



**MUSIC
INDUSTRY
COLLEGE**

**MIC TASS
PARENT PORTAL
INSTRUCTIONS**

MIC TASS PARENT PORTAL INSTRUCTIONS

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MIC TASS Parent Portal Instructions

Example Family Login

Parent Lounge website: <https://musicindustry.qld.tass.cloud/parentlounge>

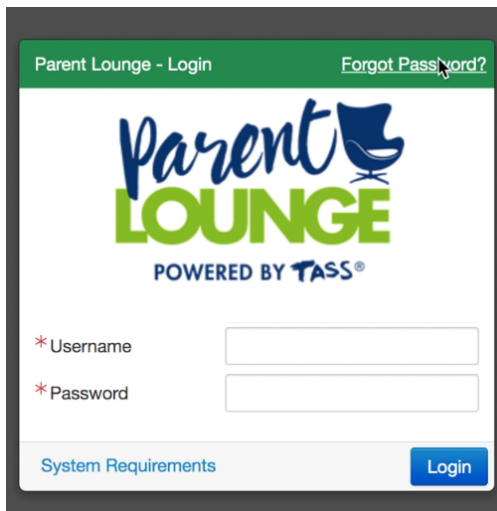
Username: 20285

Name: Wilma Flintstone

Name: Fred Flintstone

How to Login

1. Click on the Parent Lounge website link above.
2. Click on Forgotten Password to create your own unique password.

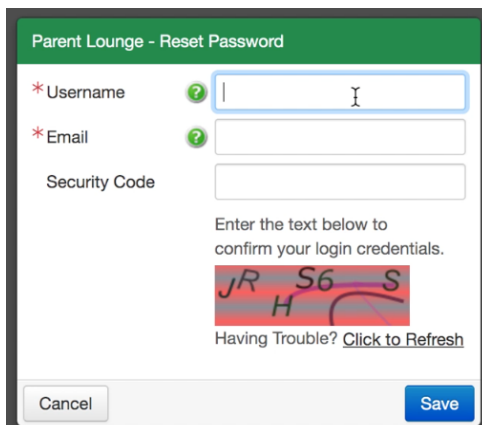


3. Enter the following details

Username: (unique 5 digit number listed in email)

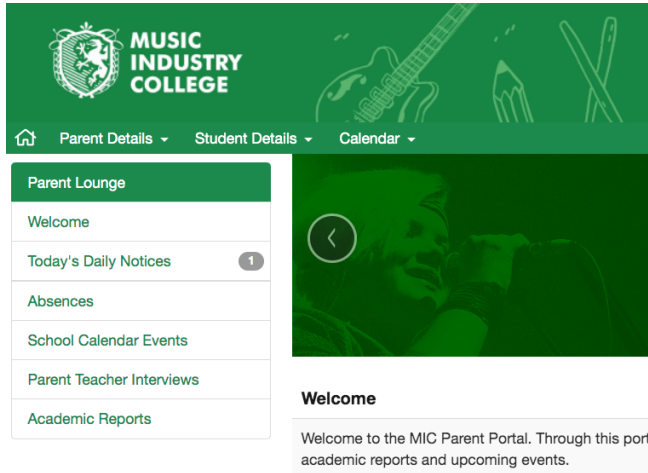
Email address: (this could be either email listed in email)

Security code



4. A Reset Password link will be emailed to the address provided
5. Click on the link in the email and enter your new chosen password
**Please note this password is not held by MIC and can be reset by yourself if forgotten by following steps 1 - 4.
6. Once your password has been reset you can now log in using your username (listed above) and chosen password.

Portal Overview



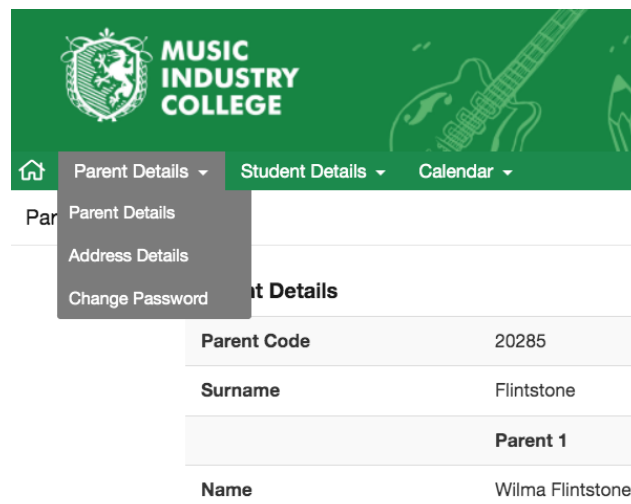
Home Screen: Summary

This is the screen that will automatically open when opening the link for the parent lounge. A lot of information can be seen from this home screen, including; daily notices, absences, school calendar events, parent teacher interviews and academic reports. Each of these categories will be explained in further detail below.

