COMMUNICATION SYSTEMS

Welcome

Providing our parent/caregiver(s) with easy access to timely and relevant information across all aspects of the school life is of critical importance here at Temple Christian College.

Our web-based school management system continues to enable the expansion of greater online communication processes to our Temple community.

The digital **Parent Orbit App / Parent Lounge** and **SEQTA Engage platforms** provide parent/caregiver(s) with a full online experience across both practical and educational management systems, as outlined on the next page.

Parent Orbit App / Parent Lounge

Parent Lounge is a simple to navigate website application that provides parent/caregivers online access via a pc/laptop or mobile phone(Parent Orbit) to important school based information in real time. It enables families to update key student details and complete necessary forms quickly and easily at any times.

SEQTA Engage

SEQTA Engage is the overarching Student Learning Management system at Temple Christian College that provides parent/caregiver(s) will the ability to access, review, monitor and stay up to date each student's learning progress during their time at the school.

Information available via SEQTA Engage includes: subject assessments, homework outlines, timetables, key reports and special documentation**.**

Access to Parent Orbit App / Parent Lounge and SEQTA Engage

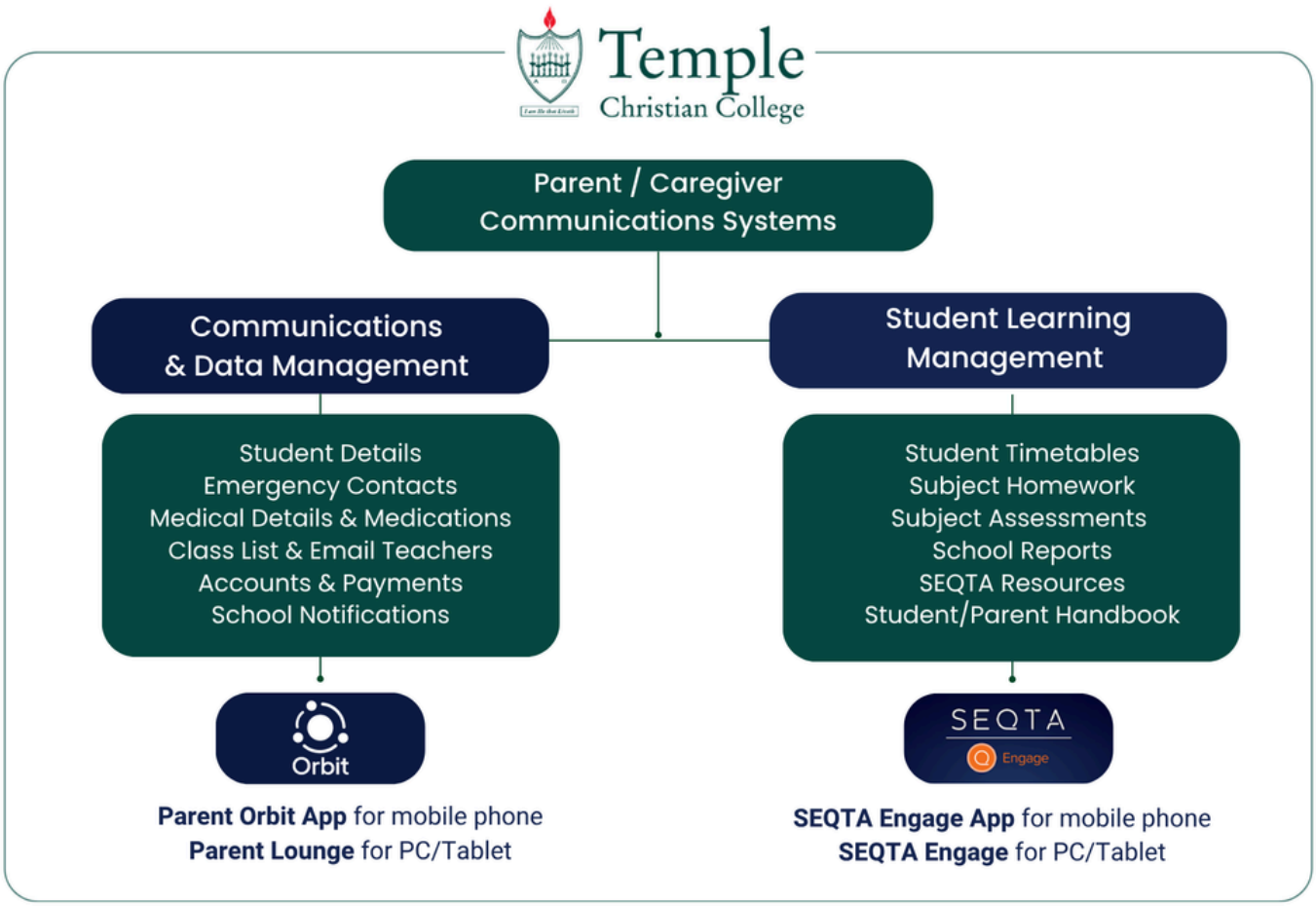
Families with students attending Temple Christian College will be given access to the full functionality across all platforms - Parent Orbit App/Parent Lounge and SEQTA Engage.

Welcome invitations to join these platforms will be issued to the primary parent/caregiver(s) during the enrolment and orientation process.

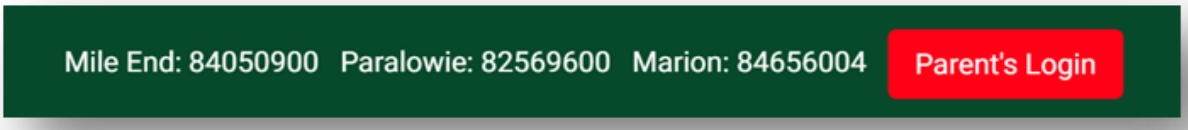
We encourage all parent/caregiver(s) to log in to these accounts as soon as the welcome email is received.

Once each account has been created, quick access to the online accounts can be accessed via the Campus website as per the Parent's Login button located via the top header of the campus website or via the links featured within the campus website footer as shown on the next page.

