



At Mundaring Christian College, we believe that the partnership between families and the College is fundamental. All parents are provided with access to our secure web-based Parent Lounge Portal. Features of Parent Lounge include:

Account statements	Curricular activity due	Parent Teacher Interview Bookings
Direct Debit management	Student allergy and medical records	Teacher contact information
Academic reports	Student timetables	Attendance data
Excursion permissions	School calendar	Daily notices
Student E-diary and timetable	Attendance notification	Parent & Child information
Canteen orders online	BYOD and ICT Information	Update immunisation details

Logging in

Go online to <https://mun-tass.scea.wa.edu.au/parentlounge>

Your username is the same as your School Account Number from your statement. When you first login, use the "I forgot my password" icon so that a new password can be set for you. You can change this once you log on.



Direct Debit Management

Important – this will only be available once you receive your first Tuition Invoice

- Go to **Accounts & Payments** menu, click **School Fees Account**.
- Navigate to **Payment methods** and select **New Payment Method** and enter your credit or debit card details.
- Navigate to **Payment Schedule**. Select **Add Payment Schedule**
- Select **Pay Method** from the drop box and follow the instructions to set up your direct debit (weekly, fortnightly, monthly or quarterly). Select the dates instalment is to begin and the amount will automatically be calculated.
- Agree to the **Terms and Conditions** and Save.

Permissions

Permissions for excursions and camps are recorded through the Parent Lounge Portal.

- To provide permission, click on **Events and Payments**, navigate to the event.
- **Medical Details: Review** (Click the red cross, update if necessary) and **Verify** (Small tick box).
- **Accept/Decline**: Click the drop-down menu and select either Accept or Decline.
- **Options**: To volunteer for parent help (If applicable) click the small tick box. Click **Save**.

Absences Notification

- Navigate to **Absences**.
- Click add **Absence Notification**.

Parent Teacher Interview Bookings

You will receive an email advising you when online bookings are open for the annual mid-year Parent teacher interviews.

- Click **Parent Teacher Interviews**
- Click **Book Now** and follow the prompts to book your appointment.

Academic Reports

Student reports are uploaded to the Parent Lounge portal at the end of each term. You will receive an email advising you when these are available. We recommend that you save the PDF report to your own computer for future records as once you withdraw from the College, these will no longer be available.

Curricular Activities

Your child's results for tests and assignments for the term will be available to view on Curricular Activities.

Extra-Curricular Activities

Registrations for extra-curricular activities are taken through Parent Lounge for activities such as After School Sport. Please note that places may be limited for some activities and will be subject to availability. We will be in contact with you if further correspondence is required regarding places and arrangements for your child's extra-curricular activities. Following registration, if you think you may have missed any information about your child's extra-curricular activities, please contact the College Office.

To register, click Extra Curricular.

- Click **sign-up now**.
- Click **Sign-up** for your selected activity.
- Review the **Terms & Conditions** and tick **Accept**.
- Drop down menus provide additional information for some activities if required.

Important: Click **Submit to School**, review your selections, then click **Submit Signup**. (Your registration will not reach us if this step is not completed).

Payment of School Tuition accounts

When you commence at MCC, you will receive an email from the Accounts Department with your Tuition Account Statement showing charges broken down. In the payment schedule section, it refers to the total amount due for the year.

Swan Christian Education Association's policy is that the tuition fees are paid in advance either annually, before commencement of term or by direct debit as per the instructions overleaf, through the Parent Lounge Portal.

For all tuition account enquiries, please email accounts@mundaringcc.wa.edu.au or call the Accounts Manager on (08) 9295 2688 and select the Primary Campus when given the option.

Student Café Portal

This is the portal that teachers use to communicate assignments, information and notices to students from Year 5 onwards. At commencement, your child will be given a separate Student Café printout with login details and password. They will need to have their laptop set up by our IT Department at commencement, to connect to the College Network and access some of the programs.

Student Café can be found online at <https://mun-tass.scea.wa.edu.au/studentcafe>

Your child's username will be their firstname.surname

Assistance

For assistance with either portal or for your username, please don't hesitate to either call us on 9295 2688 or email studentservices@mundaringcc.wa.edu.au

Tutorials

[Parent Lounge Instruction video](#)

[Parent Lounge Direct Debit Instruction video](#)