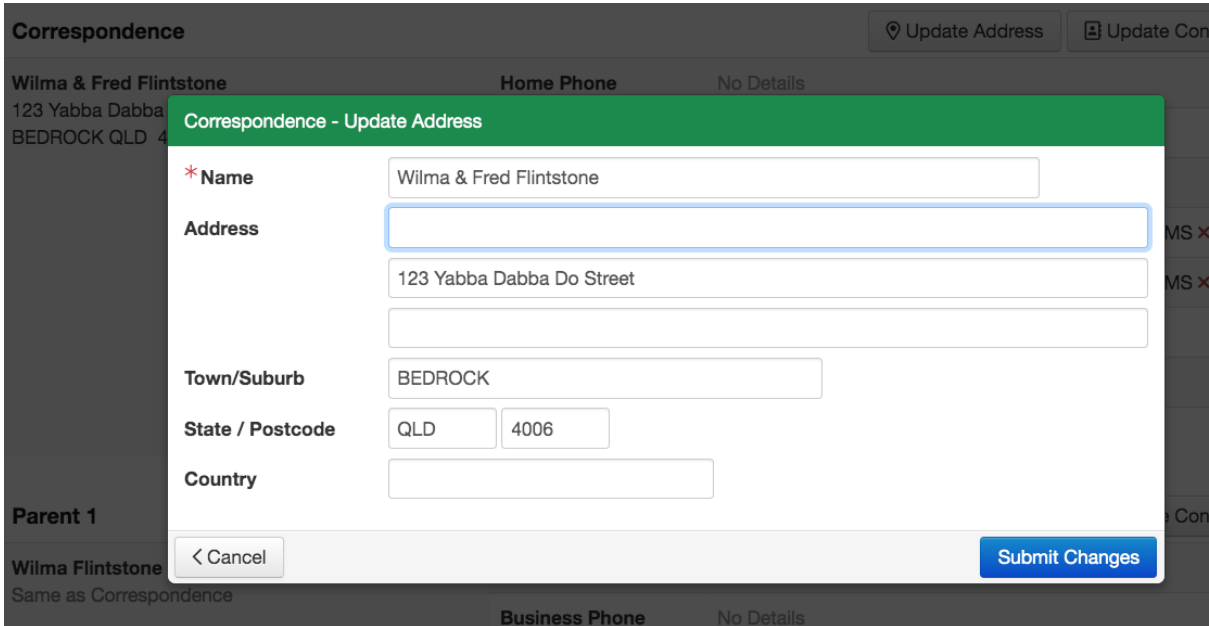
Top Banner: Parent Details

This is where you can see all the contact details we have for you on file. This is as per your enrolment contract/ notified changes. Within this section you can update your contact/address/employment details and change your password. To do so follow the instructions below:

1. Click on Parent Details
2. Choose from the drop down list one of the following options:
 - a. Parent Details - Change occupation
 - b. Address Details - Mobile, emails, residential & alternative emergency contacts
 - c. Change Password - (This can only be done if you recall your current password, otherwise must be completed from initial login screen)



3. Click Update - on the relevant section and enter news details
4. Click Submit Changes - (Please note this will first come to the MIC Admin team for approval) - Changes will viewable in parent portal once accepted



Correspondence - Update Address

* Name: Wilma & Fred Flintstone

Address: 123 Yabba Dabba Do Street

Town/Suburb: BEDROCK

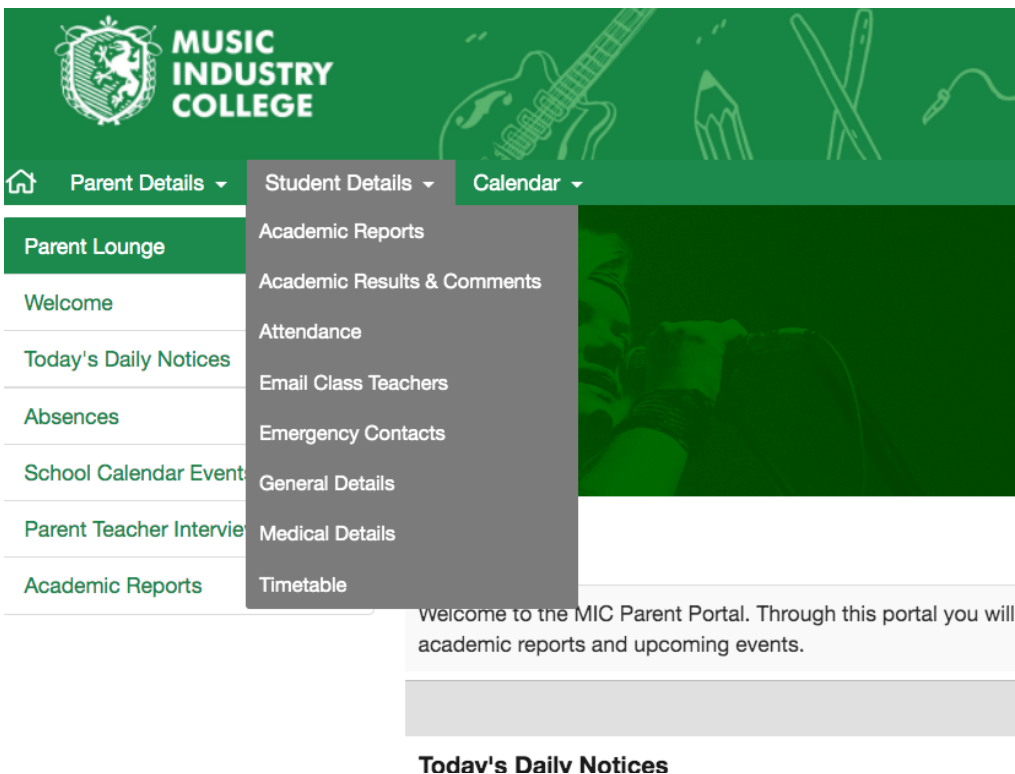
State / Postcode: QLD 4006

Country:

< Cancel Submit Changes

Top Banner: Student Details

This is where you will find details relating to your student. This can include their current timetable, medical details, academic reports and attendance, among others. Follow the instructions for each section.



