



DE LA SALLE  
COLLEGE

# COMMUNITY PORTAL GUIDE

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## Introduction to the Community Portal

The Community Portal is designed to provide you with a centralised way to view and update your son's personal and medical information.

The Community Portal allows you to perform the following:

- View and update personal details for all registered family members.
- View and update medical details for your son(s).  
**Please note: there are no changes to Medical Plans at this time, the current update process for this will remain the same.**
- View previous financial transactions and download receipts and statements.
- Provide consent for your son to attend College events. This includes camps, excursions, incursions, ACC Sport, overseas tours, and other event types.

To get started, you should have received an introductory email from the College that includes your login information for the Community Portal. If you have not received this email and you are a current parent, please contact the College on **(03) 9508 2100**.

## Setting up your password for the Community Portal

If you are a first time user, you will be required to set your initial password.

To set your initial password, to reset your password or if you have forgotten your password, you can follow the same steps. Open an internet browser (Internet Explorer, Chrome, Safari, etc.) and navigate to the following page:

<https://passwordreset.delasalle.vic.edu.au>

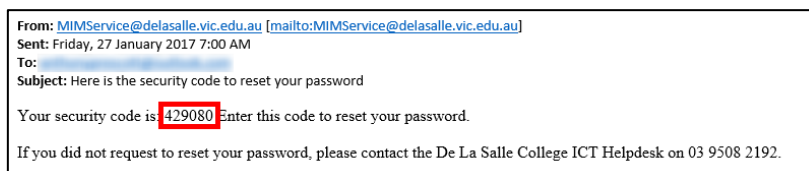
On the page, enter your username in the field and click next.

If you do not know your username, please contact the College on **(03) 9508 2100**.



The screenshot shows the 'Login Assistant' page. At the top left is the De La Salle College logo. The title is 'Login Assistant'. Below the title, there is a message: 'Please enter your username to reset your password. A security code will be sent to your registered email address for verification.' There is a text input field for the username. Below the input field is a 'Next' button. At the bottom right, there is a small copyright notice: '© 2015 Microsoft Corporation. All Rights Reserved. | About'.

A one-time security code will be sent to your email address registered at the College.



The screenshot shows an email from MIMService@delasalle.vic.edu.au. The subject is 'Here is the security code to reset your password'. The body of the email states: 'Your security code is 429080. Enter this code to reset your password.' The code '429080' is highlighted with a red box. At the bottom, it says: 'If you did not request to reset your password, please contact the De La Salle College ICT Helpdesk on 03 9508 2192.'

Enter the security code you receive from [MIMService@delasalle.vic.edu.au](mailto:MIMService@delasalle.vic.edu.au) in the page that opens. **If the email does not appear in your inbox after 10 minutes, please check your junk mail folder.**



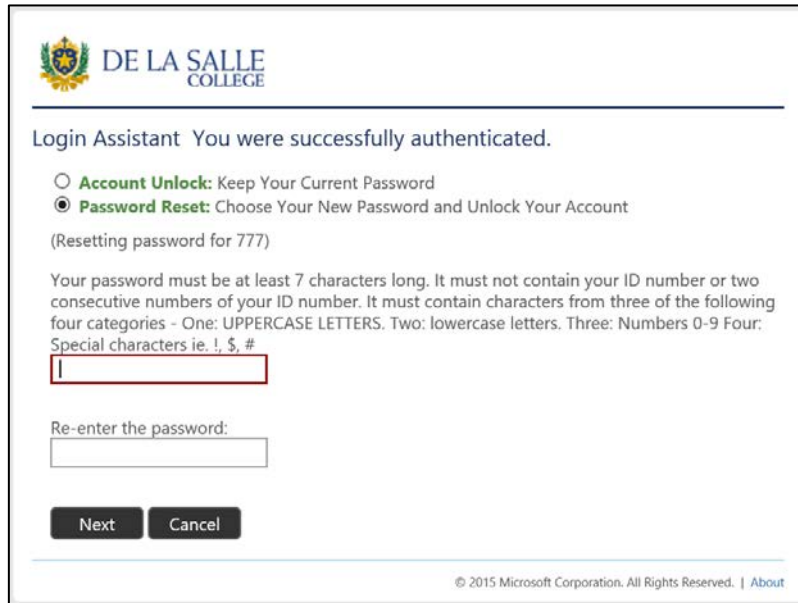
The screenshot shows the 'Verify Your Identity: Email Verification' page. At the top left is the De La Salle College logo. The title is 'Verify Your Identity: Email Verification'. Below the title, there is a message: 'Enter your security code below. The one-time security code was sent to your email address registered with De La Salle College. If you do not see it in your inbox, please check your junk mail folder.' There is a text input field for the security code. Below the input field are 'Next' and 'Cancel' buttons. At the bottom right, there is a small copyright notice: '© 2015 Microsoft Corporation. All Rights Reserved. | About'.

