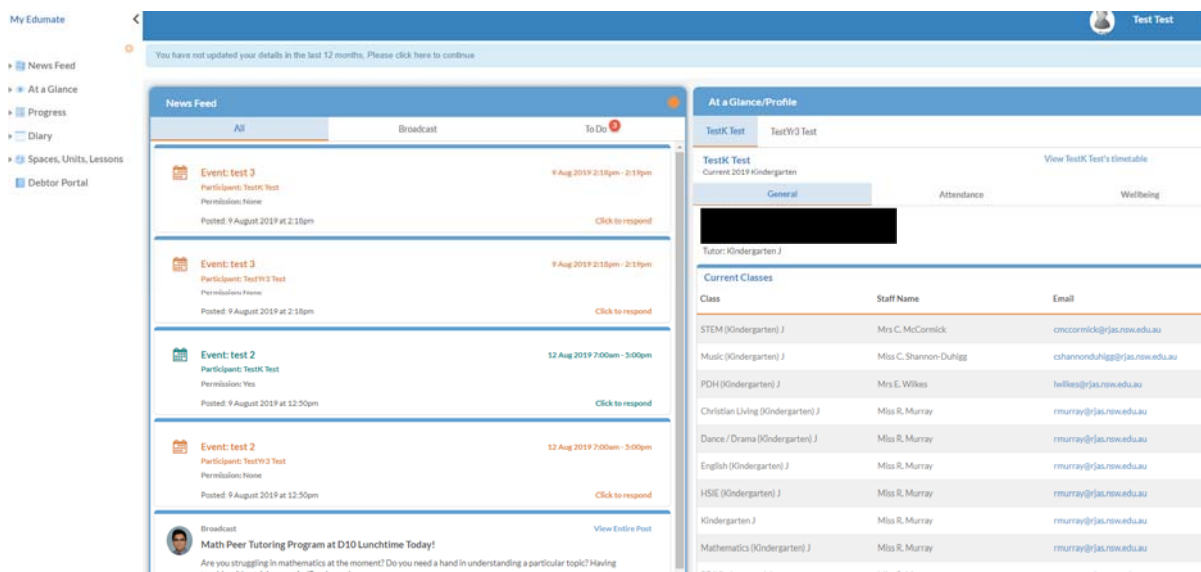


Enter the username and password that you received/will receive by email or contained in the orientation pack. **Your username is the first two letters of your first name and your entire surname.** For example, 'Jane Citizen' would be jacitizen.

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.

# HOME PAGE



On the left section of the Home Page you have various options to select according to your interest. Selecting “**Diary**” will give you access to your child’s timetable and the School Calendar.

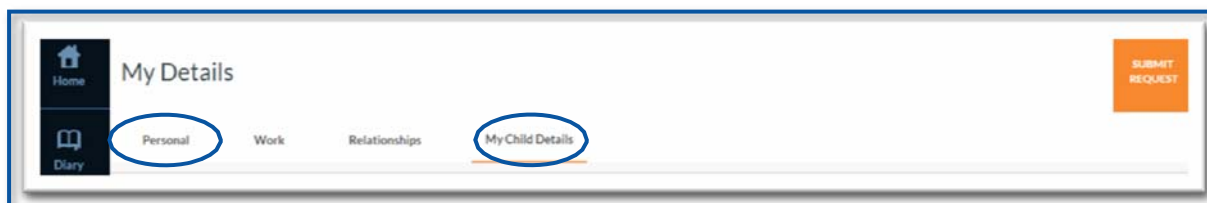
In the middle section, there are three areas you can move between: **All**, **Broadcast**, and **To Do**. “**All**” captures both the “**Broadcasts**” and “**To Do**” areas. Broadcasts are messages from staff that may be of interest to you. “**To Do**” items include outstanding absence notifications or events requiring electronic permission.

The right section has an area representing your child. You can move between **General** information, **Attendance** (including absence notifications), and **Wellbeing** (for information on **SickBay** visits, **Medication Administered**, and **Awards/Disciplines**). You can also select your child’s timetable.

## CHANGING CONTACT AND RELATIONSHIP DETAILS

Parents/Guardians can update their contact information via Edumate or by emailing [admin@rjas.nsw.edu.au](mailto:admin@rjas.nsw.edu.au).

In Edumate, right click on your name in the top right corner. On the drop down menu, click on ‘update personal details’, this will take you to the page below:



The following four tabs will appear: **Personal**, **Work**, **Relationship**, and **My Child Details**. Select the relevant area and follow the prompts.

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

## VERIFYING ABSENCES (Available after 9:30am)

If you know your child will be absent, please email [absences@rjas.nsw.edu.au](mailto:absences@rjas.nsw.edu.au), or SMS 0438 657 339 (do not call this number) or send a letter to the School noting the absence and the reason for it. However, if you have forgotten to notify beforehand and you have received an SMS notifying you of an unexplained absence, please either **SMS reply** or confirm the absence on Edumate immediately.

Open the “**To Do**” tab in Edumate and follow the prompts. Alternatively you can click on “**Attendance**” on the right of the Home Page, then click on the Absence Notification section and follow the prompts.