**MUSIC
INDUSTRY
COLLEGE**

Parent Details ▾ Student Details ▾ Calendar ▾


- Parent Lounge
- Welcome
- Today's Daily Notices
- Absences
- School Calendar Events
- Parent Teacher Interviews
- Academic Reports

- Academic Reports
- Academic Results & Comments
- Attendance
- Email Class Teachers
- Emergency Contacts
- General Details
- Medical Details
- Timetable

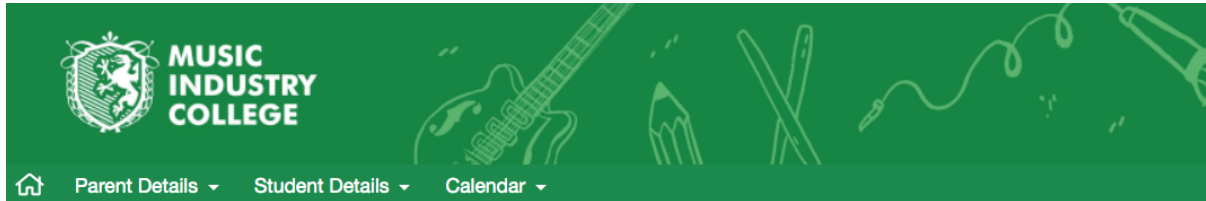
Welcome to the MIC Parent Portal. Through this portal you will academic reports and upcoming events.

Today's Daily Notices

Academic Reports

1. Click on **Academic Reports**. This will show a history of your child's academic report with the latest at the top.
2. Click on the words **School Report** or this  icon to open the report in your browser.

Please note if you have more than one student at MIC you can click on the drop down box with the students name to select the alternate student.

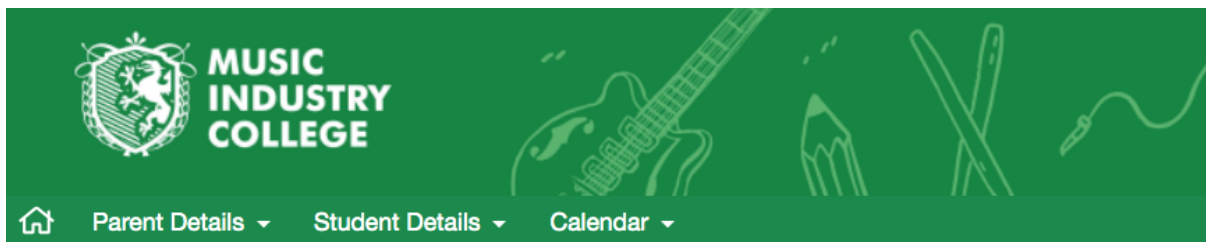


Academic Reports - Pebbles Flintstones

Given Name	Surname	Year / Period	Description
- Pebbles			
Pebbles	Flintstones	Example Report	School Report

Academic Results and Comments

1. Click on the Academic Result and Comments from the drop down menu. This will provide a breakdown of subject marks & comments per result period. This is a great option if you are wanting to view student progression in a particular subject across their time at MIC.
2. Click on the subject to view past marks & comments



Academic Results & Comments - Pebbles Flintstones > Advisory Orange

Subject and Period

Reporting Period	Example Report	Subject	Advisory
Year Group	11	Teacher	Melissa Kirk

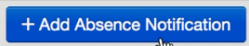
Comments

Example comment[L]Example comment[L]Example comment



Attendance

Student attendance can be added and submitted to the school from either the home screen or the student details, *attendance* drop down option.

To enter an absence entry from the home screen:

1. Click on **Add Absence Notification** 
2. Please first select the relevant student, if you have more than one student enrolled at MIC both of their names will be displayed
3. Following from these please fill in all required details: The date of absence, type of absence, reason for absence, time (if applicable), a comment and any attachment as required.

Student Absence Notification

* Student	<input checked="" type="checkbox"/> Pebbles Flintstones	
* Date From	<input type="text" value="27/04/2021"/> 	* Date To <input type="text" value="27/04/2021"/> 
* Type of Absence	<input type="text" value="Late For School"/> ▼	
* Reason for Absence	<input type="text" value="Transport Issues"/> ▼	
* Arrival Time	<input type="text" value="12:30 pm"/> ▼	
* Comment 59 of 1500	<input style="border: 1px solid #add8e6;" type="text" value="Pebbles will arrive around <u>12.30pm</u> due to transport issues."/>	
Instructions 0 of 1500	<input type="text"/>	
Attach Medical Certificate <input type="checkbox"/> Pebbles Flintstones	<input type="text" value="Drop file here"/> - or - <input type="button" value="+ Choose"/>	

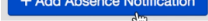
An absence comment is required for all absentees such as late arrivals, early departure and all day absences. If absence is unapproved please specify in comment. A Medical Certificate is also required if the day of absence is on an assessment day.

