Parent Directory and Parent Lounge

What is the Parent Directory for?

The Parent Lounge allows parents to update their contact details themselves, (as well as to view details on their child/ren, book Parent/Teacher Interviews when available, and contact their child/ren's teachers individually or in a single email to all teachers) and the Parent Directory allows parents to see the contact details of the parents of their child's or children's classmates.

The Parent Directory is customisable so that YOU can choose what information is visible to other parents, at your own discretion. (We recommend that you "share" your name, address, phone number/s and email address.)

How do I check that my contact details are correct?

Log into the Parent Lounge, following the detailed instructions available on the Mount Scopus Memorial College website on the Parents tab. If you have lost or forgotten your password, you can click on the "Forgot Password?" link to have a new password sent to you by email.

Click on the "Parent Details" drop down menu in the top bar, and select View Address Details to view the details we hold for you in our Database.
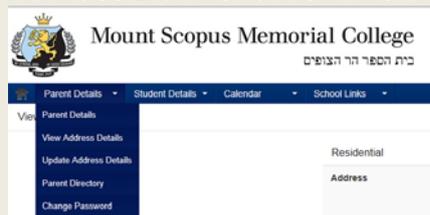
To return to the Welcome Screen at any time, click on the house icon on the far left of the blue bar.

How do I change my contact details?

Click on the drop down Parent Details menu, and select "Update Parent Details" from the list. You will be able to cycle through all the addresses we have on file for you by clicking on the Next Address > button. The options are: Residential, Mailing, Mother's, Father's, Billing, Alt. Billing, Father's Business, Mother's Business, Emergency Contacts (1 & 2) and Authorised Nominees (1 & 2); but you will only be able to see the details if we have data in those fields. For example, if we have no Mailing address for you (different from your Residential address) you won't see that screen. At the top of each of the address screens is an Update Address button to click on if you wish to update the details. Once you've typed in the changes required and clicked on "Submit Changes" you will be advised that an email will be sent to the address on file for you to confirm your request.

The changes you have requested must be vetted by the College Data Controller to ensure that they meet our standards for address formatting. This is usually done within 2 business days after your request has been submitted. After this has been done, your corrected or updated contact details will be visible on the Parent Directory.

How do I view the Parent Directory?

You can select Parent Directory from the Parent Lounge home page left menu

 (then select View Parent Directory from the main body of the

page) or from the blue bar's Parent Details drop down menu.
You will then see a photo (if available) of your child/ren. To the right of the photo you will see your child's name, and two links: Year and PC Tutor Group - in the Middle and Senior Schools this is referred to as Mechanech or Mech Group. The Year link will give you a list of the parents of the students in that entire year level. The PC Tutor Group link will give you a list of the parents of JUST the students in your child's class (eg 4Bet or 7A). *Please note that if you select the Year Level link, you will see only the children on your child's campus; however if you click on the Printer icon in the top right corner, you will be able to print a list of all the children in that year level across all campuses.*

How do I choose what information I want shared with other parents?

Return to the Home Page.
- Under Parent Directory, there is a hyperlink to "Add My Directory Details"