In the following screen, enter your new password.

Your password must be at least seven characters long. It must not contain your ID number or two consecutive numbers of your ID. This means if your username is '123456' your password cannot contain '12', '23', '34', '45', or '56'.

Your password must contain characters from three of the following four categories:


1. UPPERCASE LETTERS
2. lowercase letters
3. Numbers 0-9
4. Special characters ie. !, \$, #



The screenshot shows the De La Salle College Login Assistant interface. At the top left is the college logo. The main heading reads "Login Assistant You were successfully authenticated." Below this, there are two radio button options: "Account Unlock: Keep Your Current Password" (unselected) and "Password Reset: Choose Your New Password and Unlock Your Account" (selected). A note indicates "(Resetting password for 777)". The password requirements are listed: "Your password must be at least 7 characters long. It must not contain your ID number or two consecutive numbers of your ID number. It must contain characters from three of the following four categories - One: UPPERCASE LETTERS. Two: lowercase letters. Three: Numbers 0-9 Four: Special characters ie. !, \$, #". A password input field contains the character "l". Below it is a "Re-enter the password:" field which is empty. At the bottom are "Next" and "Cancel" buttons. A footer contains the copyright notice: "© 2015 Microsoft Corporation. All Rights Reserved. | About".

Your password is now successfully set.

You can now login to the De La Salle College Community Portal using the new password.

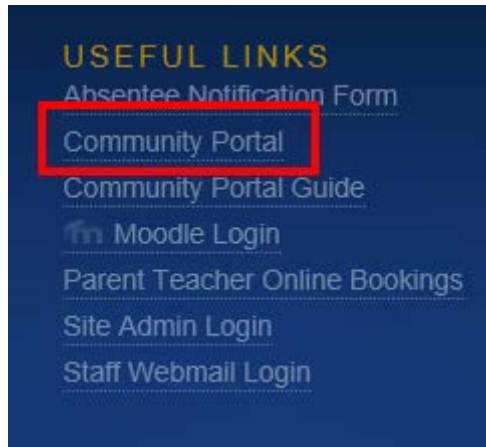


The screenshot shows a success message from the De La Salle College Login Assistant. At the top left is the college logo. The heading reads "Success:". The main message is "Your password has been reset. It's a good idea to close all browser windows." Below this is a green checkmark icon followed by the text "You can now use your new password to log in." At the bottom right, there is a footer with the copyright notice: "© 2015 Microsoft Corporation. All Rights Reserved. | About".

If you need assistance logging in to the Community Portal, resetting your password or updating details, please contact the College on (03) 9508 2100.

## How to access the Community Portal and log in

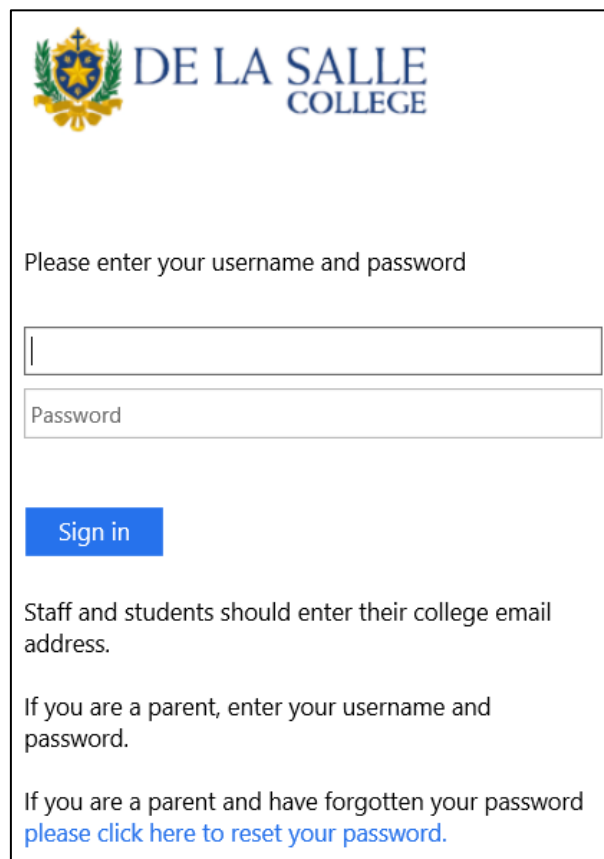
You can access the Community Portal via shortcut at the bottom of the College website, shown below:



or via the following link:

<https://community.delasalle.vic.edu.au>

The Community Portal login page is shown below:

A screenshot of the login page for the De La Salle College Community Portal. At the top left is the college's crest, and to its right is the text 'DE LA SALLE COLLEGE'. Below the logo is the instruction 'Please enter your username and password'. There are two input fields: the first is empty, and the second is labeled 'Password'. A blue 'Sign in' button is positioned below the fields. At the bottom, there are three lines of text: 'Staff and students should enter their college email address.', 'If you are a parent, enter your username and password.', and 'If you are a parent and have forgotten your password please [click here to reset your password](#).'


Enter your username and the password generated in the previous step.

## Community Portal – My Details

Once logged into the Community Portal, click on the **'My Details'** tab in the top left of the window to view or change personal details.



To view personal details, click on the tab with the name of the person you want to change. To change the details shown, click the **'Edit'** button in the top right corner of the information section.

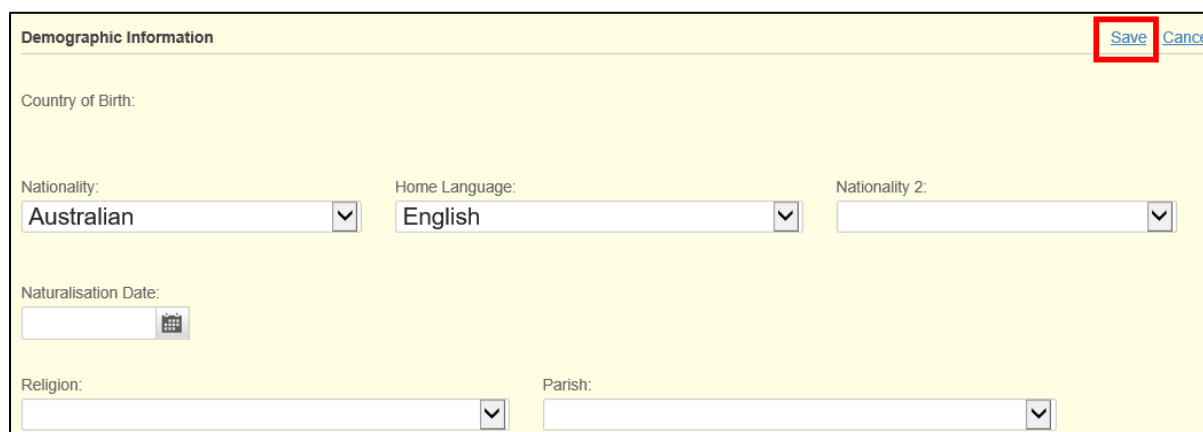
This screenshot shows the 'My Details' page for 'Student 2'. At the top, there are tabs for 'Parent Test', 'Mother Test', 'Student 2 Test', and 'Student 1 Test', with 'Parent Test' selected. Below the tabs is a warning message about approval. The main section displays personal details for 'Student 2', including 'Name' (Given: Student 2, Surname: Test), 'Preferred Name' (Student 2), and 'Preferred Formal Name' (Student 2). An 'Edit' button is located in the top right corner of this section and is highlighted with a red box.

