Edumate Parent Portal

What is the Parent Portal?

The Parent Portal is a link for parents into the School database.

It allows parents to view information about what is happening in the school and to update information about their family.

How do I access?

You are required to know your Oran Park Anglican College debtor number to be able to login to the portal. This can be found at the top right hand side of your College fee invoice. Your account number has seven digits and begins with 54.

Go to www.opac.nsw.edu.au > Click portal button (top right) > Click Edumate Portal button

Portal username

Parent first name, last name and debtor number.
Eg. John Smith, debtor number 5400012
johnsmith5400012 (all lower case, no spaces)

Portal password

opc (lowercase)
You will then be asked to change your password, please write your new password down.

What can I do?

- Change details such as
  - Address
  - Medical information

- Verify absences

- View student's results

- Pay invoices and set up direct debits

- View awards and discipline
Changing details

- The change my details screen
  - Users who have been granted access to this screen are able to submit a request to have information changed in their contact record
  - The change will then be examined by school staff and accepted and the change will be made in edumate.

Verifying absences

- Parents Log Into Edumate and Open the Carer Portal Tab
• If more than one child click on the child’s name

• Click on the Icon to View Attendance Details

• Attendance statuses for each period in a day are displayed for the selected student. The legend at the bottom of the screen provides the meanings of the icons.
• Click your browser's BACK button to return to the Carer Portal.

• Scroll Down the Carer Portal to Find the 'Recent Absences' Portlet
Absences Without a Verified Reason Are Labelled 'Click to enter'

Click on the 'Click to enter' link to open a small window where a Carer Note can be entered.

In the 'Details' Field Type In A Note and Click 'Save and Exit'

A confirmation window will appear. Just click on OK.

Refresh the Screen to See the Updated Verification Value

If required (as in the example), admin staff can liaise directly with parents for written confirmation.
This replaces the need for any written note from parents.

**View student's results**

- Students recent results, upcoming tasks and past academic reports can be viewed in the portal.

**Using the Debtor Portal**

The Debtor Portal provides parents with flexibility for managing their school debtor accounts. At any time, transactions can be viewed and payments made either in real time or in instalments by direct debit.
Debtor Portal Features

1. The Account History portlet lists all transactions for the debtor account(s) to which a logged-in parent is a title holder.

2. The Prior Bills portlet lists all the recent bills that have been generated and sent/emailed to the debtor. These can be downloaded from here too.

3. The Pay Balance portlet displays a button for navigating to the Make a Payment screen.

4. The Automatic Payments portlet displays both the status of the payment schedule feature and a button for navigating to the Direct Debit Request screen.
Account History

All debtor transactions and payments are listed. If transactions have been invoiced the number of the invoice to which they are related is also displayed. Transactions that have not yet been invoiced can be viewed here too.

One-Off Payments of Fees and Charges

To make a one-off payment (requires BPOINT payment gateway), click on the 'Pay Fees and Charges Now' button

Choosing a Payment Method

Choosing 'Credit Card' as a payment method enables the user to select debtor transactions that they wish to pay, as well as optionally choose voluntary donations that they would like to add to their one-off payment. Debtor transactions (or line items) can be fully or partially paid.

Choosing 'Direct Debit' as a payment method enables the user to simply make a one off direct debit payment against the total debtor balance.
Choose a payment method and click on the 'Proceed' button.

Paying by Credit Card

The 'Make a Payment' screen lists unpaid or partially paid debtor transactions. Choose an amount to pay by clicking on the corresponding tick box in the 'Pay Today' column. You will notice that the 'Total Paid Today' amount will be updated relative to the line items selected/unselected.

Partial payments against a line item can be made by double-clicking on the figure in the 'Amount to Pay Today' column and entering in a lesser amount.

Click the 'Pay Now' button to progress to the next step

Non-Invoiced Transactions

It is also possible to make one-off payments for new transactions. These are transactions for fees and charges that have accumulated over the course of the month/term/year and which are not yet invoiced. This provides the flexibility of paying these in advance of their due date.
Opting to Make a Voluntary Donation

Before proceeding to the Finalise Payment screen, the Voluntary Donations screen is displayed. This lists all Optional Items that have been set up in the Finance module and the behaviour is identical to that of the Receive Payments screen (i.e. a debtor transaction and receipt are generated at the same time).

Click on a tick box to select a donation to add to the debtor payment.

Once a donation has been selected the buttons at the bottom of the screen will confirm

1. What will be paid if the user decides not to add the donation and
2. What the breakdown of the final payment will be if they proceed with adding the donation

Click one of these buttons to proceed

In the Finalise Payment screen the total fees, charge and donations (if selected) are displayed.

Enter credit card details and click on the 'Pay Now' button to make an online payment. If the payment is declined by the financial institution a message will be displayed and the payment transaction will not be recorded. Pressing the 'Cancel' button will return to the 'Make a Payment' screen where a lesser amount can optionally be selected.
Paying by Direct Debit

Due to this type of payment not being online and in real time, the user is simply taken to the 'Direct Debit Payment' screen.

If the user is already paying in instalments by direct debit, the same bank account details are used to debit the additional one off payment.

**Note:** Should the user choose to use a different bank account, by clicking on the 'Update Bank Details' button, this will also change the bank account details being used for direct debit instalments.

The 'Amount to pay' field can be updated by clicking on it and entering a new value. It defaults to displaying the total balance owed.

Click on 'Pay Now' to continue.

If no bank details are displayed, the user must click on the 'Update Bank Details' button to enter them. They will also need to tick the box to confirm agreement with the Direct Debit Terms and Conditions.

**NOTE:** If the bank details are updated these will overwrite the bank details being used for automatic payments (and vice versa)

Click 'Pay Now' to continue.
Paying by Direct Debit Instalments For the First Time

Depending on the instalment calculation method chosen in Finance/Generate Charges, either tuition fees only or the total debtor balance can be paid in instalments by direct debit. If not already in place, this status is confirmed. Click on the 'Configure Auto Payments' buttons to set up this facility.

In the Direct Debit Request screen click on the 'Enable Automatic Payments' tick box to reveal the automatic payment options.

Payment method and frequency options are displayed.
Changing Direct Debit Instalments Settings

If auto payments are already activated the portlet will display the frequency and amount currently being paid. Click on the 'Configure Auto Payments' button to change the settings.

The current settings are again displayed in the Direct Debit Request screen and also options for changing these.