

Edumate 5 Carer Portal Guide

Edumate 5 represents a substantial change to the interface from previous versions. The following instructions will help you understand how to access the content, and introduce you to the new features added with this version.

The portal is a web based product which requires the use of a supported browser, Edumate recommend using Google Chrome, however Safari and Firefox will also work, Internet Explorer is not recommended.

To access the portal, browse to <https://edumate.willcarey.nsw.edu.au/>

Log in using the credentials previously supplied to you. You may change your password at any time by selecting Update Password from the Home button on the main menu once you've logged in.

You can still request a password change by contacting us through reception or by emailing Matthew on edumate@wccs.nsw.edu.au and supplying some personal details to confirm your identity, however there is also a new function in Edumate 5 that allows you to reset your own password and retrieve your username, provided you have the correct email in our system.

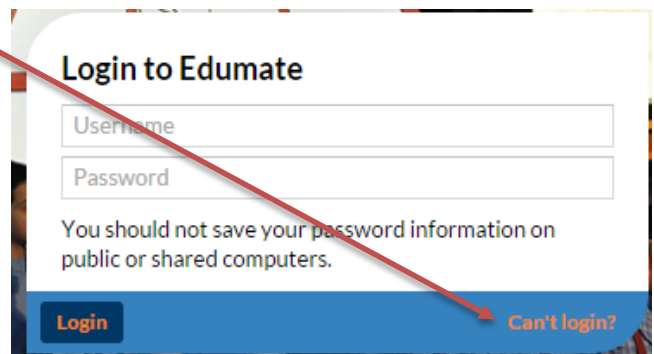
To access this functionality, browse to <https://edumate.willcarey.nsw.edu.au/> and click on the link "Can't login?" found at the bottom right corner of the login box.

This will take to you a screen where you can either retrieve your username or reset your password.



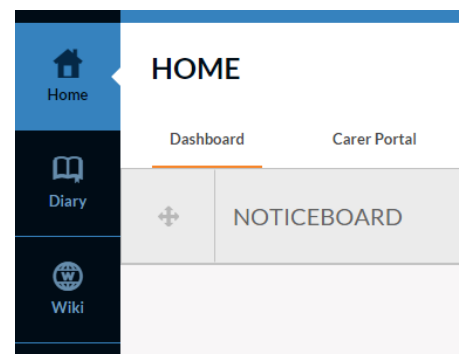
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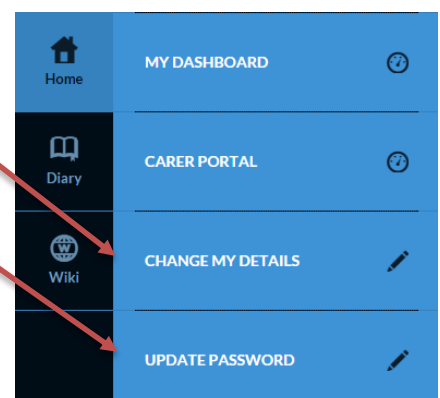
Main Menu:

The main menu in Edumate 5 is always visible no matter where you are. It also has submenus that are direct links to specific areas.



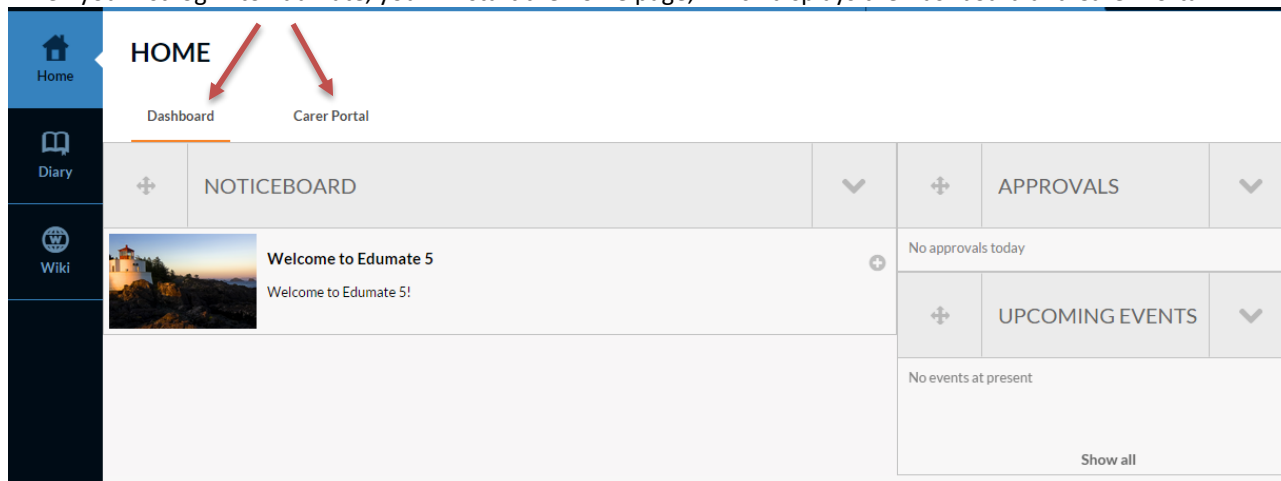
Under the Home button in the main menu, are links to update your information and change your password.

If this is your first time logging in to the portal, we recommend that you check your details for accuracy.



Home – Dashboard and Carer Portal:

When you first log in to Edumate, you will start the home page, which displays the Dashboard and Carer Portal.



The Dashboard page will display the Noticeboard – used for messages and general information, the Approvals section, for signing off electronically on excursions and other permission notes, and the Upcoming Events section.

Clicking on the Carer Portal will take you a screen where you can view information about each of your children. You can select the student by clicking on their name in the upper area of the screen.

The main page has a series of tabs that allow you to view academic information about that child. The “Upcoming Tasks” tab will show assessments that are due within the few weeks, including their due date, weighting and a copy of the assessment task itself can also be found here. “Recent Task Results” will display marks for recent assessments. “Academic Reports” will have PDF copies of previously published academic reports.

DATE DUE	COURSE	TASK DETAILS	WEI...	TASK RESULT
19/05/2014	Biblical Studies Yr8	Half Yearly Examination	100%	Show Task Result
03/03/2014	English Yr8	Shakespeare Essay	50%	Show Task Result
19/05/2014	Italian Yr8	Class Tests	30%	Show Task Result

DATE	ABSENCE	REASON	VERIFICATION
No absences recorded at present			

Further down this page, you can also see any recent absences, and click on them to submit a reason.