4. Once all these details have been entered please select "Submit new"
5. This absence notification is then sent to MIC Admin to approve, if there are any questions regarding to the absence the school may contact you
6. From the home page you can also view the absence entry or cancel if necessary
7. You can view the status of the absence on the school details drop down menu, prior to the absence being approved by MIC it will be listed as **Absence Notification Pending**.

To enter an absence entry from the School Details/Attendance drop down option

1. Click on **Student Details**
2. Click on **Attendance**

- This page is a detailed outline of all attendance. This page will show if there are any absence entries pending or absences regarding acknowledgement. This page will also show an in depth history of the student attendance. If you have more than one student at MIC you can click on the drop down menu and select another student

- To add an absence notification click **Add Absence Notification** 
- Select and fill in the relevant information in the same format as above
- When entering an absence the **Parent Acknowledgement** tab will automatically change to **Yes** due to this we will only need to contact you regarding the absence if there are any discrepancies *ie: the absence notification submitted by the parent notes the student will be arriving late at 11:00am, if the student then signs in at 12:00pm we will need to contact the parent to confirm the discrepancy.*
- Please note the **Acceptable** column is not necessarily if the absence is acceptable by the parent, this column refers to the reason of absence, for example all school based reasons (**eg. a school excursion**) is acceptable, whereby an absence requiring confirmation from a parent is not acceptable.

Please note once absence notifications have been submitted to MIC Admin, you have the opportunity to cancel these notifications up to the point where we accept them. After this point you will need to contact the school if the absence is incorrect or not longer happening eg. a holiday.

Once an absence notification is approved by MIC Admin the notification is no longer listed as “pending” it is listed under the term date

Attendance	
Absent Date	Absent Type
- 2021/1 (Term 2 2021)	
27/04/2021	Early Departure [3:30pm]
27/04/2021	Late For School [12:30pm]

Acknowledging absences in the parent lounge.

Parents also have the opportunity to acknowledge an absence in the parent lounge. After you receive a notification from TASS parent lounge or MIC via SMS you can acknowledge these absences online. This would occur when you have not let us know about an absence before it occurs and we need to get your confirmation that it is approved (eg. student signed in late).

- On the home screen under **Absences** there will be **1** (or more) **Absence requires your acknowledgement**

Absences
1 Absence requires your acknowledgement
Pebbles Flintstones

- To acknowledge this absence click on **Acknowledge** - there is an option to note this absence as parent unapproved if that is necessary also. Acknowledging the absence just allows us to see that you are aware of the absence.
- Once you click on Acknowledge, please fill out the relevant information: Reason for absence (If this absence is unapproved please select parent unapproved) and a comment.
- Please also click on **I acknowledge that the details of this absence are correct**
- Please click on **Submit Acknowledgement**

Acknowledge Absence - Pebbles Flintstones

Date 28/04/2021

Absence Type Absent From School

*** Reason for Absence** Holiday

Comment
14 of 500

Family holiday

I acknowledge that the details of this absence are correct

Cancel
Submit Acknowledge


- This acknowledgement then automatically gets sent through to MIC Admin.
- If you would like to confirm the absence has been acknowledged please click on **Student Details** and **Attendance** to go to the attendance summary page. You will notice in the **Parent Acknowledgement** Column it notes **PL** (This stands for Parent Lounge) and means it has been acknowledged correctly.

Parent Acknowledged

PL

Email Class Teacher

- Click on Email Class Teachers
- Hover over the teacher you would like to email and click the click button. This will open up a new email in your choice of browser.



0 Wilma & Fred Flintstone

[Parent Details](#) - [Student Details](#) - [Calendar](#)

Email Class Teachers - Pebbles Flintstones Pebbles Flintstones [Email All](#)

Given Name	Surname	Subject	Class	Teacher	
- Pebbles					
Pebbles	Flintstones	Advisory Orange	A	Melissa Kirk	principal@mic.org.au
Pebbles	Flintstones	Unit 1 Business Studies	A	Brett Wood	✉
Pebbles	Flintstones	Unit 1 Essential English	A	Bianca Hines	✉
Pebbles	Flintstones	Unit 1 Essential Maths	A	Allison Bennett	✉
Pebbles	Flintstones	Unit 1 Media In Practice	A	Brett Wood	✉
Pebbles	Flintstones	Unit 1 Music	A	Charles Dugan	✉
Pebbles	Flintstones	Unit 1 Music In Practice	A	Charles Dugan	✉
Pebbles	Flintstones	Unit 1 Visual Art In Practice	A	Bianca Hines	✉

Emergency Contacts

1. Click on Emergency Contact in the drop down list. This shows the parents first, if listed as an emergency contact.
2. Click the Next Address button to view Alternate Emergency Contacts if available.
3. If you need add/update/remove an emergency contact please revisit the Address Details section under the Parent Details drop down menu




Emergency Contacts - Pebbles Flintstones

Alternate Emergency		
Address	Betty & Barny Rubble No Details	
Salutation	No Details	
Home Phone	No Details	
Business Phone	No Details	
Mobile Phone 1	0411222333 (Betty)	SMS ✓
Mobile Phone 2	0422 333 444 (Barny)	SMS ✗
Facsimile	No Details	
Email 1	No Details	
Email 2	No Details	
< Prev Address		Next Address >

General Details

1. Click on General Details from the student drop down menu to view details such as Student DOB, current year level, etc. It also lists MCEECDYA details used for government reporting. These are the details collected through the enrolment forms.
2. To update this information click on the Update button and fill in the relevant details and click submit changes. All changes go through to admin prior to uploading in the Portal.

