

## ACCEPTING AN INVITATION TO AN EXCURSION

To accept an invitation to an excursion please follow the instructions below.

Go to <http://knoxnet.knox.nsw.edu.au/> , the Knox Portal

Enter your Login details (Not sure how to login? See below for details)

Click on **Parent Lounge**

Click on **Tours and Excursions**



Choose the Excursion your son has been invited to attend

Tours and Excursions	
<a href="#">Agriculture Cattle Team Wingham Excursion (Liam)</a>	Invited Tue 10/05/2016 at 7:30am (ends Fri 13/05/2016 at 4:00pm)

1. Click on the **View** Terms and Conditions link and read the information if required
2. Accept the Terms and Conditions by clicking the **Accept** box if required
3. Open the link to your son's Medical details and check they are up to date, if the details need to be updated see below
4. Click on the **Verify** box to confirm the Medical Details are correct
5. Click on the **Accept/Decline** drop down and choose **Accept**
6. Hit the **Save** button

Tours/Excursions - Liam James SHERMAN											Save	
Description	Start Date	End Date	Venue / Supplier	Teacher	Other Details	Organiser	Terms & Conditions		Medical Details		Cost	Accept / Decline
							View	Accept	Review	Verify		
Agriculture Cattle Team Wingham Excursion	10/05/2016 07:30 AM	13/05/2016 04:00 PM	Wingham Beef Week	Mr Ian Bryson		<a href="#">Ian Bryson</a> 0294870124	<a href="#">View</a>	<input type="checkbox"/>	<a href="#">Review</a>	<input type="checkbox"/>	\$0.00	<input type="text"/>
<a href="#">Back</a>											Save	

## HOW TO ACCESS THE PORTAL

An individual login and account has been setup for each parent.

Your username is made up of your parent code followed by the letter 'f' for father, 'm' for mother or 'g' for guardian (where applicable). So if your parent code is SMITH01, the father's username would be SMITH01F.

Your password is the same as your BPay reference number. You can find this on your school fees statement and is usually a five digit number. Enter this number for your password exactly as it appears on your statement. Once you have entered your username and password, press enter or click the 'Staff Log On' button

To access Knox Grammar School Parent Lounge please go to; [knoxnet.knox.nsw.edu.au](http://knoxnet.knox.nsw.edu.au)

The image shows a screenshot of the Knox Portal login interface on the left and a BPay statement snippet on the right. Red lines connect the BPay 'Ref:' number to the password field and the 'ACCOUNT NUMBER' to the username field in the login form.

**KNOX PORTAL**

Security (show explanation)  
• This is a public or shared computer  
• This is a private computer

Username: Enter username here eg. SMITH01F  
Password: Enter BPay biller reference eg. 12345  
Press enter or click this button

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**B PAY** Biller Code: 7898  
Ref: 12345

**ACCOUNT NUMBER** SMITH01