COMMUNICATION SYSTEMS



Quick Links to online platforms via the Parent's Login button on the Temple Christian College website



FOR MOBILE PHONE

Parent Orbit App

SEQTA Engage App

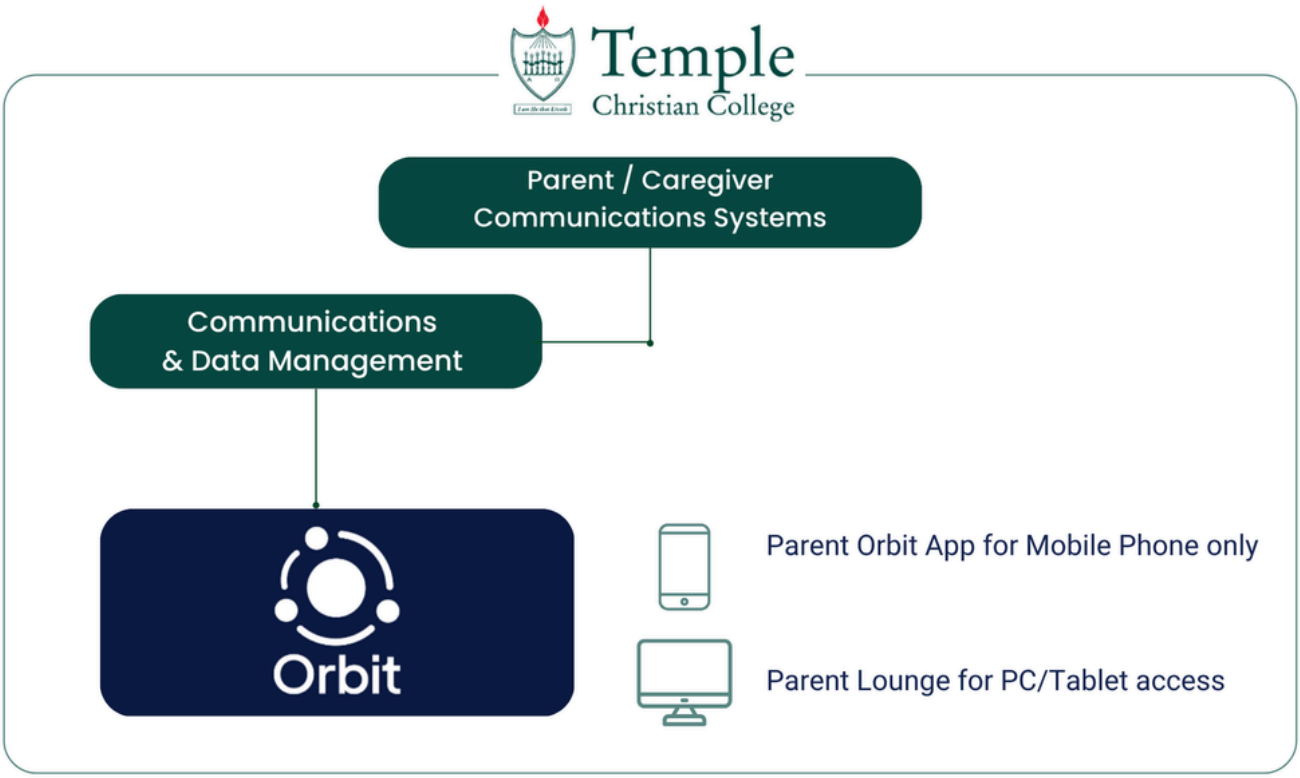
FOR PC OR LAPTOP

Parent Lounge

SEQTA Engage

PARENT ORBIT APP/LOUNGE

Getting Started - How to Log In and Key Details



Parent Orbit - Mobile App for Parent Lounge

- Parent Orbit is the Parent Lounge mobile app for parent/caregiver(s).
- The Parent Orbit App is the key platform for communication to parent/caregiver(s) from the school.
- All parent/caregiver(s) who receive a welcome invitation to Parent Lounge with a unique parent code (Username) will need to Log in to the Parent Orbit App as soon as possible.
- It is important that all parent/caregivers allow Notifications to be received.
- Information regarding additional functionality will be made available as new features are launched.

Parent Lounge

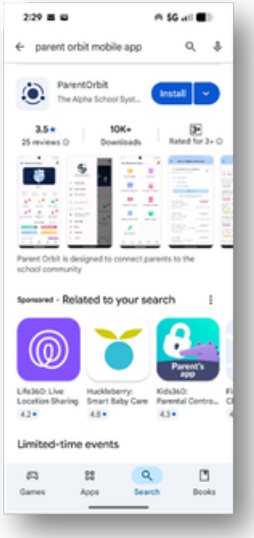
- Parent Lounge is the PC/Laptop platform that enables the Parent Orbit App to function.
- Parent/caregiver(s) will receive a welcome invitation to Log in to the Lounge that contains the unique parent code (username). This is the same parent code used to login into PArent Orbit.
- While it is not essential that all parent/caregivers activate the login in for the Lounge, it provides an effective back up for families who prefer to also have PC/Laptop access/view to the information provided.
- Important to note that Notifications sent through the Parent Orbit App will not be visible via the Parent Lounge.

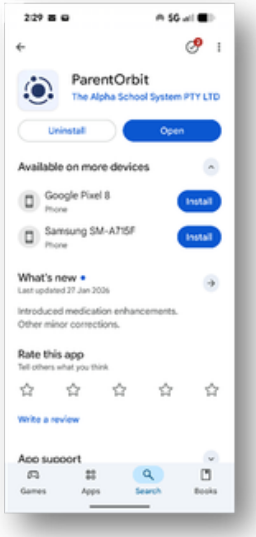
PARENT ORBIT APP

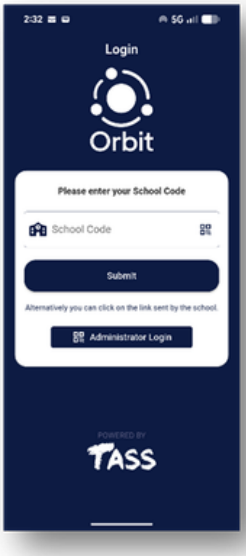
ACCESS THE PARENT ORBIT APP

1

Download Parent Orbit App from your App Store or Play Store and open the App





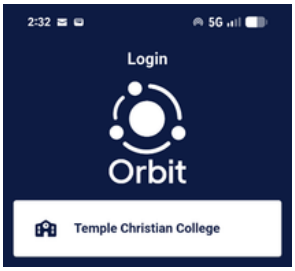


2

Select the symbol in the red square below
Allow camera access
Scan QR Code

3

Select **Temple Christian College**



PARENT ORBIT APP

LOG IN TO THE PARENT ORBIT APP

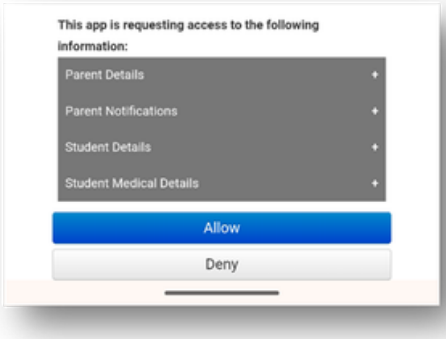
4

Enter your **Parent Lounge Credentials**

Username: Parent Code
If you do not remember your Parent Lounge password – please click "Forgot Password?" and follow the prompts.

