

Parent Orbit App Instructions and Information



Dear Parents and Caregivers

At Mundaring Christian College, we know that a strong partnership between families and the school is vital for our students' success. We are excited to introduce the TASS Parent Orbit App to improve communication. We invite you to download the app and discover its fantastic features. Please find attached a summary of valuable details for your convenience, including the key features of the app and the steps to download and start using the app.

Please note that the Orbit App is not a replacement for Parent Lounge; it simply offers a user-friendly way to access your parent portal on your mobile device. You can still use Parent Lounge to access your parent portal on a computer.

1. Key Features of the Orbit App

Absence entry	Extra-curricular activity registrations	Parent-teacher interview bookings
Teacher contact information	Academic reports	Account statements
Excursion permissions	Student medical records	Direct debit management
School calendar	Student timetables	Attendance data

2. How to Access the App

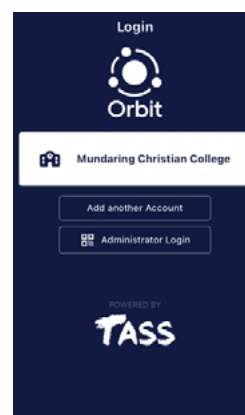
Step 1: Download the App

Option A: [Click here](#) to download the app.

Option B: Scan the [QR Code](#) below and follow the prompts.

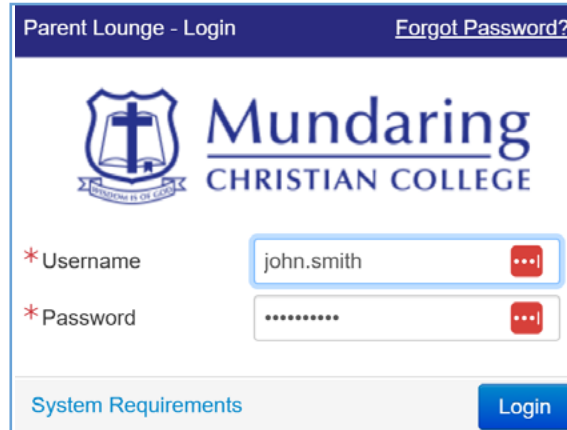
Option C: Search your [App Store](#) for 'TASS Parent Orbit' to and download it.

Once downloaded, follow the prompts, and if asked for a school code, please enter [muntass](#) to get started.



Step 2: Log in

- Select Mundaring Christian College.
- Sign in by using the same credentials as Parent Lounge.
 - * Your Username is your **Account Number** from your school fee statement
 - * If you forgot your password, you need to go to **Parent Lounge** on a browser. [Click here](#) to update your password via Parent Lounge. *It cannot be reset in Parent Orbit.*



- * Select 'Forgot Password?' in the top right corner. Enter your email address. A link will be sent to reset your password. Alternatively, contact the office to reset the password.
- * Parents with students at more than one SCEA school (or other schools using TASS) can switch between schools within the Parent Orbit App. Additional schools can be added using the school code provided by the other school.
- * **Please allow notifications so we can send you targeted push notifications via the app. It is essential for emergencies such as bushfires. Parents will only be alerted to information relevant to their child.**

Step 3: Check the following information

- Check/update your parent profile.
- Check/update the student's medical details.
- Acknowledge absences (see more information below).

New Absence Entries Through the Parent Portal

Absence entries can now be done through the Parent Portal (Parent Lounge or the Parent Orbit App). We encourage parents to start using this method to advise us of absences.

Recording Student Absences

- Navigate to **Absences**.
- Select **Add Absence**.
- Enter absence details.
- Select **Submit**.

If you have any questions or problems, please contact reception.