**Please be aware:** The following personal details cannot be changed via the Community Portal:

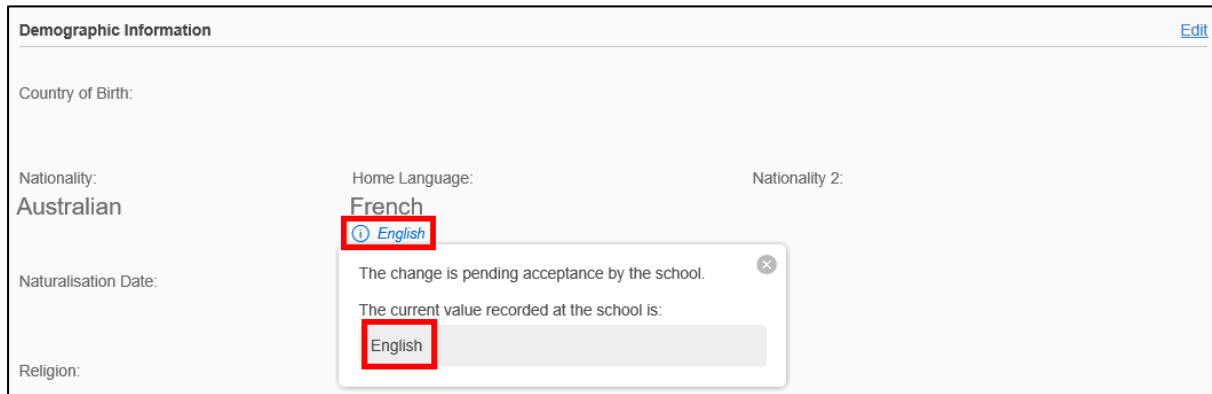
**Surname/Given name/Date of Birth/Gender/Country of Birth**

To request updates to these details, please contact the College on **(03) 9508 2186**.

After you have finished making changes, click the **'Save'** button on the top right.

This screenshot shows the 'Demographic Information' form. The form has a yellow background and includes fields for 'Country of Birth', 'Nationality' (with a dropdown menu showing 'Australian'), 'Home Language' (with a dropdown menu showing 'English'), 'Nationality 2', 'Naturalisation Date', 'Religion', and 'Parish'. A 'Save' button and a 'Cancel' button are located in the top right corner, with the 'Save' button highlighted by a red box.

After clicking 'Save' you can view the pending changes, as shown below:



The screenshot shows a 'Demographic Information' form with an 'Edit' link in the top right. The form contains the following fields:

- Country of Birth:
- Nationality: Australian
- Home Language: French
- Nationality 2:
- Naturalisation Date:
- Religion:

A dropdown menu is open for the Home Language field, showing 'English' as the selected option. A red box highlights the 'English' option in the dropdown. A modal dialog box is displayed over the dropdown, containing the following text:

The change is pending acceptance by the school.

The current value recorded at the school is:

English

Before any updated details are visible in the Community Portal, changes will need to be approved by the College. Please allow for up to two consecutive business days for any requests to be processed.

If changes are required immediately, please contact the College on **(03) 9508 2100**.



## Community Portal – Medical Details

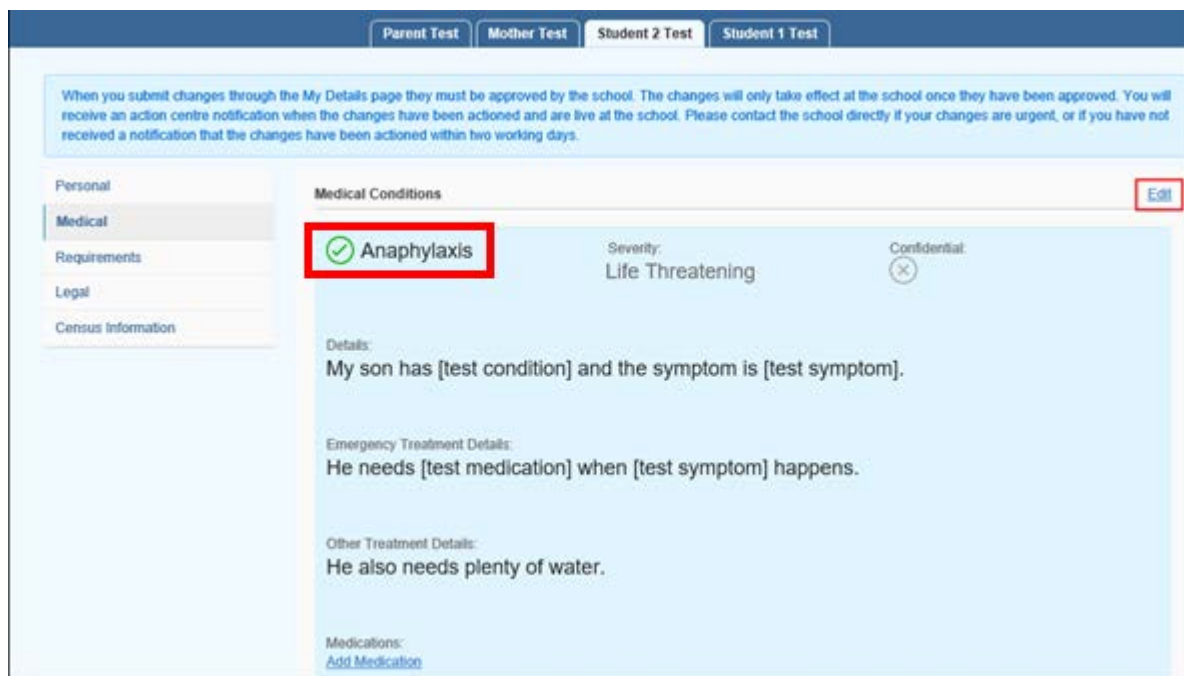
To view and make changes to you son’s medical information, open the ‘**My Details**’ tab.