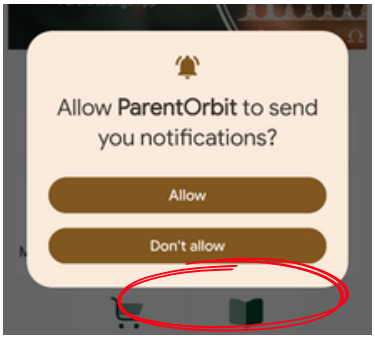
5

The App will request access to the information Temple has on file:



6

Please allow notifications so that you can receive important information



PARENT ORBIT APP

HOW TO NAVIGATE THE PARENT ORBIT APP

School Branding
Parent/caregiver(s) with access to the Parent Orbit App will see the Temple Christian College branding throughout the app, creating a seamless experience whether you're on a desktop using Parent Lounge or on a mobile device through Parent Orbit.

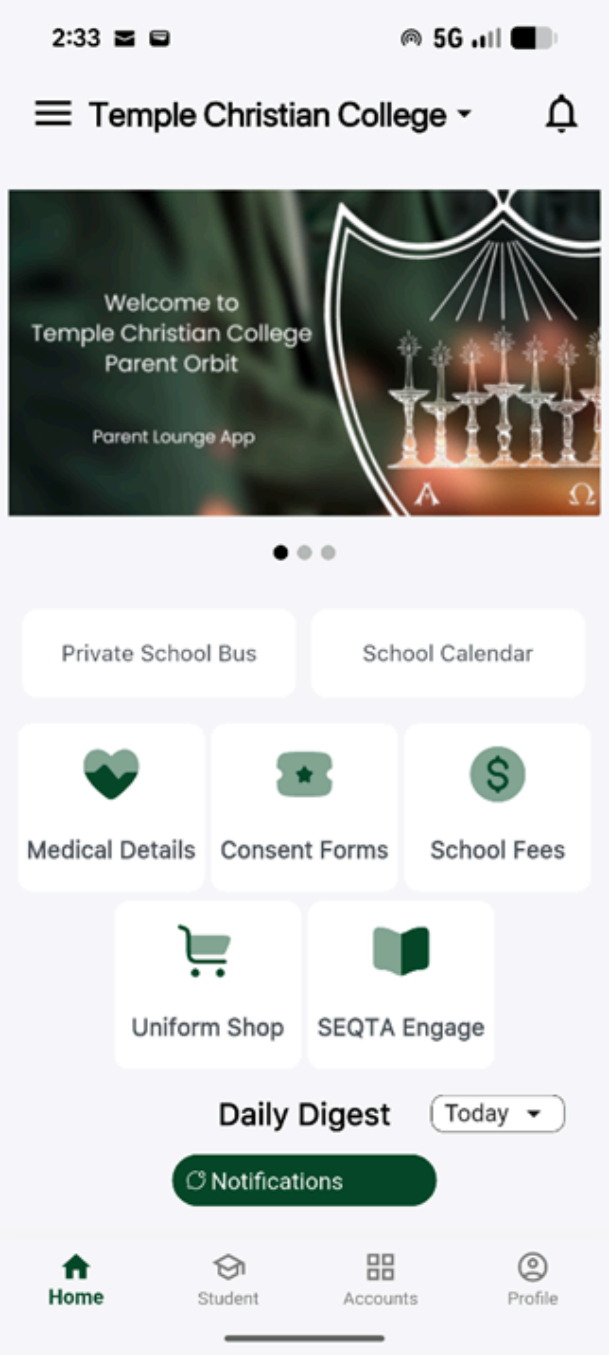
Homepage
The homepage will contain key information to keep you up to date on your student's school day including:

Notifications - The Parent Orbit App homepage will enable you to receive, view and acknowledge specific notifications that relate to your child/ren at Temple Christian College.

Student Details
Parent/caregiver(s) will be able to view their student's information including General information, Medical details, Medications and Emergency contacts.

Accounts
Parent/caregiver(s) will have the ability to access and make payments for School Fees and Events & Payments via links to Parent Lounge.

Parent Profile
Parent/caregiver(s) will be able to view their personal details, address information and login history, as well as submit updates to the address blocks. This will allow you to make sure that the school always has the most up to date and accurate information for contacting you.



