

# PARENT ONLINE ACCESS

Open your internet browser and type the address <http://www.pacificlutheran.qld.edu.au/> to go the College's official website. On the home page select 'My PLC'. From here, you can access the College library and the *Parent Lounge*, using the following logons:

## PARENT LOUNGE

**Username:** your five-digit family account number.

**Password:** your BPAY reference number.

\*When leaving the Parent Lounge, it is important that you end the session by using the 'logout' option.

## LIBRARY

This will enable you to use the OPAC search.

# PARENT LOUNGE

The Parent Lounge looks like the following:



## ACCESSING STUDENT REPORTS

- Go to: <http://www.pacificlutheran.qld.edu.au/>
- Click on 'My PLC'.
- Click on 'Visit Parent Lounge' button.
- A new window will open where you will be required to enter your username and password.
- Username = XXXXX (your parent code)
- Password = XXXXX (your BPay reference number on your fees bill)
- Click 'Login'.
- This will bring you to the Parent Lounge screen.
- 'Academic Reports' tab is displayed on the second column down the bottom.
- Click on the paper clip to the right of the relevant reporting period and child. The full report card will display.
- Save the report to your computer's hard drive for future reference. This will also mean you do not have to log into the College website each time you require access. Reports are not available online once a student leaves the College.
- When finished, make sure you logout (on the top right of screen).