Click on your son’s name, then click on the ‘**Medical**’ tab on the left of the page to view or edit medical details.



There are four areas of medical details available to review or change – Medical Conditions, Medications, Allergies and Ongoing Medical & General Consents. The items with a green tick icon (as shown in the following example) mean the medical information is recorded in the College’s Student Information System.

To edit the details of a section, click on the ‘**Edit**’ button in the top right corner.



To add a new medical item first scroll down to the item, check the box and then enter the details in the fields provided. After you have finished making changes, click the 'Save' button in the top right corner

**Medical Conditions** [Save](#) [Cancel](#)

**Anaphylaxis**      Severity:       Confidential:

Details:  
My son has [test condition] and the symptom is [test symptom].

Emergency Treatment Details:  
He needs [test medication] when [test symptom] happens.

Other Treatment Details:  
He also needs plenty of water.

Medications:  
[Add Medication](#)

If your son has a condition that is not listed in the available categories, please contact the College Health Centre on (03) 9508 2144.

After clicking 'Save' you can view the pending changes, as shown below:

**Medical Conditions** [Edit](#)

**Anaphylaxis**      Severity:       Confidential:

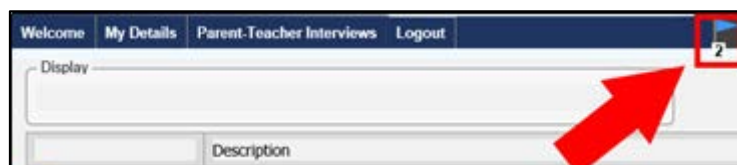
The change is pending acceptance by the school. ✕

The current value recorded at the school is:

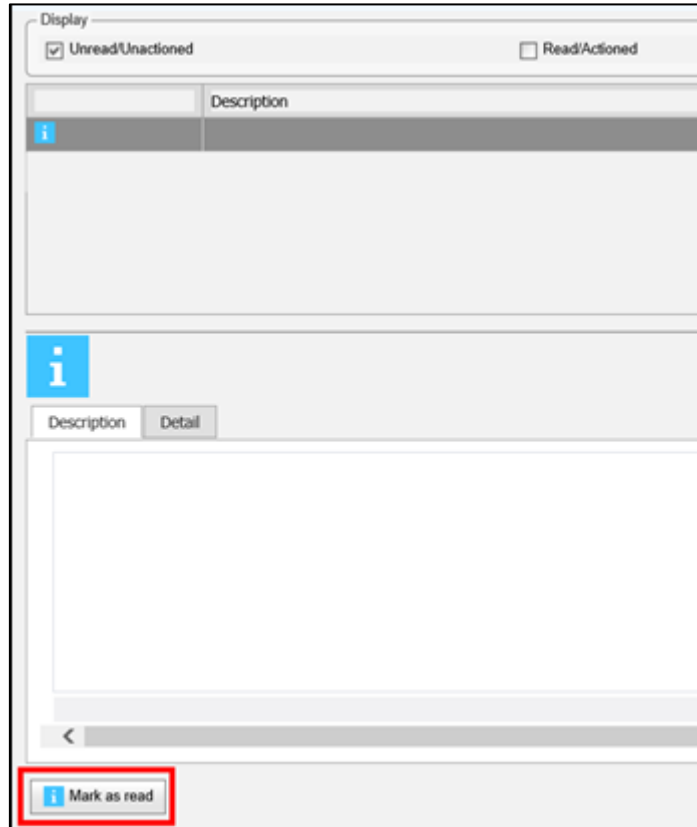
Before the updated details are visible in the Community Portal, changes will need to be approved by the College. Please allow for up to two consecutive business days for any change requests to be processed.