PARENT ORBIT APP

PARENT ORBIT APP HOMEPAGE

1 **Side menu options:**
School Links, Campus Contact Details, Settings

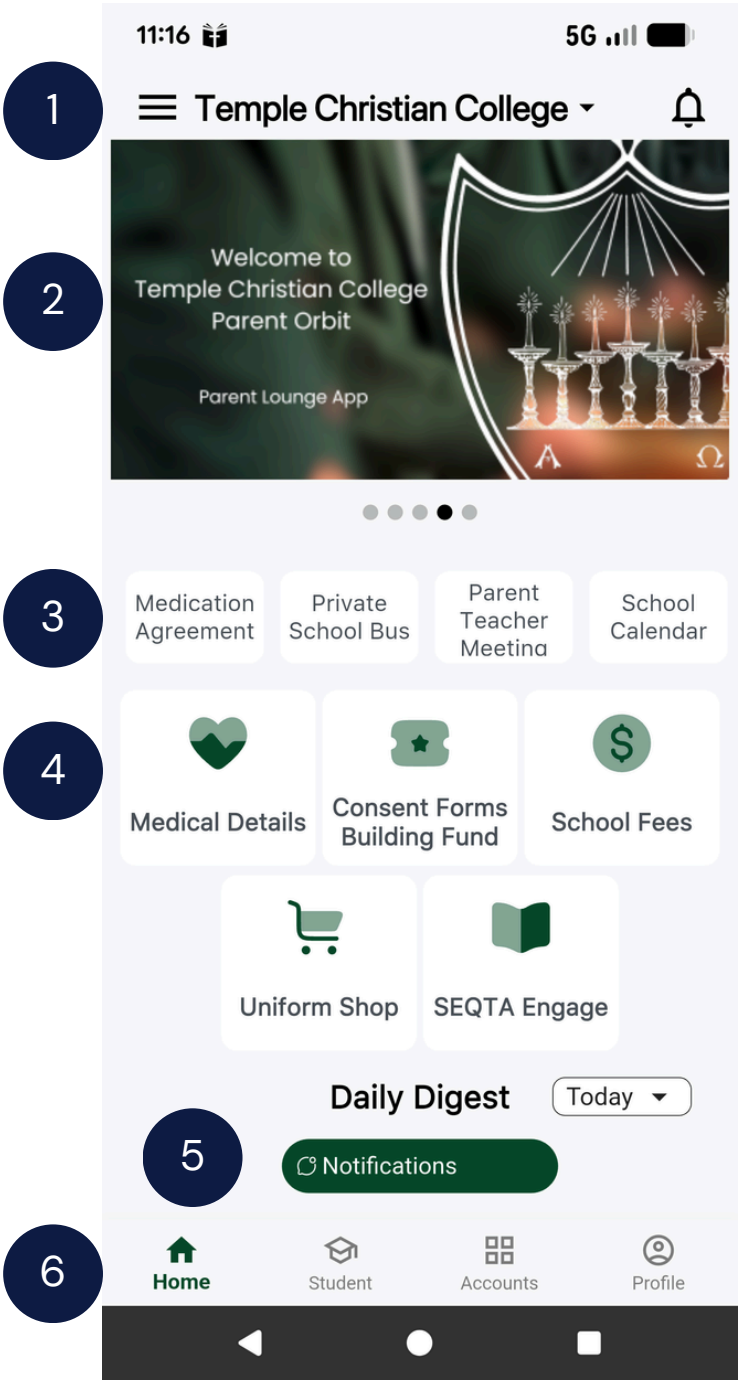
2 **Scrolling banners:**
Featuring links to
- Uniform Shop
- SEQTA Engage

3 **Campus specific quick links:**
- School Calendar
- Private Bus (Mile End only)

4 **All schools links to frequently used data/information and other external websites:**
- Student Medical Details
- Student Consent Forms & Building Fund
- School Fees
- Uniform Shop Link
- SEQTA Engage PC/Laptop Link

5 **Notifications summary**

6 **Footer Menu:**
- Home
- Student Details
- Account Details
- Profile



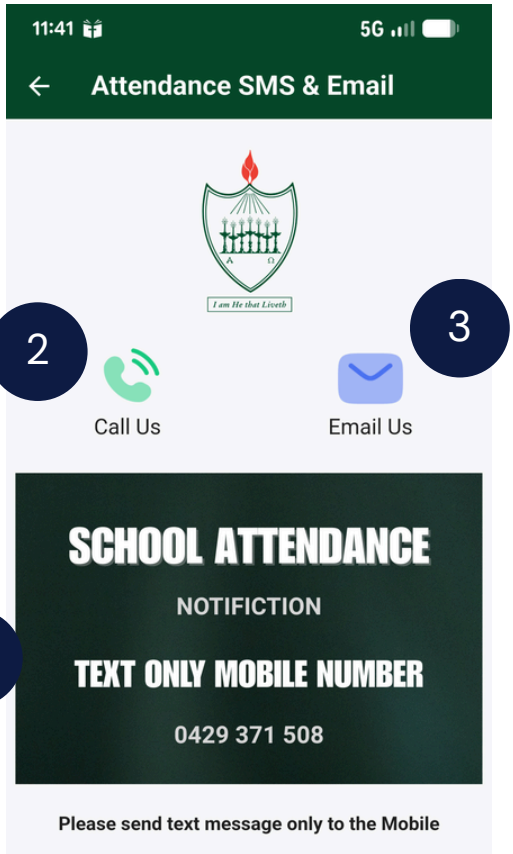
PARENT ORBIT APP

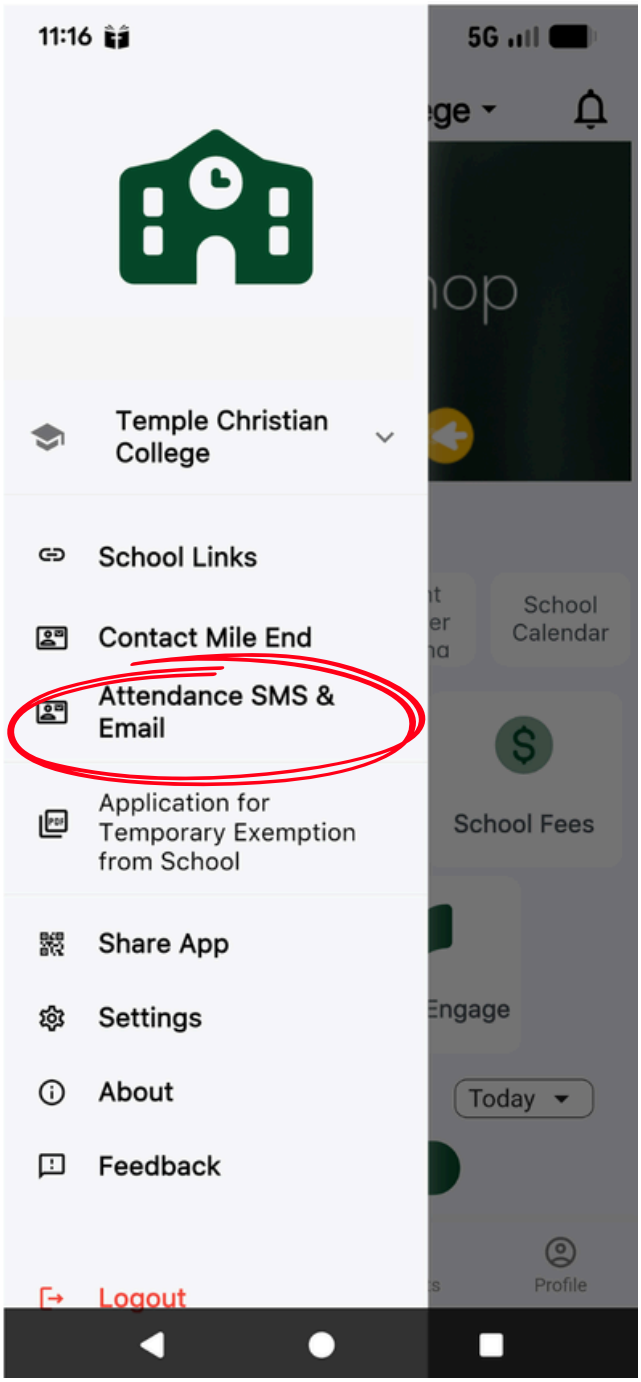
PARENT ORBIT SIDE MENU – KEY FEATURES

ATTENDANCE SMS & EMAIL

This feature provides quick and easy access to notification options to let the school know that you child will be absent from school on any given day:

- **Option 1:** Send an SMS Text Message to the mobile number.
- **Option 2:** Call the school and leave a message with the SSO.
- **Option 3:** Send an email with key information regarding your student (name, year level and reason for absence from school.





Communications & Data Management System - PC / Tablet

PARENT LOUNGE

ACCESS THE PARENT LOUNGE

Getting started

- Parent/caregiver(s) will receive an email that contains a unique Parent Code.
- The Parent Lounge login is attached to the family code created at enrolment. Generally each family unit will have access to one account login via the Parent Code.
- Where multi-parenting arrangements exist, and a student has multiple parent codes associated; each individual code will have access to a personal login to the Parent Lounge identifying specific data collected via the Application for Enrolment Form.

Please note, Access to Parent Lounge will be activated once, at the time that the first child is enroled at Temple Christian College. All additional students enrolled at the school will be added to your ongoing established account at the appropriate time.

To Login via a PC/Laptop

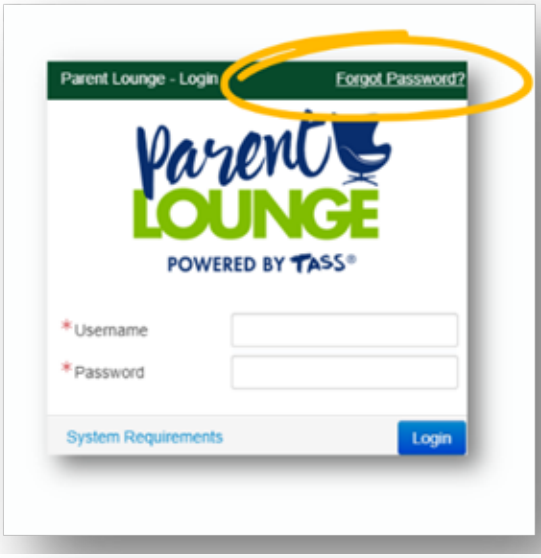
Click on the link below to access the Login access via a PC/Laptop

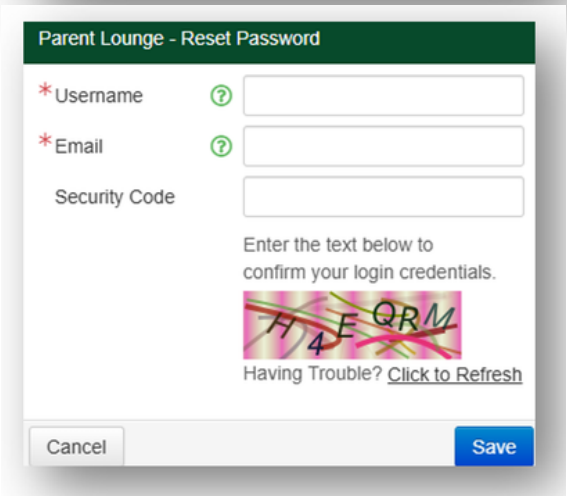
https://portal.tcc.sa.edu.au/parentlounge

To activate your account, you will need to enter your Username (Parent Code) and then click on the 'Forgot Password' link at the top right-hand corner and follow the prompts:

- Enter your Parent Code again
- Enter your email address (as per the enrolment form)
- Enter the security code as shown on your screen
- Click on SAVE

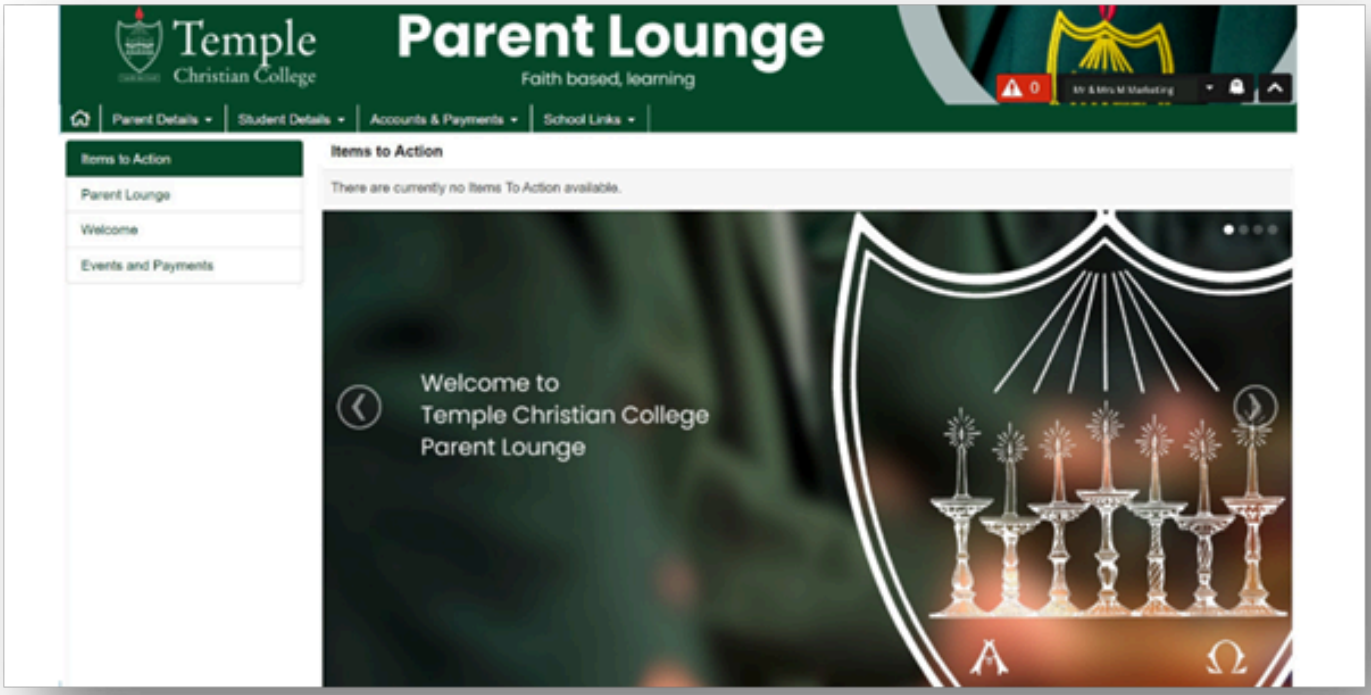
Having completed the Login process you will be taken to Parent Lounge Home/Welcome page.





