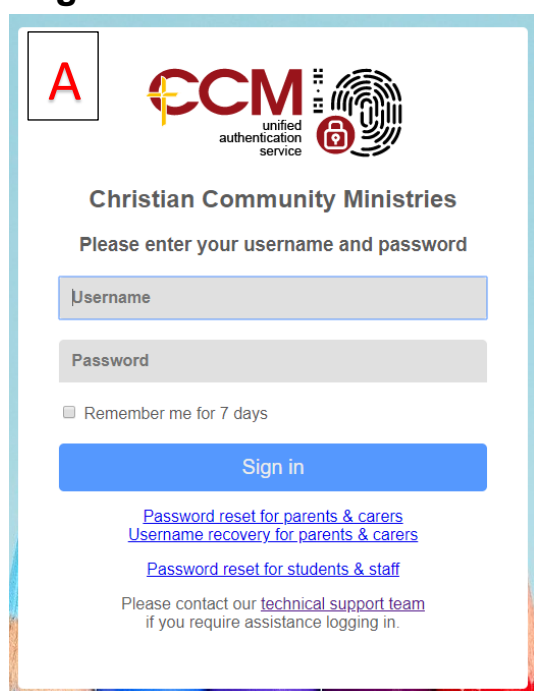# Edumate Parent Portal Instructions
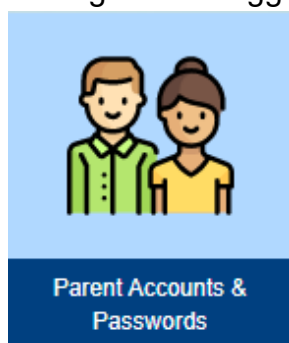
Access to Edumate Parent Portal

Families have a Single Sign-on to the Edumate Parent Portal, Learner.Link and Mobile App.

New families will receive a welcome email from CCM. This email will contain your username and new users will be prompted to activate their account and setup a password.To access the Parent Portal, please click on the link (using Google Chrome) https://chinchilla.ccmschools.app and select the Edumate Student Information System Icon.
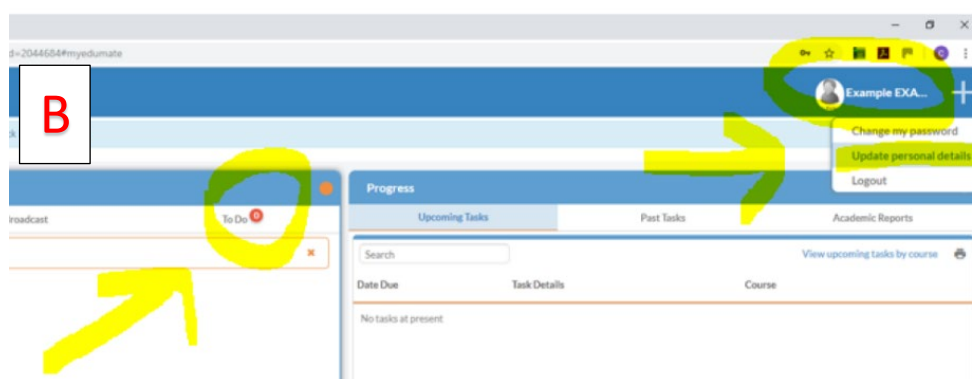
Log in

- Enter your username (top line) and password (bottom line) – Image A
- Click the Blue "Sign in" button
- Forgotton username, please click
  - o Username recovery for parents & carers
- Forgotton password, please click
  - o Password reset for parents & carers
- Having trouble logging on, please click
  - o Technical Support Team
  - o You will be redirected to the CCM Support page
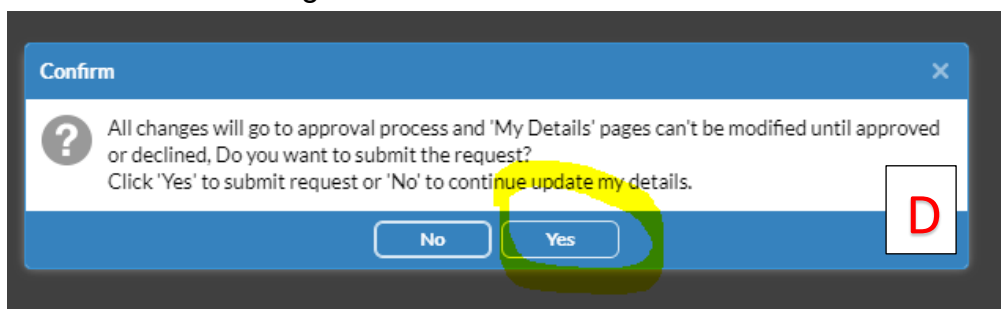 - o Click the "Parent Accounts and Passwords" Icon