If changes to medical details are required urgently, please contact the College on (03) 9508 2100.

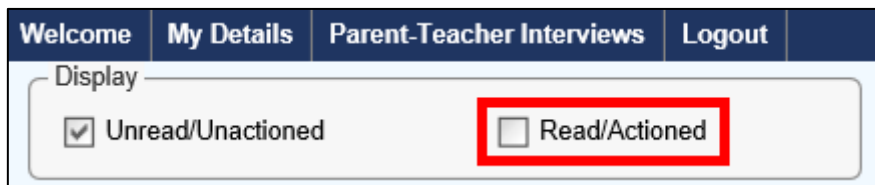
When College staff approve the requested changes, you will receive a notification in the action centre, shown in the top right of the Community Portal. Clicking the flag icon in the top-right corner of the webpage will take you to the message.



After you have reviewed the changes, it is recommended you click **'Mark as Read'** for each Action Centre message. This will archive the message and clear notifications from the unread queue.



Archived messages are viewable by checking the **'Read/Actioned'** checkbox at any time.



## Community Portal – College Events

The College Events page enables you to view published events and approve your son's attendance. You can also verify or update your son's medical information and be alerted to any special requirements for the College event.

To open this page, click the 'College Events' tab at the top of Community Portal home page.



The College event page will list all available events for your son(s), showing the event name, date, time, RSVP requirements and current consent status. If you have multiple sons, you can switch between them by clicking on the named tabs.



The image shows the 'College Events' page with a table of events. At the top right, there are two tabs: 'Student 2 Test' and 'Student 1 Test', both highlighted with a red box. The table below has columns for 'Event', 'Date', 'RSVP', 'Consent', and 'Payment Received'. One event is listed: 'De La Salle Sample Excursion' with a date of '20/10/2017', an RSVP date of '19/10/2017', a consent status of '⊗', and a payment status of 'N/A'. An 'Open' link is visible at the end of the row.

Event	Date	RSVP	Consent	Payment Received
De La Salle Sample Excursion	20/10/2017	19/10/2017	⊗	N/A

To give consent for your son to attend an event, click the 'Open' link.



This image is similar to the previous one, showing the 'College Events' page. In this view, the 'Open' link at the end of the 'De La Salle Sample Excursion' row is highlighted with a red rectangular border.

Event	Date	RSVP	Consent	Payment Received
De La Salle Sample Excursion	20/10/2017	19/10/2017	⊗	N/A

The first page of consent process lists the details of the event. After reviewing the details, click the 'Next Step' button in the bottom-right corner to proceed.

**De La Salle Sample Excursion**

- Event Details
- Confirm Medical Details
- Confirm Immunisations & Healthcare
- Confirm Requirements
- Give Consent

Description:

Students are required to attend this sample excursion as part of the demonstration.

**Location Destination:** De La Salle College  
**Address:** 1318 High Street, Malvern VIC 3144  
**Date of Excursion:** Friday, 20 October 2017  
**Times & Transportation:** Students will travel to school normally  
**Other information:** Students will be required to bring their usual equipment  
**Class:** All students are required to attend

Attire:

Students must wear their uniform

Dates & Times:

Starts:	Ends:	RSVP by:
20/10/2017 8:00 AM	20/10/2017 3:20 PM	19/10/2017 12:00 AM

Previous **Next Step**

The next page will display your son's medical details recorded at the College. After verifying all details are correct, tick the checkbox in 'Confirm Medical details' area and click 'Next Step' to proceed. To update details, click 'Edit' in the top-right corner of each section.

