

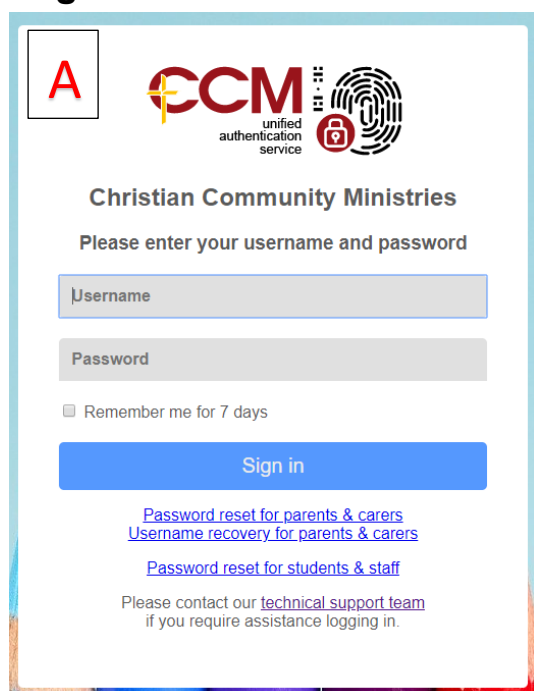
Edumate Parent Portal Instructions

Access to Edumate Parent Portal

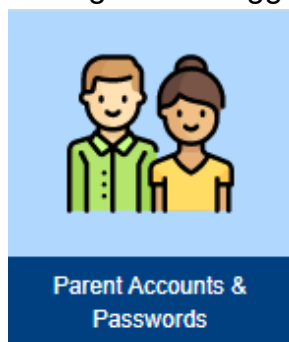
Families have a Single Sign-on to the Edumate Parent Portal, Learner.Link and Mobile App.

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/index.php> and select the Edumate Student Information System Icon.

Log in



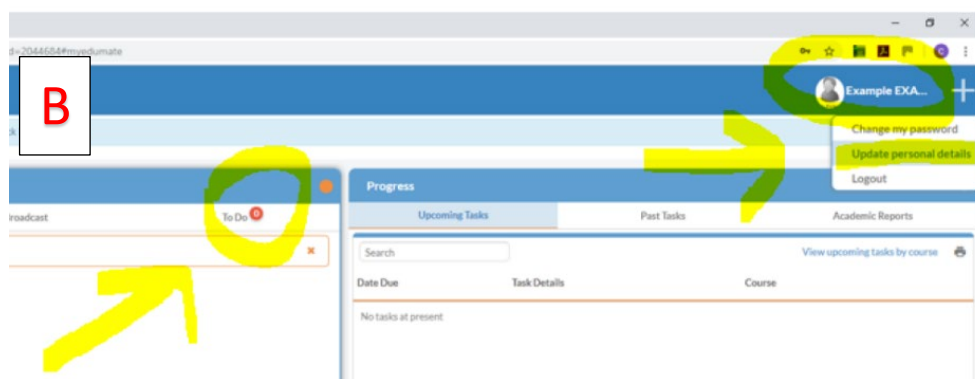
- Enter your username (top line) and password (bottom line) – Image A
- Click the Blue “Sign in” button
- Forgotten username, please click
 - Username recovery for parents & carers
- Forgotten password, please click
 - Password reset for parents & carers
- Having trouble logging on, please click



- Technical Support Team
- You will be redirected to the CCM Support page
- Click the “Parent Accounts and Passwords” Icon

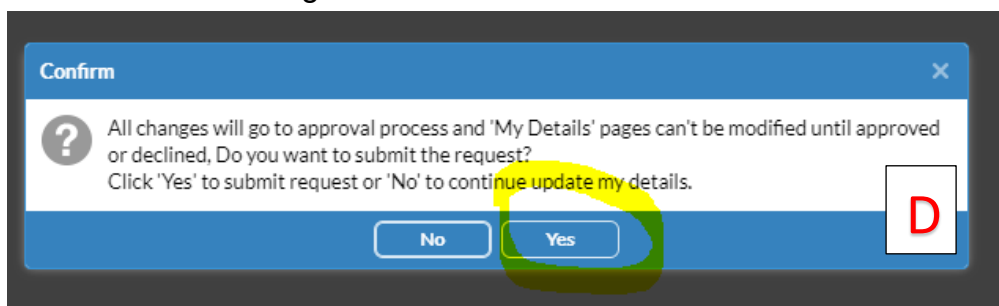
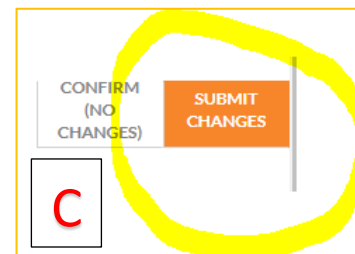
Update Personal/Work Details, Relationships, Medical & Dietary