Update Personal/Work Details, Relationships, Medical & Dietary

- Click on "your name" – top left of screen – Image B

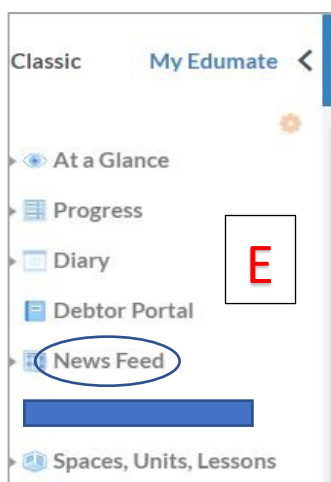
- Click on "Update personal details"

- 4 tabs will show under "My Details"
  - Personal
  - Work
  - Relationships
  - My Child Details
- Click on the required tab
- Make any necessary changes, then click on the Orange box "Submit Changes" – Image C
- Click "Yes" to confirm – Image D

CONFIRM (NO CHANGES)   SUBMIT CHANGES

C

Confirm   ✕

All changes will go to approval process and 'My Details' pages can't be modified until approved or declined, Do you want to submit the request?
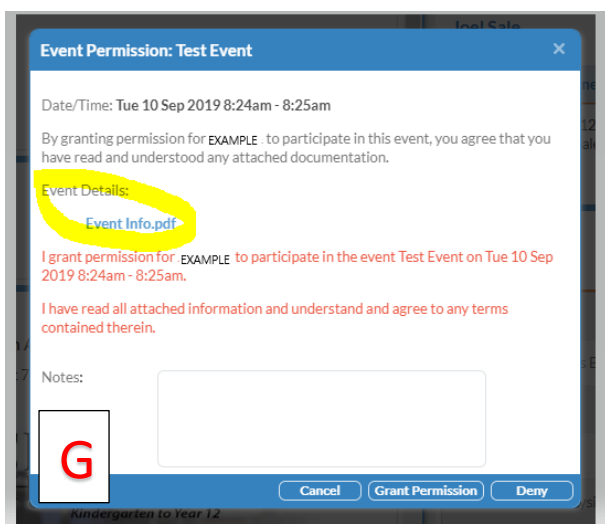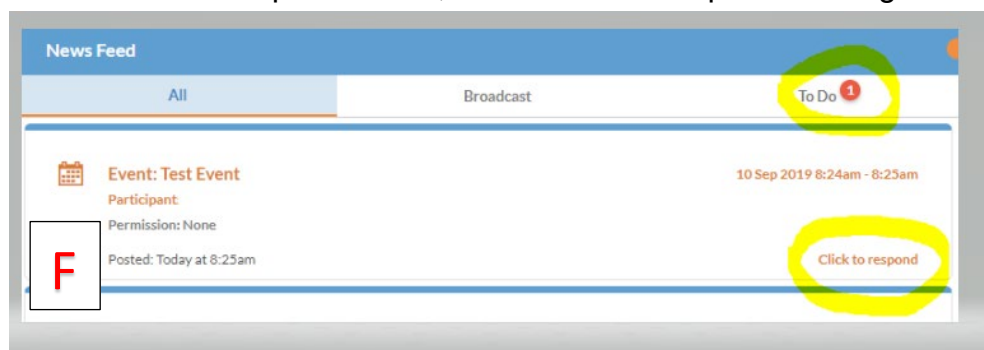Click 'Yes' to submit request or 'No' to continue update my details.