The screenshot shows the Edumate interface with three tabs: 'General', 'Attendance', and 'Wellbeing'. The 'Attendance' tab is active. Below the tabs is a blue header 'Absence Notifications' with a message: 'Recent unexplained absences exist. Click to submit carer explanation/s'. Below this is a form titled 'Submit Absence Explanation/s TestK'. The form contains the following elements:

- A red message: 'Student absences require an explanation verified by a carer to be provided promptly.'
- Step 1: '1. Select date/s of an absence:' with a checked checkbox for '13/08/2019 (Whole day)'.
- Step 2: '2. Apply reason for the absence and add details as required.' with a 'Reason' dropdown menu and a 'Details' text area.
- A footer note: 'For further enquiries, please contact the school directly'.
- Buttons at the bottom: 'Cancel', 'Submit and do more', and 'Submit and close'.

**HOWEVER AN ILLNESS & MISADVENTURE FORM [www.rjas.nsw.edu.au/resources/general](http://www.rjas.nsw.edu.au/resources/general) (together with a DOCTOR'S CERTIFICATE if applicable) MUST STILL BE SUBMITTED TO THE OFFICE FOR ANY ABSENCE THAT AFFECTS AN ASSESSMENT/EXAMINATION FOR YEAR 10, 11 AND 12 STUDENTS.**

## HOW TO VIEW YOUR CHILD'S PROGRESS

Your child's recent results, upcoming tasks and past academic reports can be viewed using the **Progress** button on the left side of the home page. Please be aware that more information is provided in this area for Secondary students than Primary.

The screenshot shows the Edumate 'Progress' section. It has a blue header 'Progress' and two tabs: 'TestK Test' (active) and 'TestYr3 Test'. Below the tabs is the title 'TestK Test' and the subtitle 'Current 2019 Kindergarten'. There are three sub-tabs: 'Upcoming Tasks' (active), 'Past Tasks', and 'Academic Reports'. Below these is a search bar and a link 'View upcoming tasks by course' with a printer icon. A table header is visible with columns: 'Date Due', 'Task Details', and 'Course'. The table content shows 'No tasks at present'.

# 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 or they can do so via Edumate. Families preferring an instalment plan 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 (Automatic Payments)

Click on the “**Debtor Portal**” listed on the left side of the Home Page. You will be able to view your account history, elect to pay the balance, or organize a Direct Debit (automatic payment). Follow the prompts accordingly. **The Direct Debit must be set up prior to the due date.**

The screenshot displays a user interface for school fee management. At the top left, a black box redacts the user's name, with the text "Your Balance: \$3,498.37" below it. To the right, there are three expandable sections: "Pay Balance" (with a plus icon and a dropdown arrow), "Pay Fees and Charges Now" (a large orange button), and "Automatic Payments" (with a plus icon and a dropdown arrow). Below the "Automatic Payments" section, a message states: "You have a payment scheduled Frequency: Monthly Amount: \$1475.21" with a "Configure Auto Payments" button. On the left side, there is an "Account History" section with a plus icon and a dropdown arrow. Below it is a table with the following data:

Date / Description / Student	Amount	Outstanding	Invoice #	Status
18/07/2019 RMS OD 180719	-\$1,475.21	\$0.00	12545	

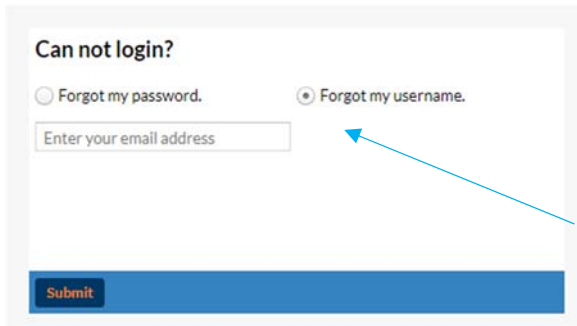
The bottom portion of the table is obscured by a large black redaction box.

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

## TROUBLESHOOTING

### 'I CAN'T REMEMBER MY USERNAME!'

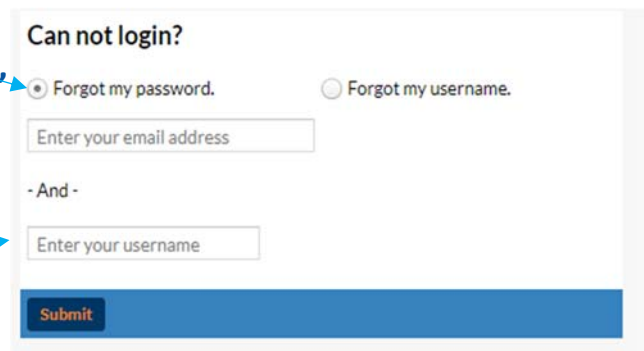
Typically, your username is the first two letters of your first name and your entire surname. For example, 'Jane Citizen' would be jacitizen. If this doesn't work, click on the **Can't login?** button.



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.



### '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 mobile devices.