Please note: editing any medical details will exit the College Event approval process, requiring you to begin the approval process again.

Allergies: [Edit](#)

Allergic to Seafood      Severity: Mild

Description:  
test description

Treatment Details:  
test treatment

**Confirm Medical details:**

I have reviewed all the above medical details for **Student 1 Test** and confirm that the information provided is correct.

Previous **Next Step**

The next step is to verify your son's immunisations and healthcare details. If you need to update any details, click the 'Edit' link next to the section you want to change. After you have confirmed the details are correct, tick the checkbox at the bottom and click 'Next Step' to proceed.

**Medical Contacts:** [Edit](#)

**Doctor 1:**

Name: **Dr. Test**      Phone: **54637281**      Alternative Phone:      Specialisation:

Address:  
**test doctor's address**

---

**Doctor 2:**

Name:      Phone:      Alternative Phone:      Specialisation:

Address:

---

**Dentist:**

Name: **Dr. Dentist**      Phone:      Alternative Phone:

Address:

---

**Confirm Immunisations & Healthcare details:**

I have reviewed all the above immunisation and healthcare details for **Student 1 Test** and confirm that the information provided is correct.

[Previous](#)      [Next Step](#)

This step allows you to verify and or update dietary and physical requirements. If you need to update any details, click the 'Edit' link next to the section you want to change. After you have confirmed the details are correct, tick the checkbox at the bottom and click 'Next Step' to proceed.

**Confirm Requirements**  
Please review all the following requirements information for **Student 1 Test** and complete the confirmation at the bottom of this page.

**Dietary Requirements:** [Edit](#)

Requirement:

Requirement Details:

---

**Confirm Requirements:**

I have reviewed all the above requirements for **Student 1 Test** and confirm that the information provided is correct.

[Previous](#)      [Next Step](#)

The final step is giving consent for your son to attend the event. After reviewing the consent statements, tick the checkboxes and click 'Next Step' to give consent and approve your son's attendance at the event.

**Excursion Consent**

I hereby give permission for my son to attend the excursion. I acknowledge that during the excursion, acceptable standards of behaviour will be expected of the students. I understand that in the event of my son's serious misbehaviour during the excursion, he may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with his return will be my responsibility.

**Additional Consents:**

I accept that the organisers will take all normal care. In the event of an accident or illness, I authorise the teacher in charge of the excursion to consent, where it is impracticable to communicate with me, to my son receiving such medical or surgical treatment as may be deemed appropriate. I understand that it may be necessary to transport my child by ambulance, taxi or private comprehensively insured vehicle in an emergency during the excursion. I agree to meet any costs incurred.

The final page is the confirmation of attendance receipt.

**You will not be charged** and no payments are made through the Community Portal at this time. This page is only a confirmation that you have given consent for the event.

You can choose to email/print the receipt by clicking the 'Email' or 'Print' buttons at the bottom.

Payment Receipt

Transaction date: 5/10/2017 10:36:33 AM  
 Please keep a record of this transaction reference number for support or questions: **33157-0055593393-0000032**

**Description:** De La Salle Sample Excursion - Student 1 Test

Invitee: Student 1 Test

On the 'College Events' page, the event will now be marked with a green tick, showing that you have given consent for your sons attendance.

Event	Date	RSVP	Consent	Payment Received	
De La Salle Sample Excursion	20/10/2017	19/10/2017	<input checked="" type="checkbox"/>	N/A	<a href="#">Open</a>

After you give consent, you will receive an action centre message logging your response.

## Community Portal – Finance

The **'Finance'** tab enables parents to view or print their receipts and statement records for their accounts. After logging in to the Community Portal, click the **'Finance'** tab on the top to enter this page.



Each section of this page is as follows:

The top part of the page shows the Account Summary of the selected account.

**Parent Test** Welcome, Parent Test

Your last visit before today was on 08/08/2017 03:41pm

**Total Owing/Overdue: \$0.00**  
 Overall Balance: -\$551.00  
 Prepaid: \$551.00  
 Last statement date: 28/06/2017  
 Last statement amount: -\$551.00

Receipt & Statement History    Transaction History

**Receipt History**    Last 5

Date	Receipt no	Amount	Payment Method	Transaction description
20/06/2017	15922	\$550.00	MasterCard	Receipt
19/06/2017	15921	\$1.00	Visa Card	Receipt

**Statement History**    Last 5

Date	Statement no	Due date	Balance	Statement description	Last viewed
28/06/2017	485	28/06/2017	-\$551.00		13/07/2017

Last statement

The bottom half shows the Receipt History, where you can save or re-print prior receipts.