[No]   [Yes]

D

Please also refer to the following video for further instructions.

[Parent Portal – Update Personal Details](#)
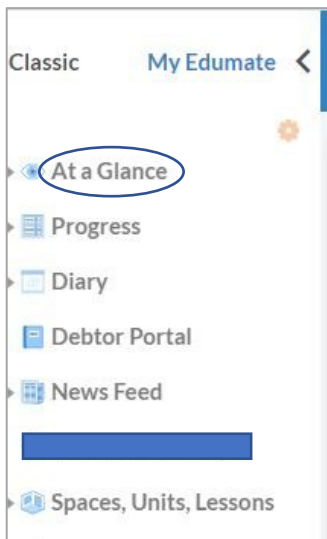
Permissions for Events and Absences

Classic   My Edumate ‹

- ◉ At a Glance
- ▦ Progress
- ▢ Diary   E
- ▤ Debtor Portal
- ▦ News Feed
- ▧ Spaces, Units, Lessons

- Select "News Feed" on the left hand side Menu – Image E
- Click on "To Do" – Image F
- Click on the required event, then "Click to Respond" – Image F

News Feed

All   Broadcast   To Do ❶

📅 Event: Test Event   10 Sep 2019 8:24am - 8:25am
Participant:
Permission: None
F   Posted: Today at 8:25am   Click to respond

Event Permission: Test Event   ✕

Date/Time: Tue 10 Sep 2019 8:24am - 8:25am

By granting permission for EXAMPLE to participate in this event, you agree that you have read and understood any attached documentation.

Event Details:
Event Info.pdf

I grant permission for EXAMPLE to participate in the event Test Event on Tue 10 Sep 2019 8:24am - 8:25am.

I have read all attached information and understand and agree to any terms contained therein.

Notes:

G   [Cancel] [Grant Permission] [Deny]

Kindergarten to Year 12

Event Permission – Image G

- Click on the document/s listed under "Event Details" for a full explanation of the Event
- These documents remain after permission is given
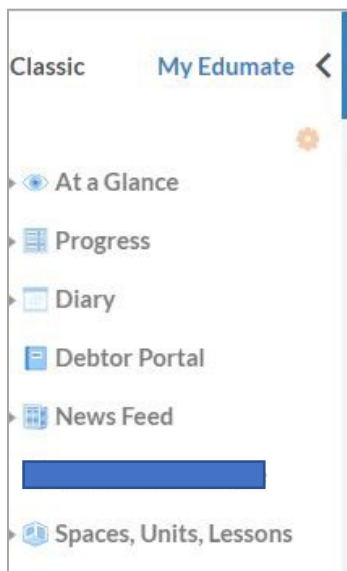- Click on "Grant Permission" or "Deny"- bottom of the screen

Student Absences

- Select "At a Glance" on the left hand side Menu
  - Click the "Attendance" tab
  - Absence Notifications – Image H
    - Click on the "unexplained/unverified absence"
    - Enter in the "Details" field, the reason for your student's absence

- Absence History
  - Shows the days your child has been away and the reason
- Attendance Details
  - Shows your child's attendance, based on your chosen dates

Other Menu Items

News Feed: General information collated in one feed, including broadcasts (general announcements) and space posts (extra curricular information).

At a Glance: General student profile information including classes, attendance, welfare and timetable information.

Progress: Academic student items such as upcoming tasks and task results as well as past academic reports.

Diary: Student timetables and access to the College calendar.

Spaces, Units, Lessons: 'Spaces' will be used for extra curricular activities. Learner.Link will be used for delivery of curriculum content, in place of 'units and lessons' in Edumate.

Debtor Portal: Financial balance, statements, payment of bills and set up automatic payments and debits (where available).

Parent Mobile App Instructions

The parent mobile app is available for both iPhone and Android. Simply search for **Chinchilla Christian College** in the relevant app store and login with your Edumate Portal username and password.

To download the app, please refer to Appendix A below.

