

COMMUNITY PORTAL GUIDE



Contents

Introduction to the Community Portal

Setting up your password for the Community Portal

How to access the Community Portal and log in

Community Portal – My Details

Community Portal – Medical Details

Community Portal – College Events

Community Portal – Finance

Community Portal – Further Assistance

Introduction to the Community Portal

Setting up your password for the Community Portal

If you are a first time user, you will be required to set your initial password.

To set your initial password, to reset your password or if you have forgotten your password, you can follow the same steps. Open an internet browser (Internet Explorer, Chrome, Safari, etc.) and navigate to the following page:

In the following screen, enter your new password.

Your password must be at least seven characters long. It must not contain your ID number or two consecutive numbers of your ID. This means if your username is '123456' your password cannot contain '12', '23', '34', '45', or '56'.

Your password must contain characters from three of the following four categories:

- 1. UPPERCASE LETTERS
- 2. lowercase letters
- 3. Numbers 0-9
- 4. Special characters ie. !, \$, #

Your password is now successfully set.

You can now login to the De La Salle College Community Portal using the new password.

If you need assistance logging in to the Community Portal, resetting your password or updating details,

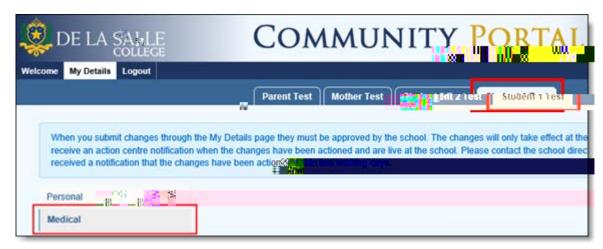
How to access the Community Portal and log in

You can access the Community Portal via shortcut at the bottom of the College website, shown below:
or via the following link:
https://community.delasalle.vic.edu.au

Community Portal - Medical Details

To view and make changes to you son's medical information, open the 'My Details' tab.

Click on your son's name, then click on the 'Medical' tab on the left of the page to view or edit medical details.

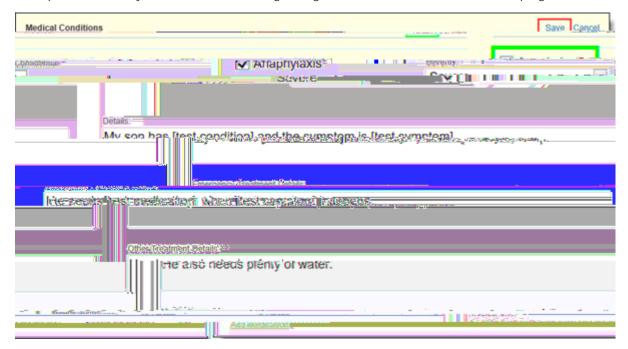


There are four areas of medical details available to review or change – Medical Conditions, Medications, Allergies and Ongoing Medical & General Consents. The items with a green tick icon (as shown in the following example) mean the medical information is recorded in the College's Student Information System.

To edit the details of a section, click on the 'Edit' button in the top right corner.



To add a new medical item first scroll down to the item, check the box and then enter the details in the fields provided. After you have finished making changes, click the 'Save' button in the top right corner



If your son has a condition that is not listed in the available categories, please contact the College Health Centre on (03) 9508 2144.

After clicking 'Save' you can view the pending changes, as shown below:



Before the updated details are visible in the Community Portal, changes will need to be approved by the College. Please allow for up to two consecutive business days for any change requests to be processed.

If changes to medical details are required urgently, please contact the College on (03) 9508 2100.

When College staff approve the requested changes, you will receive a notification in the action centre, shown in the top right of the Community Portal. Clicking the flag icon in the top-right corner of the webpage will take you to the message.





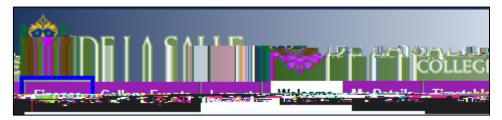
The first page of consent process lists the details of the event.

The next step is to verify your son's immunisations and healthcare details. If you need to update any details, click the 'Edit' link next to the section you want to change. After you have confirmed the details are correct, tick the checkbox at the bottom and click 'Next Step' to proceed.

The final step is giving consent for your son to attend the event. After reviewing the consent statements, tick the checkboxes and click 'Next Step

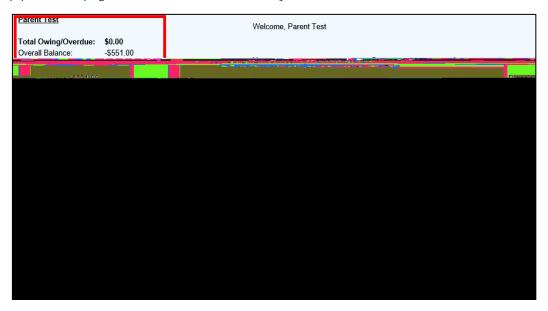
Community Portal - Finance

The 'Finance' tab enables parents to view or print their receipts and statement records for their accounts. After logging in to the Community Portal, click the 'Finance' tab on the top to enter this page.

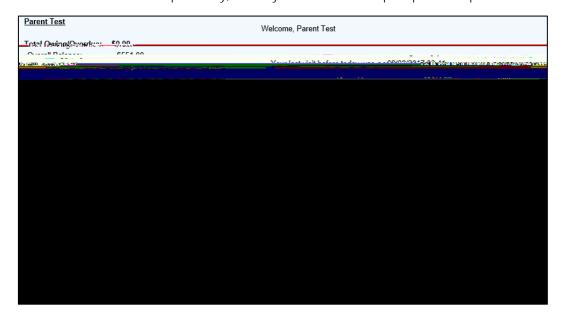


Each section of this page is as follows:

The top part of the page shows the Account Summary of the selected account.



The bottom half shows the Receipt History, where you can save or re-print prior receipts.



he final section shows the Statement History, where you can save or re-print prior statements.	

ransaction History:
By changing the filters in different sections, you can filter the records within a selected month/year eriod.

Community Portal – Further Assistance