PARENT LOUNGE

PARENT LOUNGE HOME PAGE



Working with Parent Lounge

Access to the Parent Lounge will provide parent/caregivers with the opportunity to:

- Update a child's personal details
- Add new medical conditions
- Add Emergency contacts - at least 2 people who are NOT the parents or caregiver(s)
- Update special needs documentation
- Update family details
- Provide new address, emails & phone numbers
- Sign consent forms
- Make payments for special events
- View school fee statements
- Update school fee payment plans
- Update your payment method details (e.g. credit card details).

PARENT LOUNGE

PARENT LOUNGE - KEY FEATURES

Parent Lounge Functionality

The Parent Lounge is a simple website application that is categorised into several menu items providing a host of functionality.

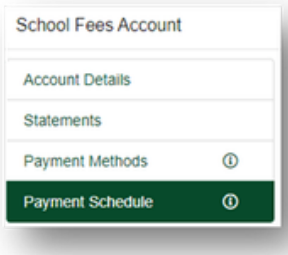
The **School Link menu** option for example, provides the vehicle for parent/caregiver(s) to get quick and easy access to important information such as:

- Forms
- School Policies
- Campus Calendar of Events
- Online Uniform Shop
- SEQTA Engage.

Events & Payments and Accounts & Payments

Parent Lounge offers parent/caregiver(s) access to an online direct debit platform that enables a host of functions including:

- Creating and updating school fee payment methods
- Creating and updating personal school fee payment plans
- Making payments for special events
- Making ad hoc payments or lump sum payments.
- Responding to consent forms.

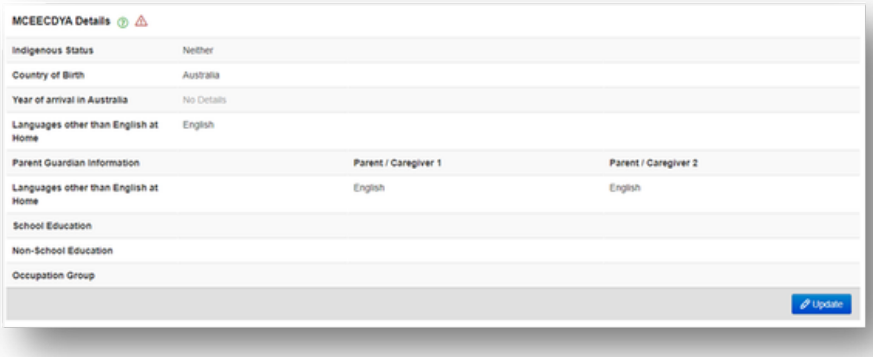


Through the Parent Lounge, parent/caregiver(s) can access statements and make payments at any time that is convenient from the comfort of their phone, laptop or computer.

Updating Key Information

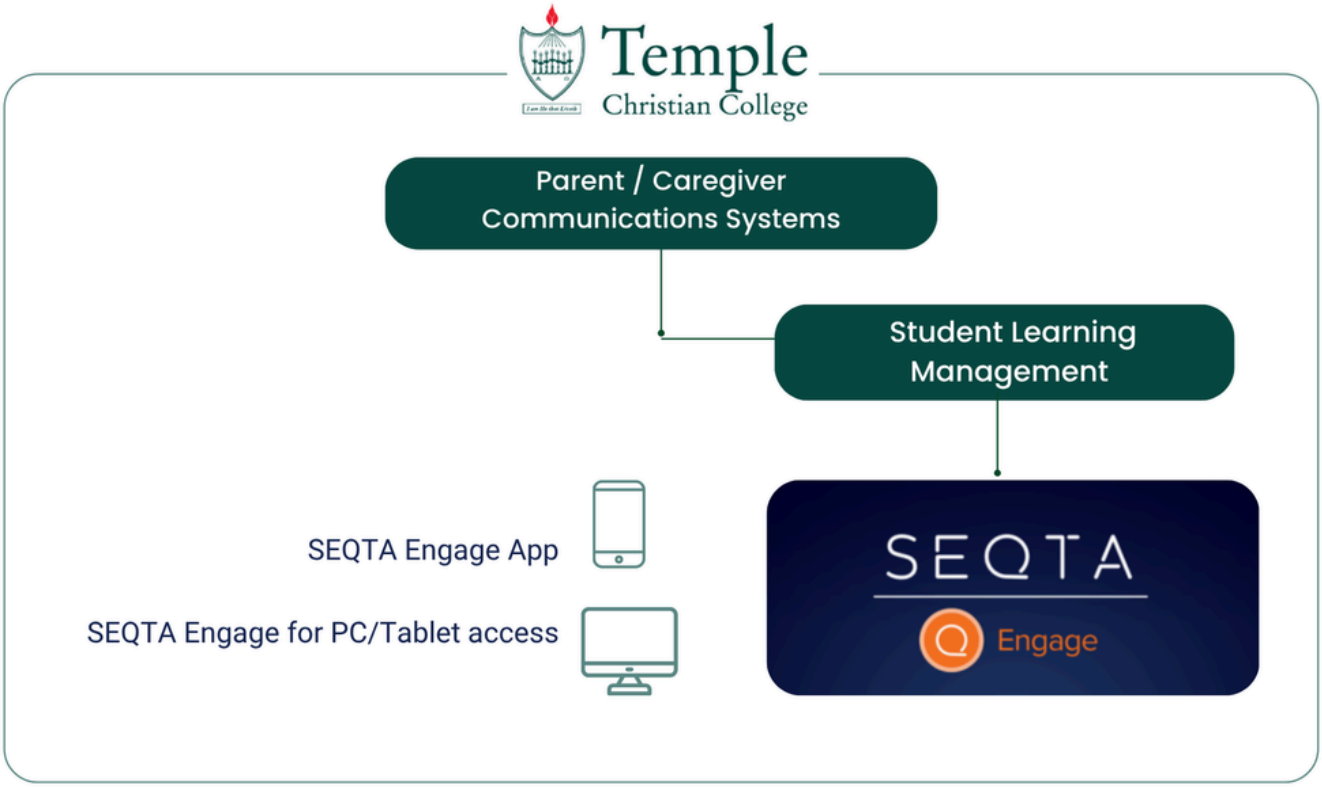
From time to time the school will require access to some key information for government purposes and will request that updates be provided within the Parent Lounge.

