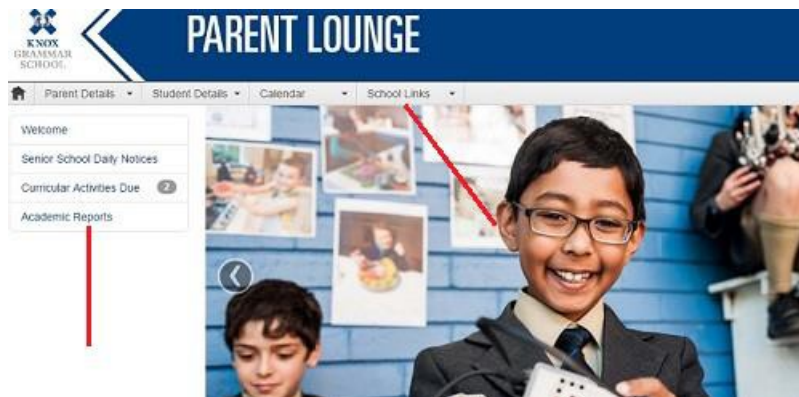# PARENT LOUNGE USER GUIDE

Below please find a quick reference guide for the Knox Parent Lounge (PL). The Parent Lounge is a communication tool used by Knox Grammar School to share information with parents and guardians. It provides access to the parent directory, timetable, calendar, academic results, curricular activities, class teachers and attendance records. The Parent Lounge is connected to our other information tool, the **Knox Portal** through the **School Links > Quicklinks** tab. It is also available to access from a mobile phone.

LOGGING ON

Access to the Parent Lounge is through **knoxnet.knox.nsw.edu.au**. Please select the 'Parent Lounge' tab and login using your username and password. 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.

USING THE PARENT LOUNGE

The Parent Lounge uses horizontal drop down menus and a left hand navigation bar. To access Parent Details, Student Details, the Senior School Calendar and School Links please place your mouse over the menu heading and select from the drop down menu on the horizontal menu.

To access the Welcome message, Senior School Daily Notices, Curricular Activities Due and Academic Reports, please click on the left hand banner links.

PARENT DIRECTORY

One of the great features of the PL is an 'opt-in' Parent Directory that allows you to share your contact details with other Knox Parents and Guardians if you choose. You can share all, some or none of your contact details. Only Parents or Guardians in your son(s) class or year group will be able to see your details. It is important to note that this directory is only for personal, private use such as phoning your son's friends, arranging collection of boys for sport and for social contact. Under no circumstances may the Parent Directory be shared with third parties. By agreeing to share your contact details on the Parent Directory you are enabling other parents and guardians at Knox Grammar School to view your details and possibly contact you. To access the Parent Directory please select the **Parent Details>Parent Directory.** Your available directory will be displayed based on your

son(s) year group(s). Please select '**Maintain**' to access your directory details and determine what, if any information you wish to share.

A list of details will be displayed. Please:

1. Select an address to display in the Parent Directory.
2. Select the details you wish to share by clicking in relevant share box.
3. Save your changes.

Your details will then be available on the Parent Directory. To change any details on your directory listing please contact enrol@knox.nsw.edu.au. Address details may be updated through Parent Lounge using Parent Details> Update Address Details.

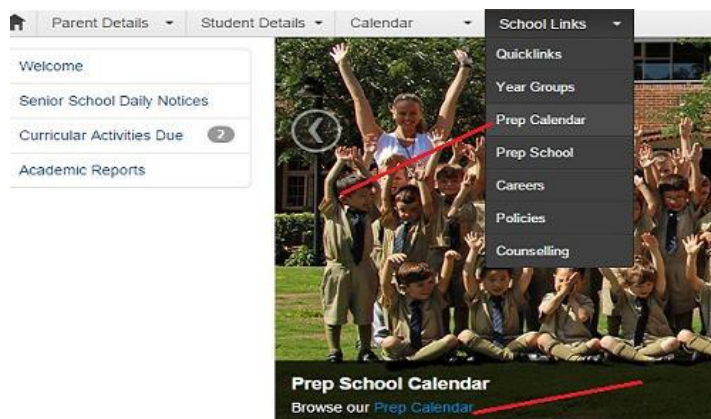**Viewing the Parent Directory for your son's class or year group**
To see the full Parent Directory listing for your son's class or year group, please select 'Parent Directory' from the drop-down menu 'Parent Details'. In the table with your son's name, from the column 'Parent Directory Links' click on the link to your son's year group - for example, 'Year (7)'.

SCHOOL LINKS

The **School Links** drop down provides access to all the information available on the Knox Portal including Quicklinks, Year Group pages (K-12), Prep Calendar, Prep School Portal, Knox Counselling, Careers Advice and School Policies.

PREP SCHOOL CALENDAR

The Prep School Calendar can be accessed directly via the Knox Portal or using the Knox Prep Skoolbag App. It can also be accessed through the PL using **School Links>Prep Calendar** or the Prep Kindy image on the Parent Lounge home page.

HELP

If you are having trouble logging in or using the Parent Lounge please contact the Knox Helpdesk –

prephelpdesk@knox.nsw.edu.au (Prep School) or helpdesk@knox.nsw.edu.au (Senior School).