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



- Click on “Update personal details”

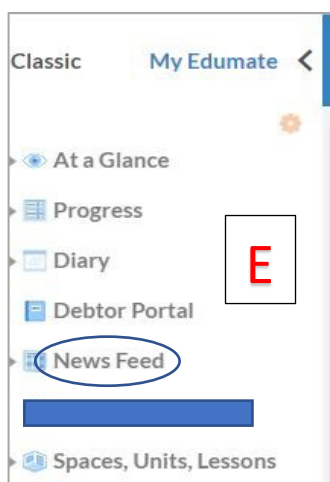
- 4 tabs will show under “My Details”
 - Personal
 - Work
 - Relationships
 - My Child Details
- Click on the required tab
- Make any necessary changes, then click on the Orange box “Submit Changes” – Image C
- Click “Yes” to confirm – Image D



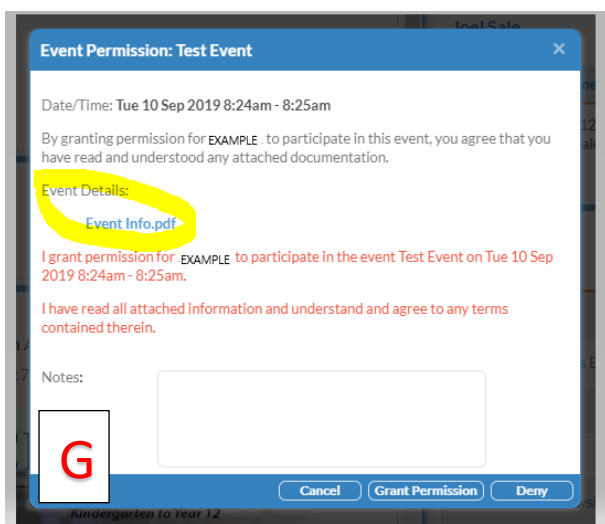
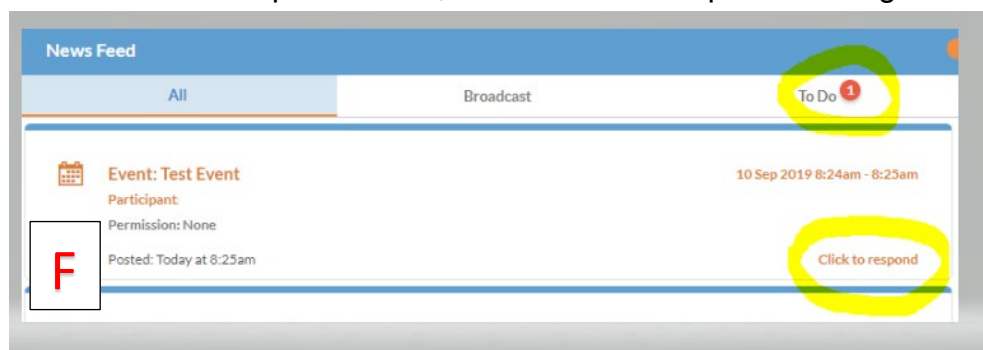
Please also refer to the following video for further instructions.

