ON LINE PARENT SERVICES

A Parent Intranet page has been set up allowing parents to log into the school with the facility at this stage to book Parent Teacher Interviews on-line.
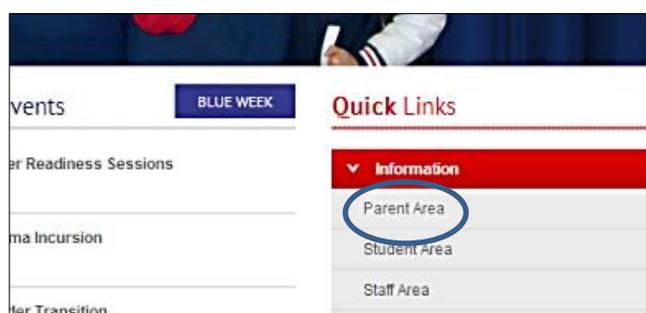
Before you can log onto the Parent Intranet page, you need to have provided the College with your valid email address. Please visit the main Administration office to personally register your email address if you have not already done so. Once your email is registered with the College, you will then need to create a password to allow access.

After setting your password, the **Parent Login** link on the Parent Area screen will then allow you to log onto to the *Parent Intranet* page using your email address as your user name.

CREATING / SETTING YOUR PASSWORD

Go to the School website www.heathdale.vic.edu.au

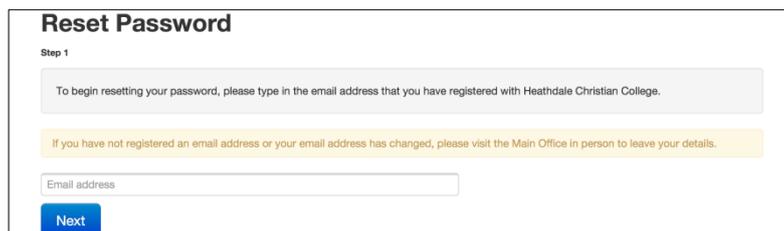Click the quick link **Parent Area**
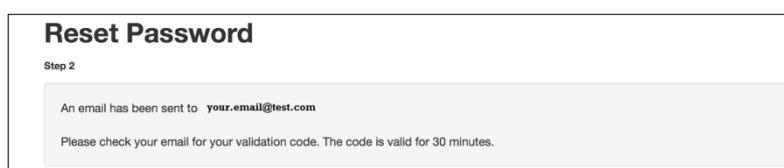

Click the **Parent Password** link.

Follow the instructions (as shown below) to set your desired password.

Step 1: Type your email address into the box where shown. Click Next.
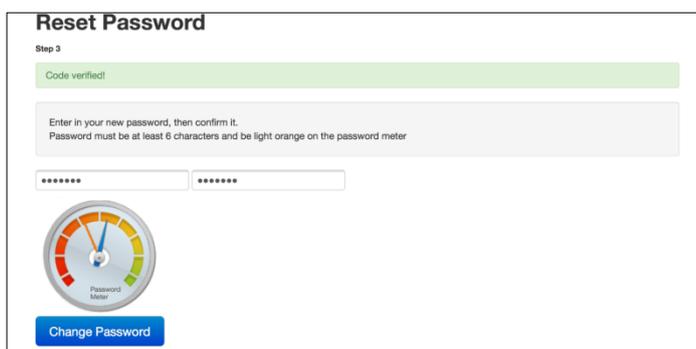

Step 2: You will receive an email containing a link that will give you the facility to reset your password. You have 30 minutes to click on the link in your email before it expires. If you should exceed the 30 minutes in performing this process, you will need to repeat the process by clicking on the **Parent Password** link
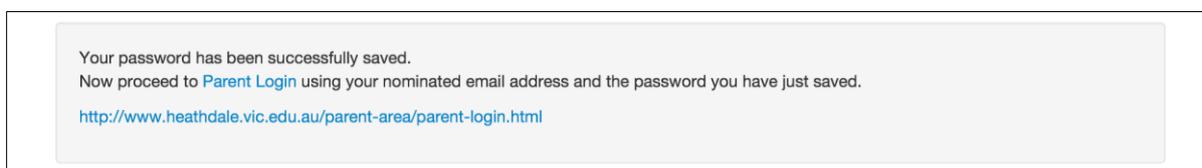
Step 3: Once you click on the link contained in your email, you will be taken back to a screen prompting you to type your desired password and re-type it to confirm.

Hint: to ensure you have a secure password please use a combination of alphabetic and numeric characters.

After clicking the 'Change Password' button, there will be a short delay in which you should receive the following message. Contact the office during normal work hours if your 'Change Password' step does not progress to the following step.

Your password has been successfully saved.
Now proceed to Parent Login using your nominated email address and the password you have just saved.

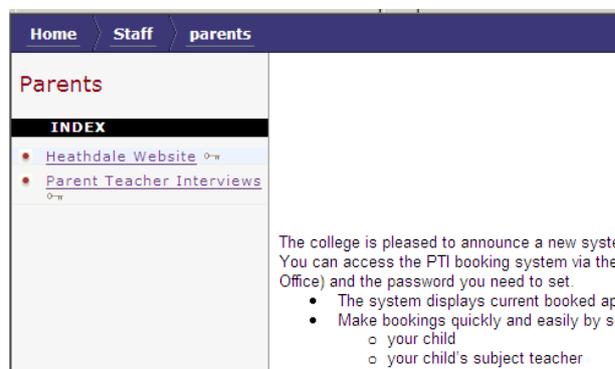http://www.heathdale.vic.edu.au/parent-area/parent-login.html

Click on the link where you will be prompted to enter your email address and password to gain entry to the Parent Intranet homepage.

Note: your **Domain\user name** is your email address which you have registered with the school.

You are now on the **Parent Intranet** page. Click on the link **Parent Teacher Interviews**, allowing you to book interviews with your child's teacher/s for each Parent Teacher Interview phase or, return to the **Heathdale Website** for general information.

Further information which will be communicated via notes/letters, regarding when the Interview booking phase is open, will be given by each school in the lead up to each Parent/Teacher Interview period.