

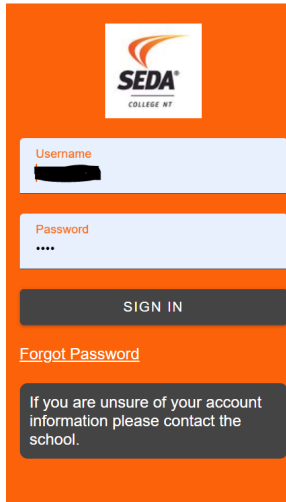
# SEDA College NT Caregiver Portal Manual

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## Logging into SEDA College NT's Caregiver Portal

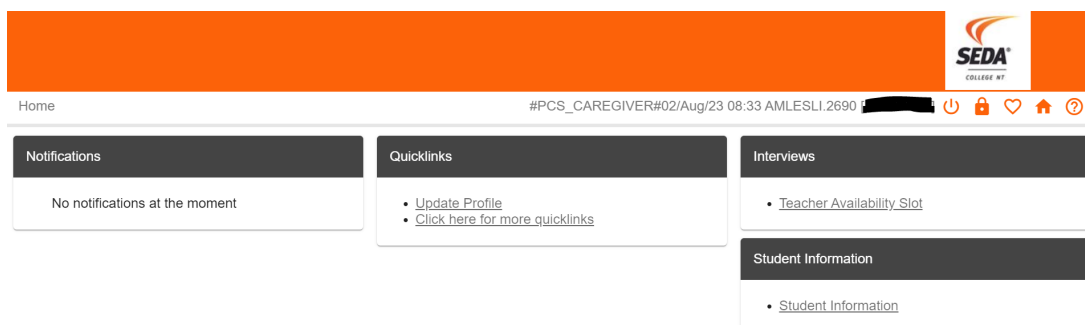
1. Visit: [www.pcs.sedacollege.nt.edu.au](http://www.pcs.sedacollege.nt.edu.au)



The screenshot shows the login interface for the SEDA College NT Caregiver Portal. It features the SEDA logo at the top, followed by input fields for 'Username' and 'Password'. Below these fields is a 'SIGN IN' button and a link for 'Forgot Password'. A message at the bottom states: 'If you are unsure of your account information please contact the school.'

2. Enter your Username and Password as per communication sent by the College. If you cannot find your login information, please email [businessmanager@seda.nt.edu.au](mailto:businessmanager@seda.nt.edu.au)
3. If you have forgotten your username or password, please click 'Forgot Password'.
4. To change your password, click the lock button on the righthand side of your screen. 

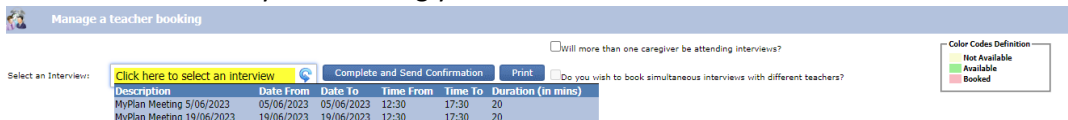
Example of home screen:



The screenshot displays the home screen of the SEDA College NT Caregiver Portal. The header includes the SEDA logo and the text 'COLLEGE NT'. Below the header, the page shows a navigation bar with the text 'Home' and a session ID '#PCS\_CAREGIVER#02/Aug/23 08:33 AMLESLI.2690'. The main content area is divided into three columns: 'Notifications' (showing 'No notifications at the moment'), 'Quicklinks' (with links for 'Update Profile' and 'Click here for more quicklinks'), and 'Interviews' (with a link for 'Teacher Availability Slot'). Below the 'Interviews' section is a 'Student Information' section with a link for 'Student Information'.

## Scheduling a MyPlan Meeting

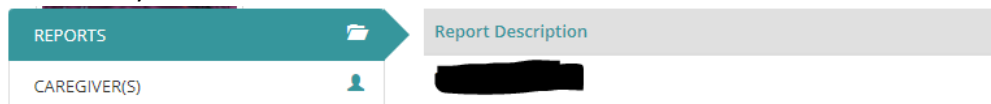
1. Click 'Teacher Availability Slot' under the 'Interviews' section.
2. Click 'Click here to select an interview'.
3. Select the relevant MyPlan meeting you wish to attend.



4. The green time slots are available for meetings with your child's teacher. Click the time slot that best suits you.
5. If an additional Caregiver will be attending the MyPlan meeting, Tick 'Will more than one caregiver be attending the interviews'.
6. Click 'Complete and Send Confirmation' when you have completed the above steps.