One example of this is the MCEECDYA Details located within the Student General Details section.



SEQTA ENGAGE

Getting Started - How to Log In and Key Details



SEQTA Engage

- SEQTA Engage is the Student Learning Management System used at Temple Christian College.
- It is the key platform for recording and reporting personal information regarding a student's learning journey.
- It is important that at least one parent/caregiver have access to the SEQTA Engage account either via the mobile App or via the PC/Laptop view.
- Parent/caregiver(s) will receive a welcome invitation to SEQTA Engage immediately following the start of school being:
  - Start of a new school year - Week 1, Term 1
  - During the school year - During the first week of school
- The welcome email can be used to gain access to the SEQTA Engage App or PC/Laptop view or both.
- It is important that all parent/caregivers activate the welcome email within 7 days or contact the school for a new invitation.
- SEQTA Engage operates independently to the Parent Orbit/Lounge platform. It is important that families with students at Temple Christian College have access and a login to both Parent Orbit/Lounge and SEQTA Engage.

SEQTA ENGAGE

SEQTA Engage - Student Learning Management

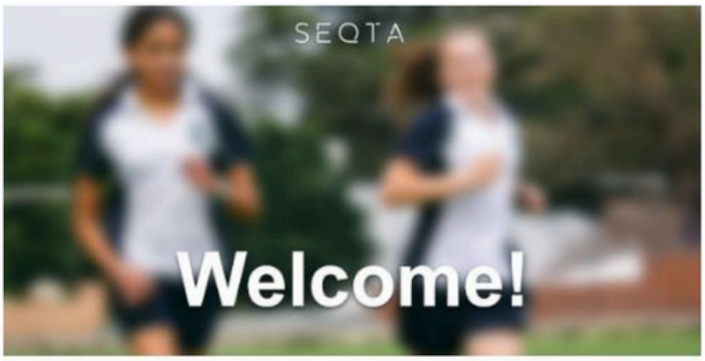
SEQTA Engage is the overarching Student Learning Management system at Temple Christian College that provides parent/caregiver(s) will the ability to access, review, monitor and stay up to date each student's learning progress during their time at the school.

Information available via SEQTA Engage includes: subject assessments, homework outlines, timetables, key reports and special documentation.

ACCESS SEQTA ENGAGE

Welcome Email

Access to the SEQTA Engage parent portal is via a family account. Once a new student has commenced study at Temple Christian College, a welcome email will be issued to the listed parent/caregivers as per the email address nominated within the Enrolment package.



Welcome to SEQTA Engage.

Parent/Caregiver, Temple Christian College has created a SEQTA Engage Account for you

Set up your account now.

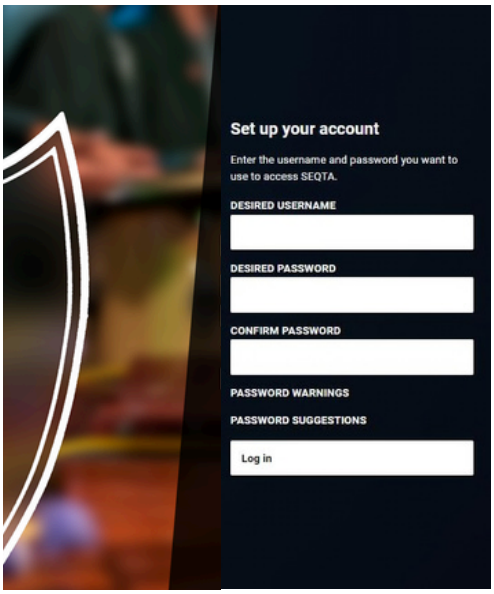
Activate within 7 days

Once the welcome email is received, families have 7 days in which to activate the invitation via the web-browser interface by clicking on the blue highlighted content - **Set up your account now.**

This will open up a new screen that ask you to set up your own unique username and password.

Once you have activated an account you can use the link below to access your account at any time.

SEQTA Engage Login



If the activation window is missed, the parent/caregiver(s) will need to contact the school's administration office to activate a new welcome email.

Contact Details:
Mile End Campus : 8405 0900
Paralowie Campus - 8256 9600

SEQTA ENGAGE

DONWLOAD THE SEQTA ENGAGE APP

To activate the SEQTA Engage App, each parent/caregiver must first set up their account as per the previous instructions.

1

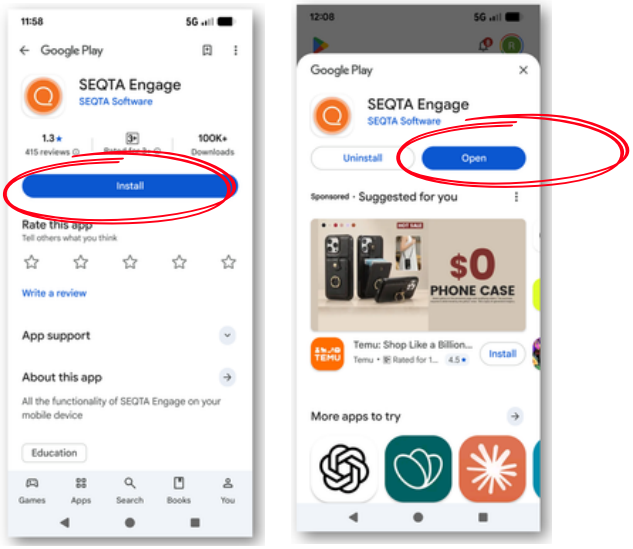
Locate and the SEQTA Engage mobile app from the appropriate store on your device
and download and install the app by following the instructions.

Google Play

Click Install, then click Open

App Store

Click Get, then Install.
Click Open.
If prompted, authenticate using the setup you have configured for your phone,
eg: type access code or use thumbprint/face ID.
Click Open.