Please note that once you have Shared details, the link on the Welcome Screen

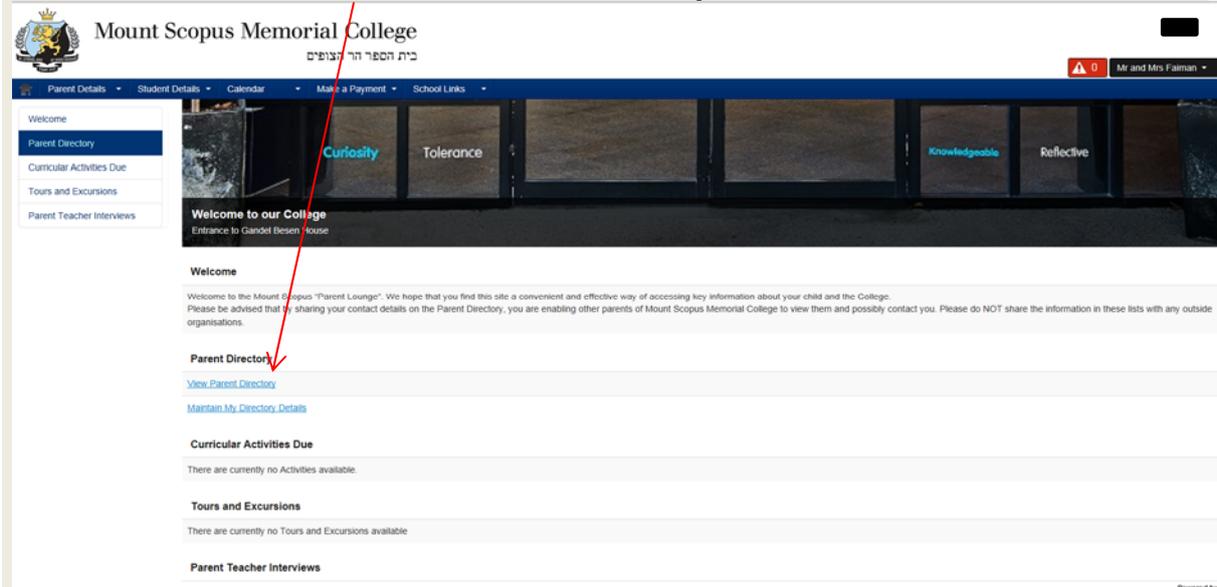changes to read "Maintain My Directory Details."
- Click on the radio button to the left of the address which you will be sharing. The details of this address will appear in the Details fields below.
- Click on the "Share" box to the right of each line of data that you wish to include in the Parent Directory, and then click on the Save Changes button.
- You will see the information appear in the "Your Current Listing" section.
- Once you are satisfied that the information you want shared appears correctly, you can click on the Parent Directory link at the top of the page and your child's Year link to see the entire year level list or the PC Tutor Group link to see the list of children who are in your child's class

NB You can only share information from ONE address line. The Address Number lines are: 1.Residential, 2. Mailing, 3. Mother's, 4. Father's, 5. Billing, 7. Guardian, 8. Father's Business, 9. Mother's Business, 10. Alt. Billing, 11/12. Emergency Contacts, 13/14 Authorised Nominees. (NB Address Number 6 is no longer used)

We recommend that you share your residential address. Please do NOT share your Emergency Contact address details.

How do I contact other parents via the Parent Directory?

Log into the Parent Lounge and select Parent Directory from the menu on the left of the screen. Then select View Parent Directory from the centre of the screen:

Now select the year level to the right of your child's photo (or photo placeholder) to be presented with a list of your child's classmates and their contact details.


This is the Parent Directory. At the top-right of the screen is a printer icon . Clicking on this icon gives you the option of exporting the list as an Adobe Acrobat file (.pdf), an Excel file (.xls) or a Word file (.rtf). If you select the Excel file format, you are then able to use this information as part of a Mail Merge document (for example, to make labels for the year level) or you can copy the email address column and paste it into the "To:" field in an email you wish to compose and send to other parents. Please note, however, that if a parent has not yet logged in and shared their information on the Parent Directory, you will only be able to see the name of the student, without the parent contact details.

What are the other options at the top of the Parent Lounge Screen?

Change Password is where you can change your password to something that you may find easier to remember than the password originally assigned to you.
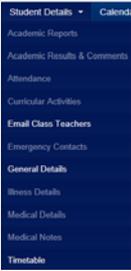
Note that some of these options are not available at present, and are "greyed out".

- Email Class Teachers gives an email icon link for each of the child's teachers for high school students. At the top right corner of this list is a link to of the child's teachers at once.
- General Details will take you back to the Student Details Summary.
- Timetable shows the child's timetable for today, with an indicator of the current period. You will also be able to see here who the teacher is for each period and the room number. There are < and > buttons at the top of the timetable to see other days' timetables. Also there is a button to enable you to see the whole timetable for the child.

The School Calendar shows upcoming events on a month by month basis. It is also an easy place to find each day's Hebrew Date. Note that more information on each day's events will be visible via the Parent App and on the College Calendar (App Feed) link under School Links.

 will take you to a list of useful links for parents. The items on this list will change from time to time. Some of the links currently available include "How To" videos and FAQs on booking Parent Teacher Interviews and updating your contact details, various College Policy documents and information, Excursion forms, Library Catalogue links, VCE Student information and links to the Parent App notices and calendar.