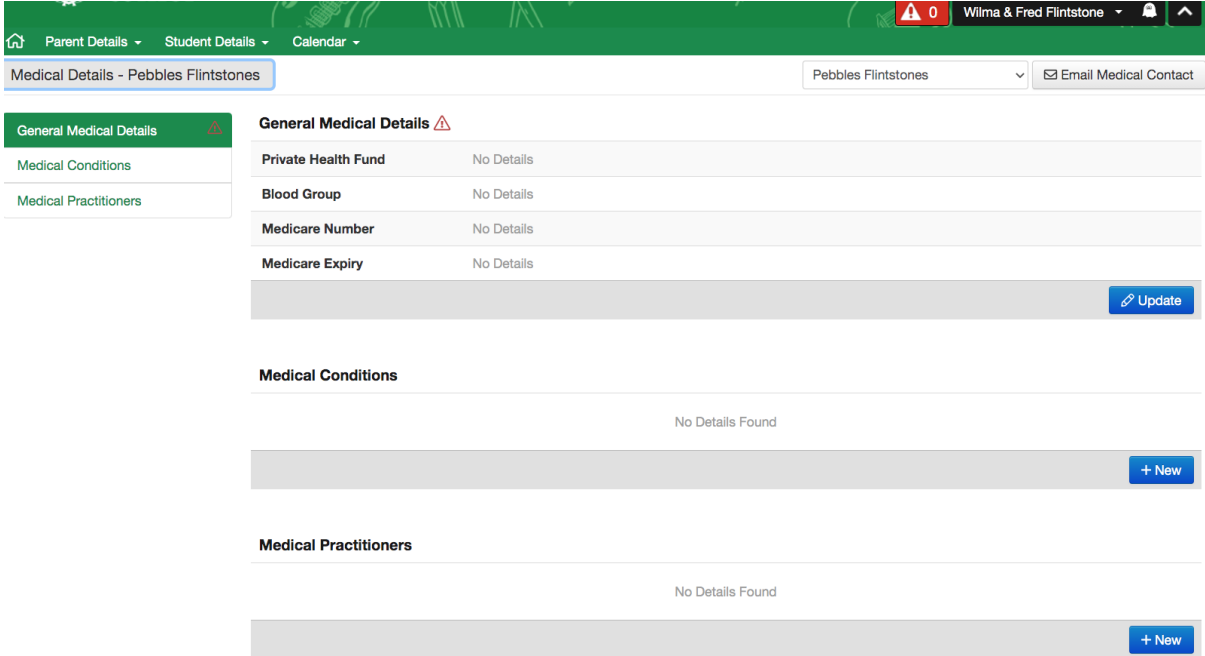
MCEECDYA Details 

Indigenous Status	No Details
Country of Birth	No Details
Year of arrival in Australia	No Details
Languages other than English at Home	No Details
Parent Guardian Information	Parent 1 Parent 2
Languages other than English at Home	
School Education	
Non-School Education	
Occupation Group	

[Update](#)

Medical Details

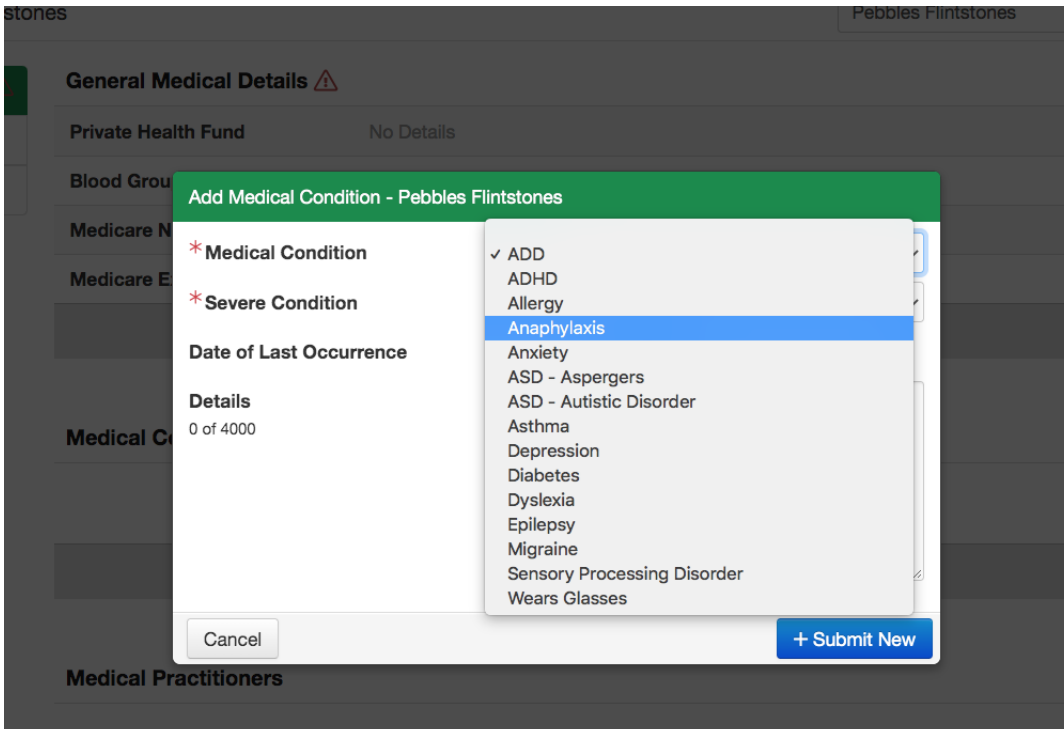
1. Click on the Medical Details from the drop down list. This shows details such as Medicare Number and Expiry, Medical Conditions and Medical Practitioners. This information is based on the details provided through the enrolment forms.



