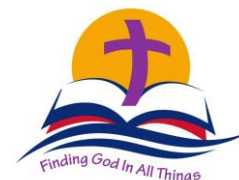
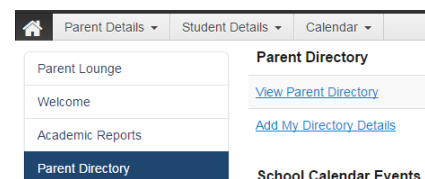


ST BRENDAN'S PARENT DIRECTORY

Setup and Access through Parent Lounge



1. Start your internet browser and type in the URL for St Brendan's School: www.sbnmrok.catholic.edu.au
2. Click on **Parent Lounge** under Quick Links.
3. Login with your username (**6 Digit ID - parent account number**) and password.
If you have **forgotten your password or are a new parent without a password**, click '**Forgot Password?**'. Type in your Username (**6 digit ID code**, which can also be found on your school fees – Account Number) and you will be emailed a link to reset your password. *Please note, you must use the same email address as is used for your school newsletters.*



4. Select **Parent Directory** (left hand side).
5. If you wish to add your details to the Parent Directory, select **Add My Directory Details**.

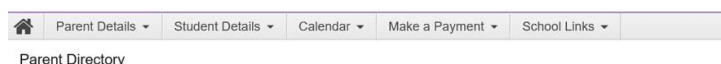
Please be advised that by sharing your contact details here, you are enabling other parents of St Brendan's Catholic Primary School to view them and possibly contact you.

6. Firstly, **select** which address to display in the directory.
7. These details will then autofill in the Details section. Then under Share, **select** the details you would like to share.

Details		Share
Parents:	<input type="text"/>	<input type="checkbox"/>
Address:	<input type="text"/>	<input type="checkbox"/>
Home Phone:	<input type="text"/>	<input type="checkbox"/>
Mobile Phone 1:	<input type="text"/>	<input type="checkbox"/>
Mobile Phone 2:	<input type="text"/>	<input type="checkbox"/>
Email:	<input type="text"/>	<input type="checkbox"/>
		<input type="button" value="Save Changes"/>

Your current listing										
Student	Parent	Address	Suburb	Post Code	Country	Home Phone	Mobile Phone 1	Mobile Phone 2	Email Address	
<input type="button" value="Back"/>										

8. Click **Save Changes**. Now the details you are wanting to share with other families are listed in 'Your current listing'.
9. Click **Back** button - this takes you back to the Parent Directory page.
You can view what will appear in the Parent Directory by selecting **View Parent Directory**.



To view the Parent Directory:

- Follow Steps 1 to 4 above, then
- Select **View Parent Directory**.
- Go to the drop down box next to 'Select a Year Group' and select the year group.
- Click **Search** button.

View Parent Directory	
Student Name	Parent Directory Links
<input type="text"/>	
OR Search for a Parent Directory	
Select a Year Group	<input type="button" value="Search"/>