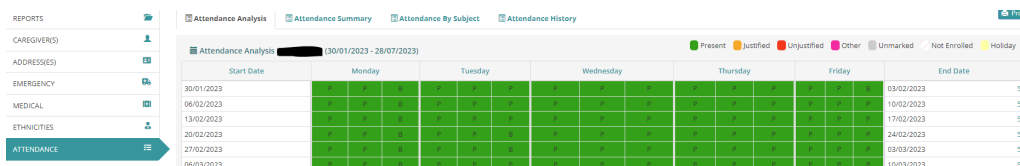
## Accessing your Child's Semester Report

1. Click 'Student Information' then 'Reports'. Here you will be able to click the PDF reports relevant to your child.



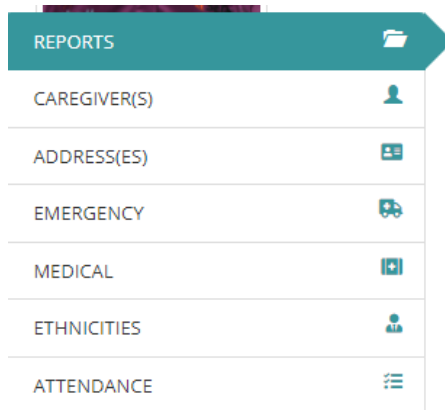
## Accessing your Child's Attendance Records

1. Click 'Student Information' then 'Attendance'. Here you will be able view your child's attendance records.



## Accessing your Child's Personal Information and Caregiver Details

1. Click 'Student Information' then any of the following tabs you wish to access:
  - a. Caregiver details
  - b. Address details
  - c. Emergency contacts
  - d. Medical information
  - e. Ethnicities



2. If any information in the above areas requires updating, please refer to the Update Profile section of this document.

## Profile Update

To update your child's, caregiver and/or emergency contact details, please complete the following steps:

1. Click 'Update Profile' on the home page of your Caregiver Portal.




2. The first page will show Caregiver contact details. You can amend any areas they are highlighted in white boxes. If a box is blank, feel free to add relevant information.

3. Click 'Save Contacts' if information has been added or amended.

Verify and update your details Logged in as K Leslie

Note: 1)The information you submit will be pending, until the school verifies the data. 2) \*marked fields are mandatory.

If NO changes, please click: [Confirm, No Changes](#)

[Contact Details](#) [My Address](#) 

**Contact Details** [Save Contacts](#)

Katie SEDA Leslie

| Salutation (Eg: Mr, Mrs) | * Surname | First Name | Middle Name |
|--------------------------|-----------|------------|-------------|
|                          | Leslie    | Katie SEDA |             |


4. To change an address detail, click 'My Address'. You can amend any areas they are highlighted in white boxes. If a box is blank, feel free to add relevant information.

5. Click 'Save Address' if information has been added or amended.

Verify and update your details Logged in as K Leslie

Note: 1)The information you submit will be pending, until the school verifies the data. 2) \*marked fields are mandatory.

If NO changes, please click: [Confirm, No Changes](#)

[Contact Details](#) [My Address](#) 

**My Address Details** [Save Address](#)

Correspondence Use Correspondence address for accounts

6. To add or amend your child's details, click the child's name, then click 'Student Details'. You can amend any areas they are highlighted in white boxes. If a box is blank, feel free to add relevant information.

7. Click 'Save Student Details' if information has been added or amended.

Note: 1)The information you submit will be pending, until the school verifies the data. 2) \*marked fields are mandatory.


If NO changes, please click: [Confirm, No Changes](#)

[Contact Details](#) [My Address](#) 


**STUDENT DETAILS** [Save Student Details](#)

[Student General](#)

8. To add or amend your child's medical conditions, click the child's name, then click 'Medical Conditions'. Tick or un-tick applicable medical conditions. Please ensure that you add comments for any conditions that are ticked. A comment is normally a short explanation about the medical condition.

[Contact Details](#) [My Address](#) 

**STUDENT DETAILS** >

MEDICAL CONDITIONS 

EMERGENCY CONTACTS >

COMMUNICATION OPTIONS >

9. Click 'Save Medical Conditions' if information has been added or amended.

10. To add or amend your child's emergency contact/s, click the child's name, then click 'Emergency Contacts'. You can amend any areas they are highlighted in white boxes. If a box is blank, feel free to add relevant information. To add a new contact, click 'Add New', then populate relevant areas.
11. Click 'Save Emergency Contacts' if information has been added or amended.
12. To amend caregiver communications, click the child's name, then click 'Communication Option'. You can amend any areas they are highlighted in white boxes. If a box is blank, feel free to add relevant information.
13. Click 'Save Communication Options' if information has been added or amended.