[Parent Portal – Update Personal Details](#)

Permissions for Events and Absences



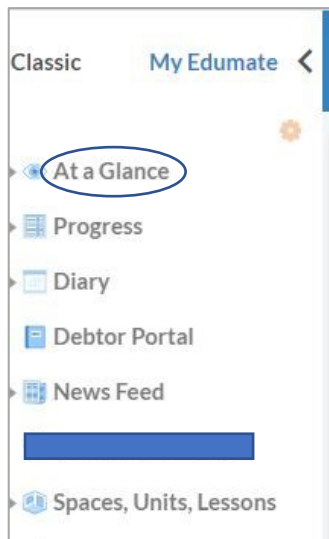
- Select “News Feed” on the left hand side Menu – Image E
- Click on “To Do” – Image F
- Click on the required event, then “Click to Respond” – Image F



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

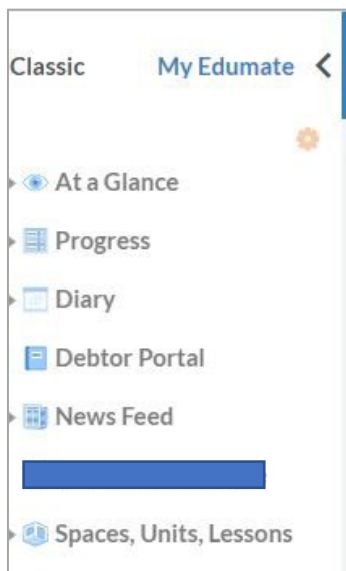
Student Absences



- 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:



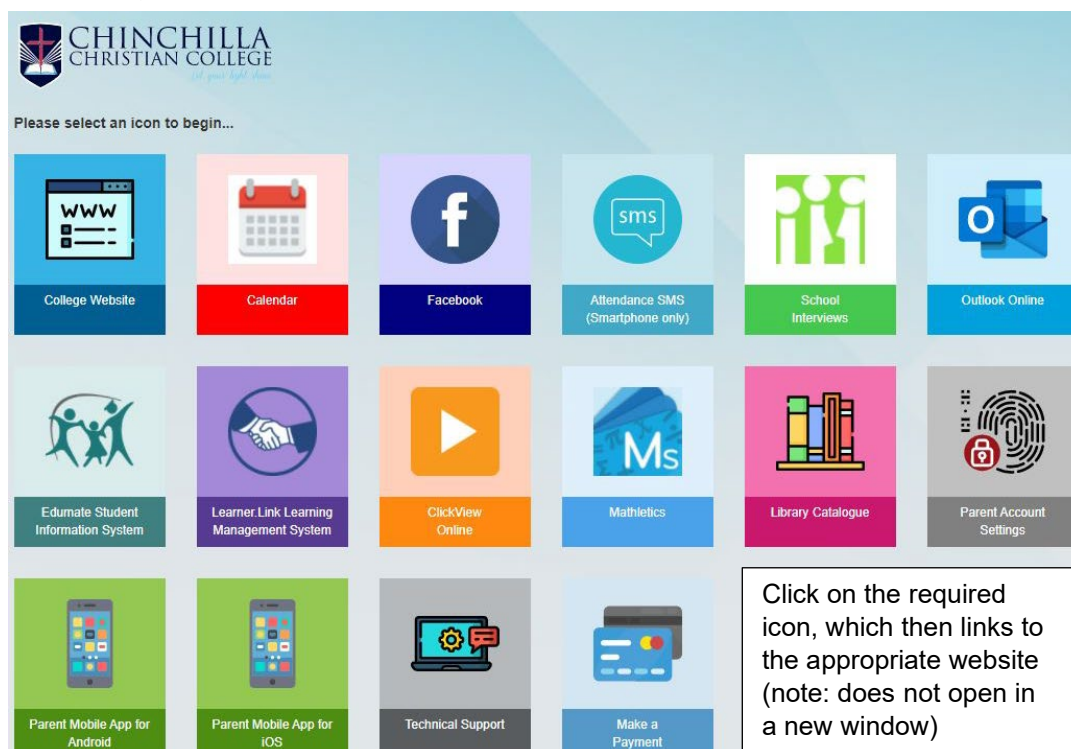
	Urgent and important notifications.		Easy access to the College's newsletter.		A module for future use as additional Edumate functionality is deployed.
	A live timetable including classes, excursions or other changes to routine.		Displays events from the College calendar.		Allows review and approval of unexplained absences **
	A list of all upcoming assessment tasks and due dates.		Allows review and approval of excursions and events.		Provides easy access to common contact points.
	Provides easy access to commonly used web links.		Settings, where you can set up notifications and enable touch id.		

**** Absences in Advance ** – refer to Page 5 for further details**

Web links

CCM has added a Launch Page for Web Links.