**Parent Test** Welcome, Parent Test

Your last visit before today was on 08/08/2017 03:41pm

**Total Owing/Overdue: \$0.00**  
 Overall Balance: -\$551.00  
 Prepaid: \$551.00  
 Last statement date: 28/06/2017  
 Last statement amount: -\$551.00

Receipt & Statement History    Transaction History

**Receipt History**    Last 5

Date	Receipt no	Amount	Payment Method	Transaction description
20/06/2017	15922	\$550.00	MasterCard	Receipt
19/06/2017	15921	\$1.00	Visa Card	Receipt

**Statement History**    Last 5

Date	Statement no	Due date	Balance	Statement description	Last viewed
28/06/2017	485	28/06/2017	-\$551.00		13/07/2017

Last statement



The final section shows the Statement History, where you can save or re-print prior statements.

**Parent Test** Welcome, Parent Test

Total Owing/Overdue: **\$0.00**  
 Overall Balance: **-\$551.00**

Your last visit before today was on 08/08/2017 03:41pm

Prepaid: **\$551.00**

Last statement date: 28/06/2017  
 Last statement amount: **-\$551.00**

Receipt & Statement History    Transaction History

**Receipt History**    -    Last 5


Date	Receipt no	Amount	Payment Method	Transaction description
20/06/2017	15922	\$550.00	MasterCard	Receipt
19/06/2017	15921	\$1.00	Visa Card	Receipt

**Statement History**    Last 5

Date	Statement no	Due date	Balance	Statement description	Last viewed
28/06/2017	<b>485</b>	28/06/2017	-\$551.00		13/07/2017

Last statement

If you have more than one sub ledger (such as camps or music lessons), you can switch between them from the right-hand side menu to show the account information.

 **DE LA SALLE COLLEGE** **COMMUNITY PORTAL**

Welcome    My Details    Timetable    **Finance**    College Events    Logout    Aug 01

**Parent Test**

Total Owing/Overdue: **\$0.00**  
 Overall Balance: **-\$551.00**

Prepaid: **\$551.00**

Mr P & Mrs M Test / Family Debtors  
 Mr P & Mrs M Test / Music Billing

On the Finance page, there are two sub-pages:

Receipt & Statement History:

**Receipt & Statement History**    Transaction History

**Receipt History**    -    Last 5

Date	Receipt no	Amount	Payment Method	Transaction description
20/06/2017	15922	\$550.00	MasterCard	Receipt
19/06/2017	15921	\$1.00	Visa Card	Receipt

**Statement History**

Date	Statement no	Due date	Balance	Statement description
28/06/2017	<b>485</b>	28/06/2017	-\$551.00	

Last statement

Transaction History:

Receipt & Statement History		Transaction History		
Transaction History				
Date	Statement no	Amount	Balance	Description
20/06/2017	485	-\$550.00	-\$551.00	RECEIPT
19/06/2017	485	-\$1.00	-\$1.00	RECEIPT

By changing the filters in different sections, you can filter the records within a selected month/year period.

Receipt & Statement History		Transaction History		
Receipt History		2017	June	
Date	Receipt no	Amount	Payment Method	Transaction description
20/06/2017	15922	\$550.00	MasterCard	Receipt
19/06/2017	15921	\$1.00	Visa Card	Receipt

Statement History					Last 5
Date	Statement no	Due date	Balance	Statement description	January
28/06/2017	485	28/06/2017	-\$551.00		February

Last statement

By clicking the PDF file icon at the end of a record, you can open this record in your browser and choose to print/save the document.

Receipt & Statement History		Transaction History		
Receipt History		-	Last 5	
Date	Receipt no	Amount	Payment Method	Transaction description
20/06/2017	15922	\$550.00	MasterCard	Receipt
19/06/2017	15921	\$1.00	Visa Card	Receipt

## Community Portal – Further Assistance

If you have any further questions or require additional assistance with any section of the Community Portal, please contact the College on **(03) 9508 2100**.