The screenshot shows a web interface for 'Medical Details - Pebbles Flintstones'. At the top, there are navigation tabs for 'Parent Details', 'Student Details', and 'Calendar'. A user profile 'Wilma & Fred Flintstone' is visible in the top right. Below the navigation, there are three main sections:

- General Medical Details:** A table with fields for Private Health Fund, Blood Group, Medicare Number, and Medicare Expiry, all showing 'No Details'. An 'Update' button is at the bottom right of this section.
- Medical Conditions:** A section showing 'No Details Found' with a '+ New' button at the bottom right.
- Medical Practitioners:** A section showing 'No Details Found' with a '+ New' button at the bottom right.

2. To update the General Medical Details click the update button.
3. Enter information per the categories listed and submit changes.
4. To add a medical condition click the add button and enter details as per the drop down box. If your condition is not listed in the drop down box please send an email to the Student Support Officer, m.kirk@mic.org.au to update.



The screenshot shows a modal window titled 'Add Medical Condition - Pebbles Flintstones' overlaid on the 'General Medical Details' section. The modal contains the following fields and options:

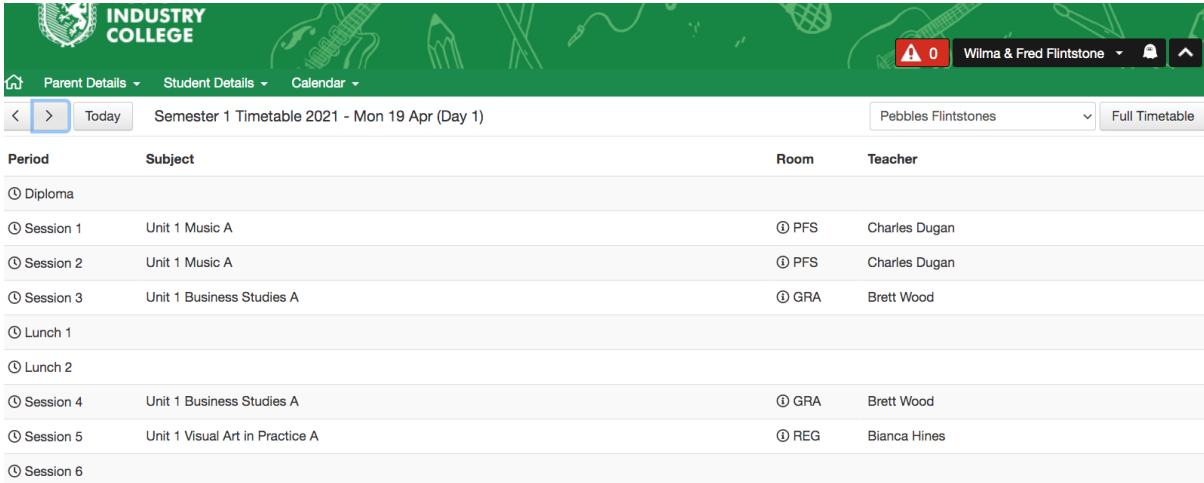
- * Medical Condition:** A dropdown menu is open, showing a list of conditions: ADD (checked), ADHD, Allergy, Anaphylaxis (highlighted), Anxiety, ASD - Aspergers, ASD - Autistic Disorder, Asthma, Depression, Diabetes, Dyslexia, Epilepsy, Migraine, Sensory Processing Disorder, and Wears Glasses.
- * Severe Condition:** A text input field.
- Date of Last Occurrence:** A text input field.
- Details:** A text input field with a character count '0 of 4000'.
- Buttons: 'Cancel' and '+ Submit New'.

- To add details to the Medical Practitioners click the add button and select details from the categories provided. Click submit changes to update.