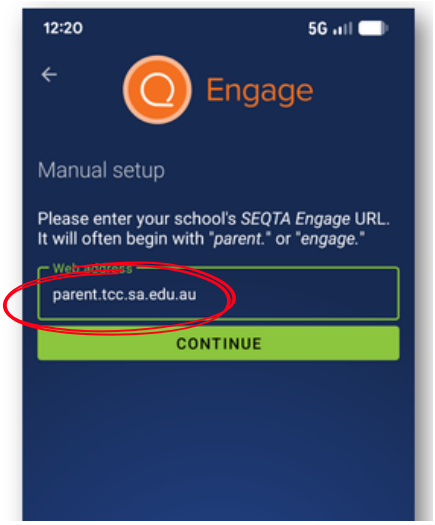


2

Click Next until the Manual Setup option displays (if it doesn't appear automatically).

Enter the school's website:
https://parent.tcc.sa.edu.au/
Click Continue

The app will search for the school website.

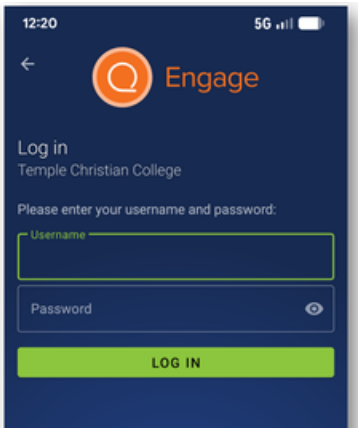


SEQTA ENGAGE

DONWLOAD THE SEQTA ENGAGE APP

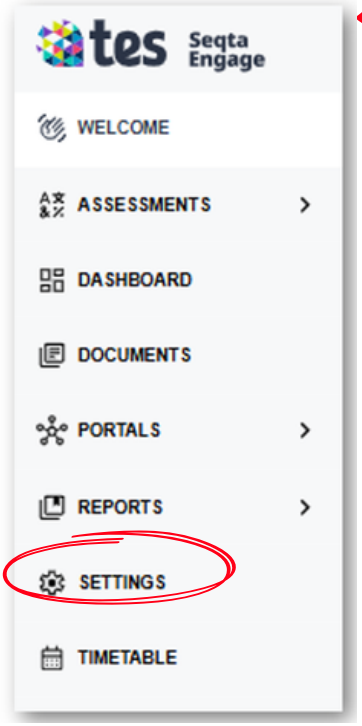
3 To access the SEQTA Engage App each parent/caregiver will need to enter their unique username and password that will be used to create this account.

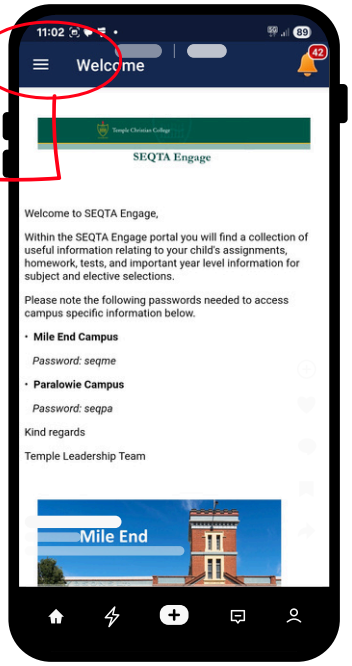
Click Log in once to continue.



4 Once you have logged in you will see the Welcome page that will enable you to access the following:

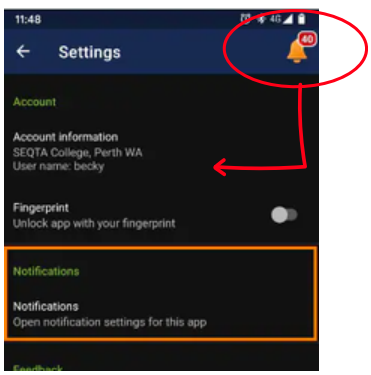
Key Menu (Left)
Clicking on the three lines at the top left hand side will open up the full SEQTA Engage Menu which provides access to an extensive library of information for each student attending Temple Christian College.





SEGTA Notifications (Right)
Parent/Caregiver (s) have the option to enable Notification on their mobile device through the Settings Menu Option as below:

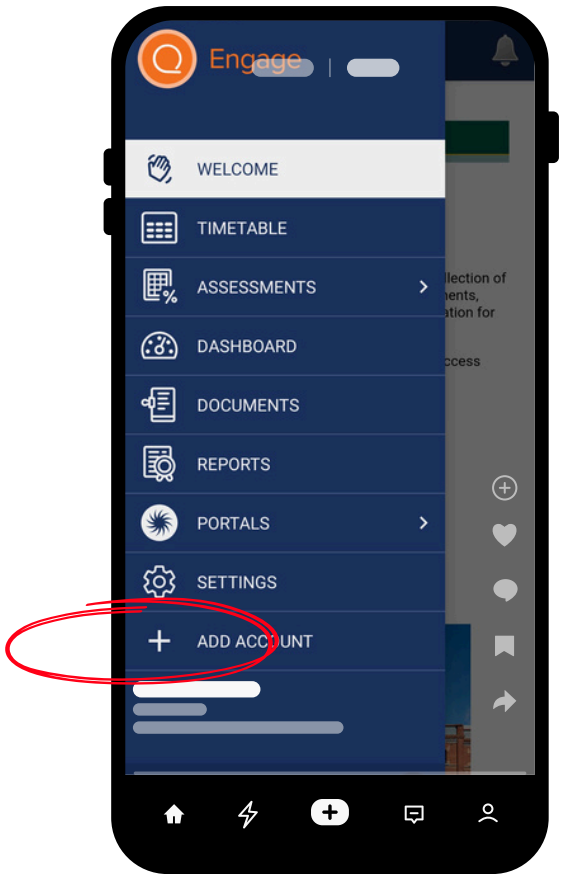
1. Select Settings
2. Select Notifications



If Notifications are enabled, a message will be received each time a push notification is activated.

SEQTA ENGAGE

SEQTA ENGAGE ACROSS SCHOOLS

For families who already have a SEQTA account for for a child at another school other than Temple Christian College, can add an account to the existing login.

1. Select the menu icon
2. Selec the Add Account option
3. Use you information contained within the Temple Christian College Welcome Email to add the additional school.