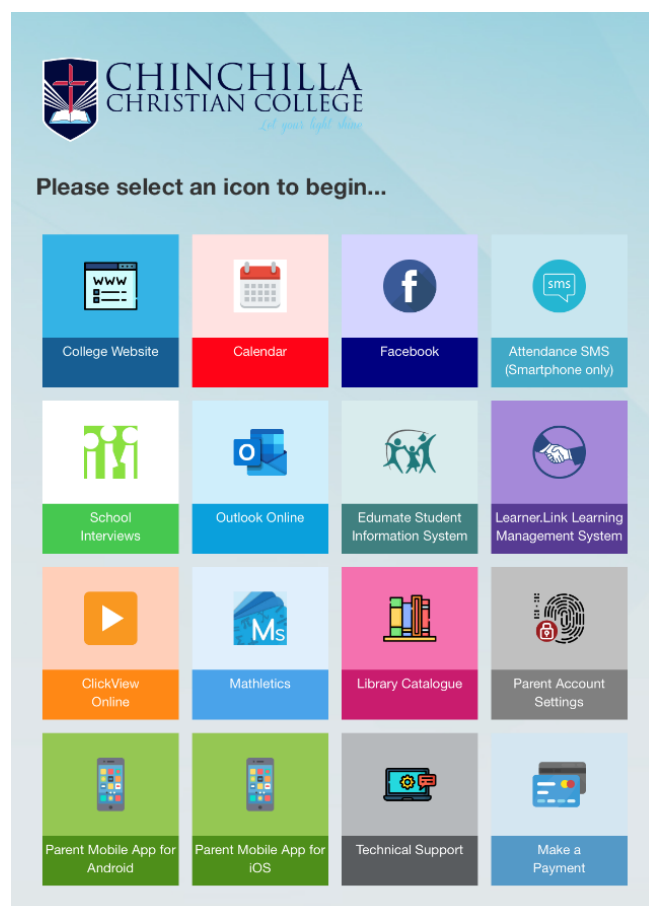The Sign in screen will be the same as the Parent Portal - Image A above

The app provides the following functionality:

Alerts	Urgent and important notifications	Newsletter	Easy access to the College's newsletter	News Feed	News posts and general communication
Absences	Allows notification and approval of unexplained absences	Requests	Event and appointment notification and approvals	Payments	Links to online payment portals
Calendar	Displays events from the College calendar	Timetable	A list of all upcoming assessment tasks and due dates	Assessments	A list of upcoming assessment tasks and due dates
Online Services	Links to all online College services	Contacts	Provides easy access to common contact points	Social Media	Links to connecting socially with the College

Web links

There is a Launch Page for Web Links.

- Click on Online Services
    - Bottom left icon home screen
- Click on the required icon
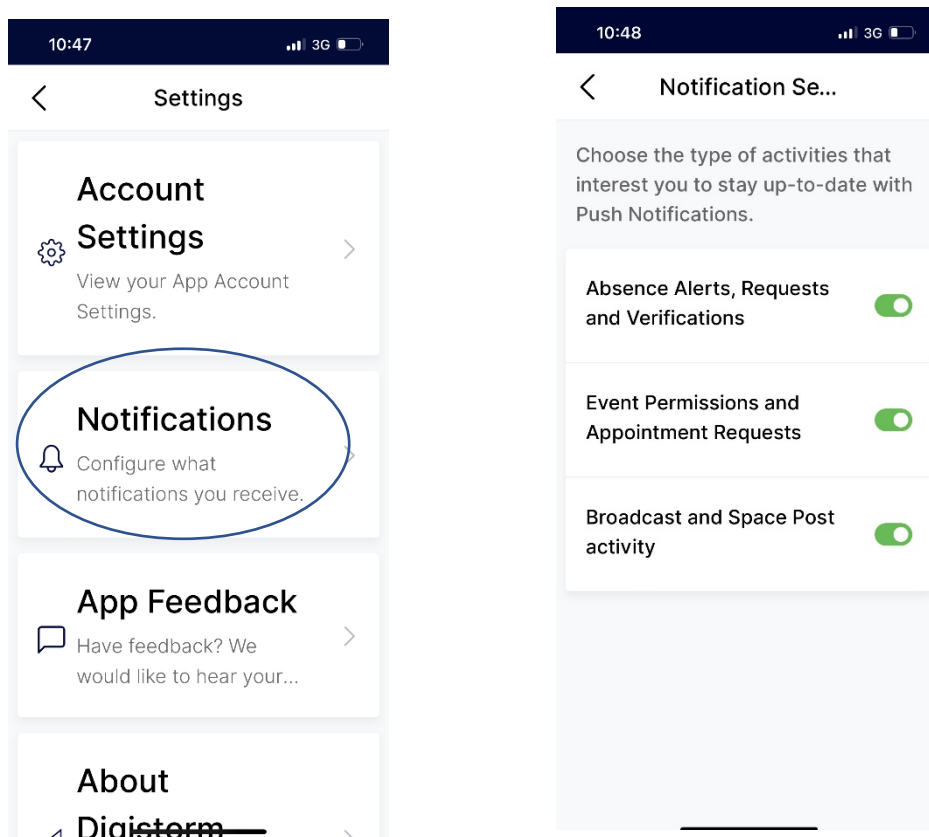   - Opens in new window