All details come to Admin for approval prior to updating in the Portal

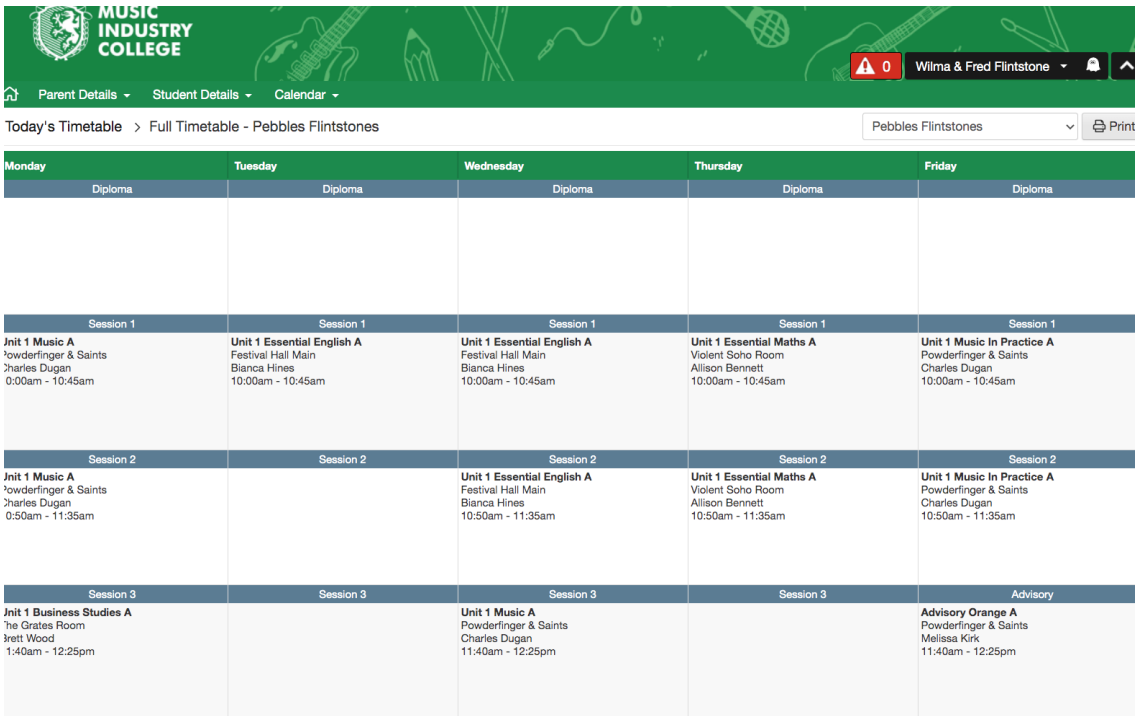
Timetable

- Click on Timetable from the student drop down menu. This will list timetable details for the student. If you hover over the name of the session it displays the timing of the session. This page also shows the room/teacher of the session.



Period	Subject	Room	Teacher
① Diploma			
① Session 1	Unit 1 Music A	① PFS	Charles Dugan
① Session 2	Unit 1 Music A	① PFS	Charles Dugan
① Session 3	Unit 1 Business Studies A	① GRA	Brett Wood
① Lunch 1			
① Lunch 2			
① Session 4	Unit 1 Business Studies A	① GRA	Brett Wood
① Session 5	Unit 1 Visual Art in Practice A	① REG	Bianca Hines
① Session 6			

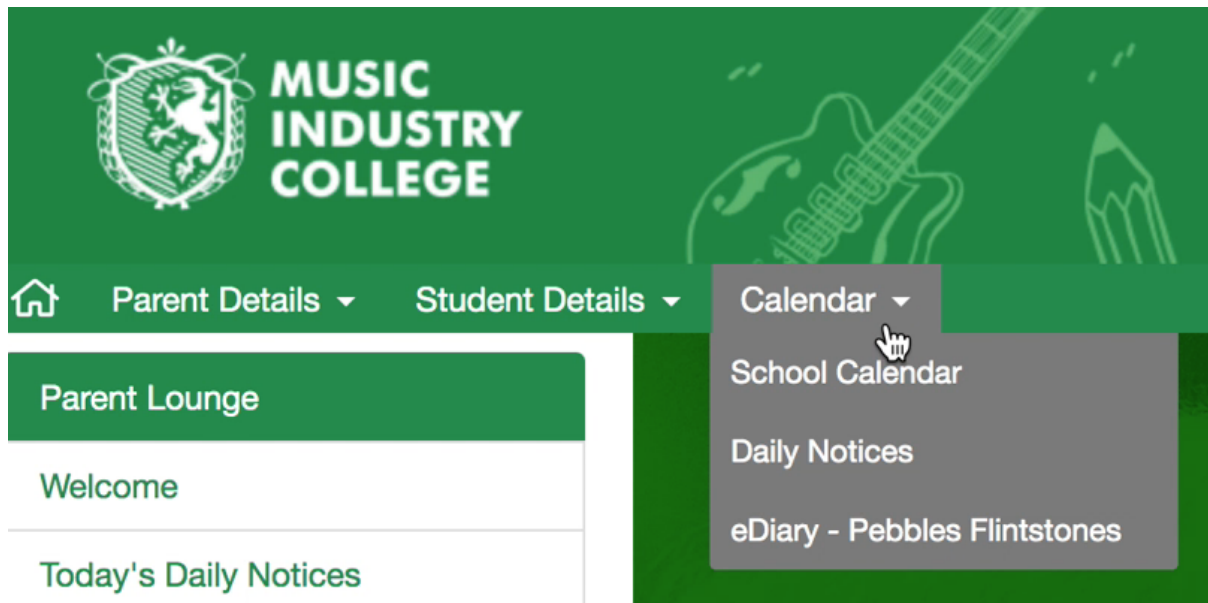
- Click on the forward/backward arrows in the top left side to move the timetable to a new calendar day.
- Click on the full timetable button in the top right corner. This will display a weekly view of the student timetable. From this page the timetable can be printed by clicking the print button in the right hand corner.