- Click on

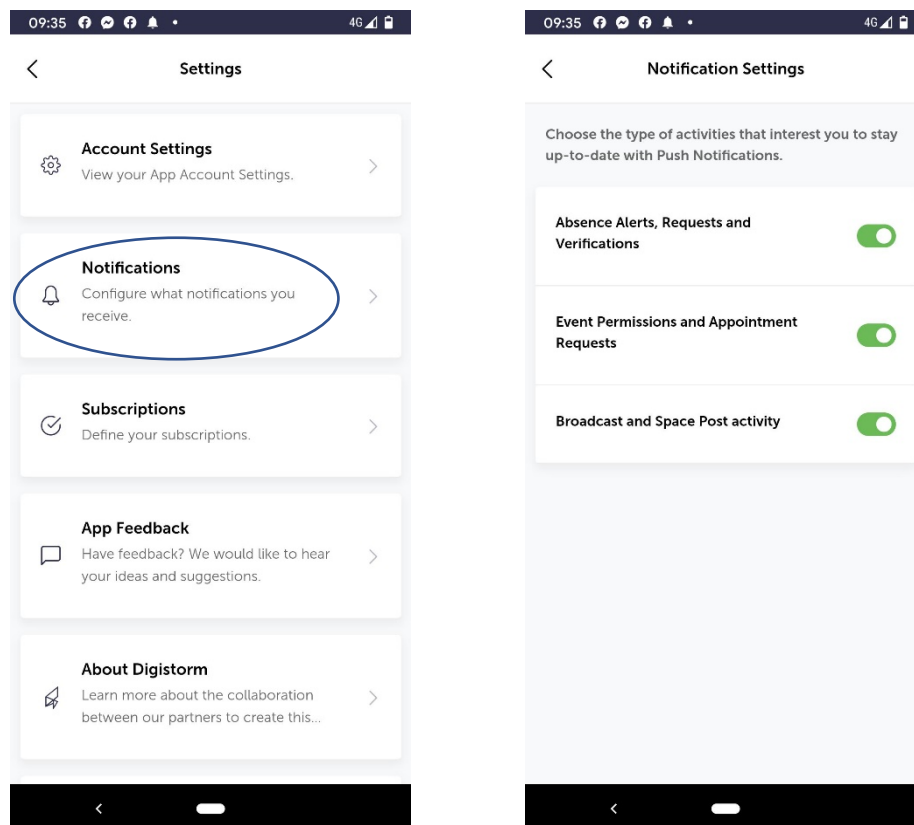


Managing push notifications

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:

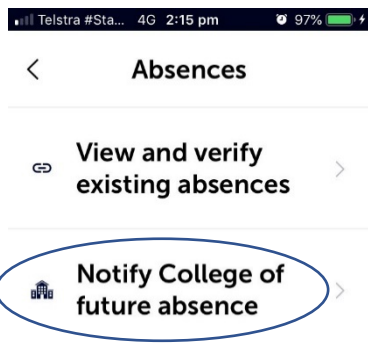
- **Absences** - Absence Alerts, Requests and Verifications
- **To do** - Event Permissions and Appointment Requests
- **Spaces Post** - Broadcast and Space Post activity (the College will endeavour to always filter based on your children's classes, year levels and extra curricular activities, where possible)

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



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

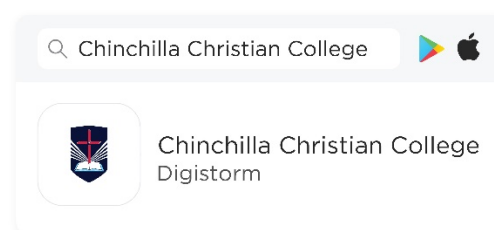
Learn how you can quickly and easily access the new Chinchilla Christian College School app.



STEP 1

SEARCH & DOWNLOAD

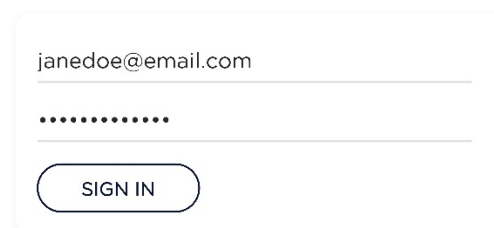
Search for **Chinchilla Christian College** on the Apple App Store or Google Play to download the Chinchilla Christian College School app.



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.



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.