Managing push notifications

In the parent mobile app, parents/carers can manage push notifications. There are three options available which will allow the management of notification badges as follows:
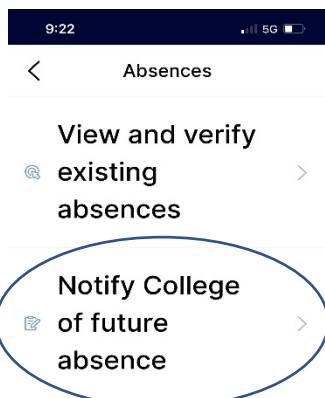
- **Absences -** Absence Alerts, Requests and Verifications
- **To do -** Event Permissions and Appointment Requests
- **Spaces Post -** Broadcast and Space Post activity (the College will endeavour to always filter based on your children's classes, year levels and extracurricular activities, where possible)

To manage these, please go to the **Settings Cog** (located in the bottom right of the front screen) and then select **'Notifications'.**

Absences in advance

Parents/carers can advise of an absence in advance, by going to the "Absences" menu.

- Click on "Notify College of future absence"
- Choose the child who will be absent
- Complete your details
- Add another child if required
- Click on the blue "Submit" button

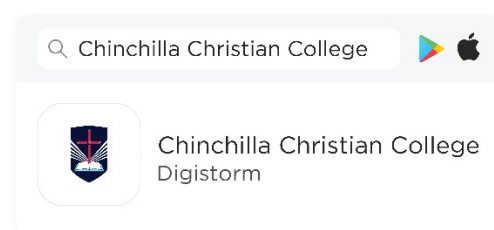# HOW TO GET YOUR NEW CHINCHILLA CHRISTIAN COLLEGE SCHOOL APP

Learn how you can quickly and easily access the new Chinchilla Christian College School app.
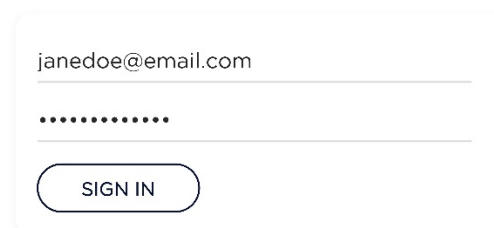
STEP 1

SEARCH & DOWNLOAD

Search for **Chinchilla Christian College** on the Apple App Store or Google Play to download the Chinchilla Christian College School app.

Q Chinchilla Christian College

Chinchilla Christian College
Digistorm

STEP 2

SIGN IN

Once you have downloaded and opened the app, you will be able to sign in using your **Chinchilla Christian College login**.

janedoe@email.com

....

SIGN IN

STEP 3

STAY CONNECTED

You will now receive the **latest updates** and information from the school.

STEP 4

TAKE THE TOUR

Explore the **features** of your new app by tapping the tiles on the dashboard.

Alerts | Newsletter | News Feed
Absences | Requests | Payments
Calendar | Timetable | Assessments
Online Services | Contacts | Social Media