Monday	Tuesday	Wednesday	Thursday	Friday
Diploma	Diploma	Diploma	Diploma	Diploma
Session 1	Session 1	Session 1	Session 1	Session 1
Unit 1 Music A Powderfingher & Saints Charles Dugan 0:00am - 10:45am	Unit 1 Essential English A Festival Hall Main Bianca Hines 10:00am - 10:45am	Unit 1 Essential English A Festival Hall Main Bianca Hines 10:00am - 10:45am	Unit 1 Essential Maths A Violent Soho Room Allison Bennett 10:00am - 10:45am	Unit 1 Music In Practice A Powderfingher & Saints Charles Dugan 10:00am - 10:45am
Session 2	Session 2	Session 2	Session 2	Session 2
Unit 1 Music A Powderfingher & Saints Charles Dugan 0:50am - 11:35am		Unit 1 Essential English A Festival Hall Main Bianca Hines 10:50am - 11:35am	Unit 1 Essential Maths A Violent Soho Room Allison Bennett 10:50am - 11:35am	Unit 1 Music In Practice A Powderfingher & Saints Charles Dugan 10:50am - 11:35am
Session 3	Session 3	Session 3	Session 3	Advisory
Unit 1 Business Studies A The Grates Room Brett Wood 1:40am - 12:25pm		Unit 1 Music A Powderfingher & Saints Charles Dugan 11:40am - 12:25pm		Advisory Orange A Powderfingher & Saints Melissa Kirk 11:40am - 12:25pm

Top Banner: Calendar

In this section of the parent lounge, information can be seen regarding the School Calendar, Daily notices and the students eDiary (This is a calendar view of their school timetable, so it can be seen in real time)



School Calendar

Within this section you can see the school calendar of MIC. We will be updating all important MIC related dates and ensuring they are in the calendar to see. This calendar can be seen in Day, Week, or Month format. Using the right and left facing arrows in the top left hand corner can help move between days, weeks or months, you can look both into future times or the past.

Daily Notices

Daily notices can be seen if there is an event or message relevant to the current day.

eDiary - Student Name

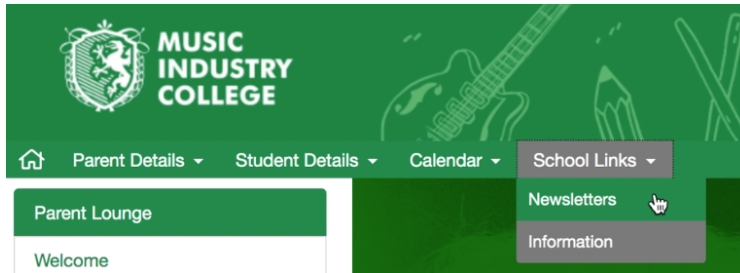
The eDiary is a great tool where you can see your students timetable in real time. The eDiary can show **Calendar feeds**, at the moment there is just access to the “timetable” and “school calendar”, we will introduce more features in the future to add in.

Different days can be selected in the calendar on the top right hand corner, and the eDiary can be viewed in day, week, month or agenda format.

This is a quick and easy way to see which subject your student is currently in throughout the day.

Top Banner: School Links

In this section links can be found to our weekly newsletter or other helpful information, such as our subscription to SchoolTV.



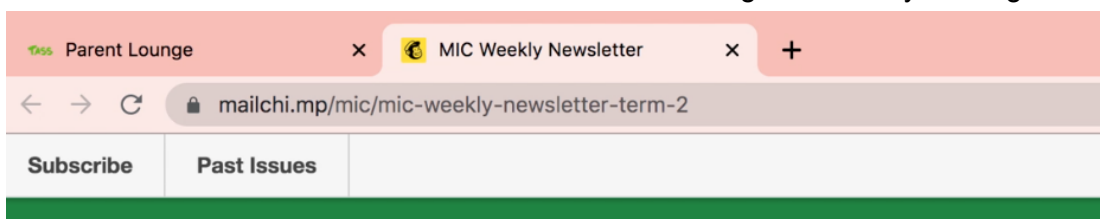
Newsletters

In the newsletter tab there will be a link to our weekly newsletter - in the parent lounge the direct link to the most current news letter. When clicking on the name of the newsletter it will open up a link in a new browser window.

Newsletters



Past issues of the newsletter can also be accessed through this link by clicking **Past Issues**



Information

In this section there will be links to other important resources.

To access the resources just click on the **Link Description** and it will open the link in another browser window

