

Granting Permission to attend Events in Edumate

Last Updated: 17/01/2019


Overview

Use this document to grant approval to attend events for your child/children via Edumate.

Procedure

1. Go to <http://portal.rosebank.nsw.edu.au/parent/> and login using the credentials provided to you by the College. If you are having troubles logging in:
 - Your username is typically in the format <FirstName>.<LastName> (e.g. *john.smith*)
 - If you have forgotten your password, click on the **Set/Reset Password** and follow the prompts:

helpdesk@rosebank.nsw.edu.au'."/>

 **ROSEBANK**
COLLEGE

Please enter your Username and Password

Username

Password

[Set/Reset Password](#)

If you can't remember your password, click on "I forgot my password" or use an alternate account to email helpdesk@rosebank.nsw.edu.au

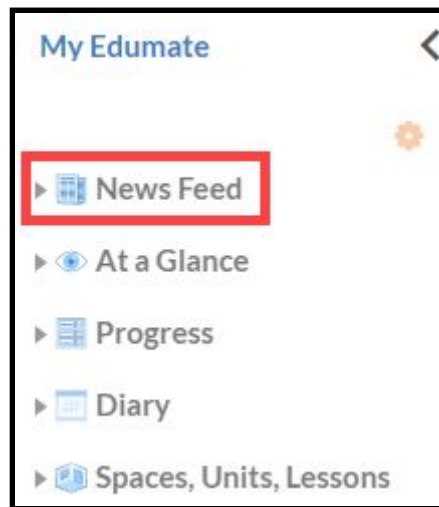
If you continue to have troubles logging in, please contact the ICT Helpdesk via:

- telephone on 9713 3111
- email at helpdesk@rosebank.nsw.edu.au

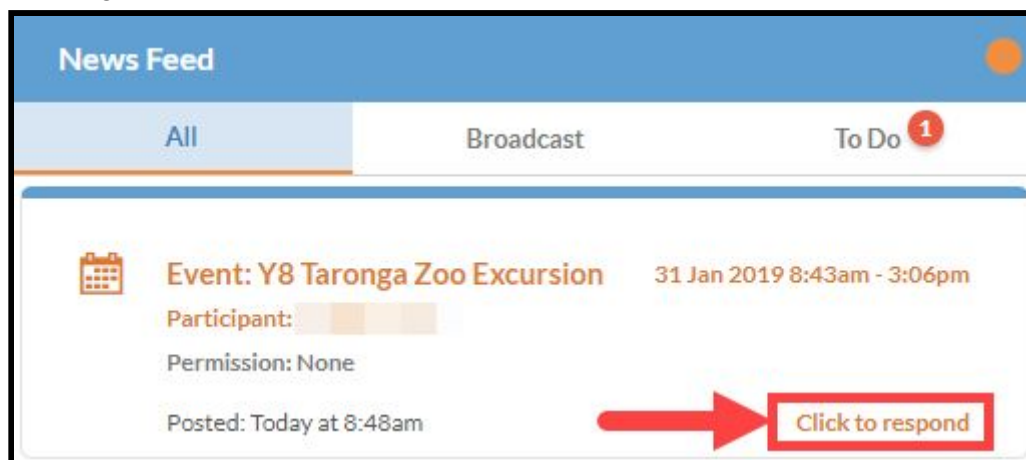
2. Click on the Edumate logo:



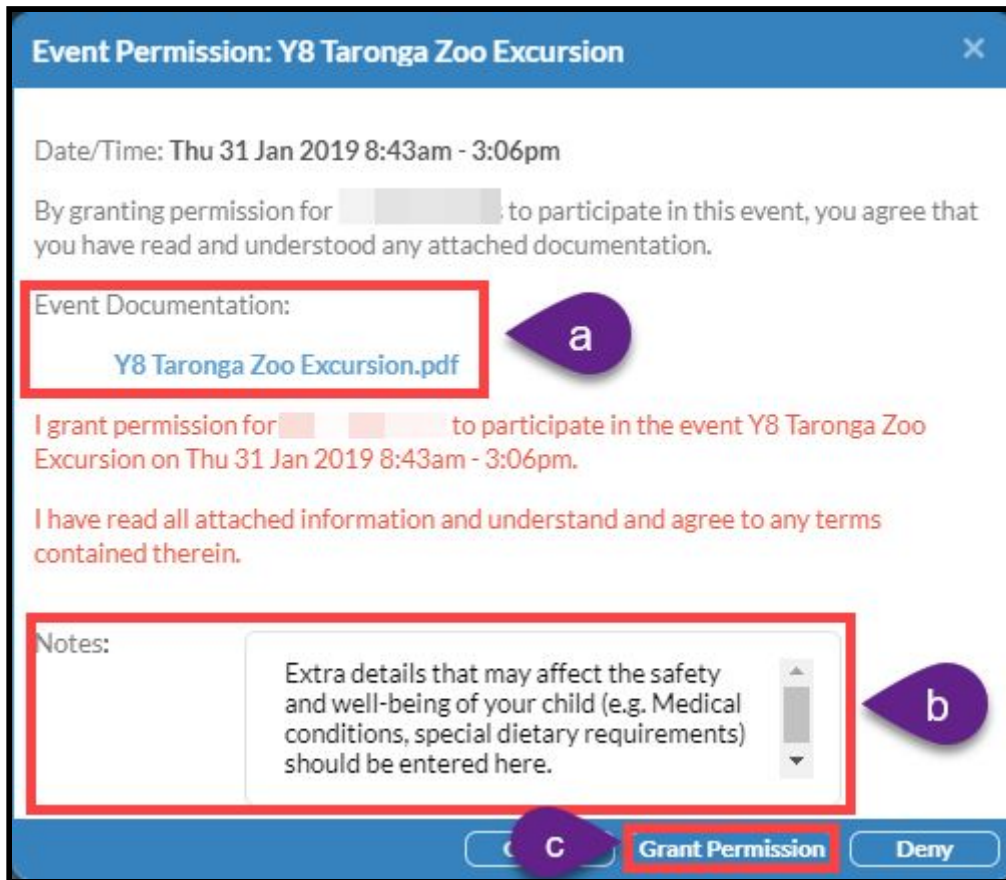
3. If you cannot see the 'News Feed' portlet in the middle of the screen, select **News Feed** on the left-hand side menu:



4. In the middle of the screen, you should now see any events where permission has not yet been granted. Select **Click to Respond** for the event:



5. The following screen will appear:

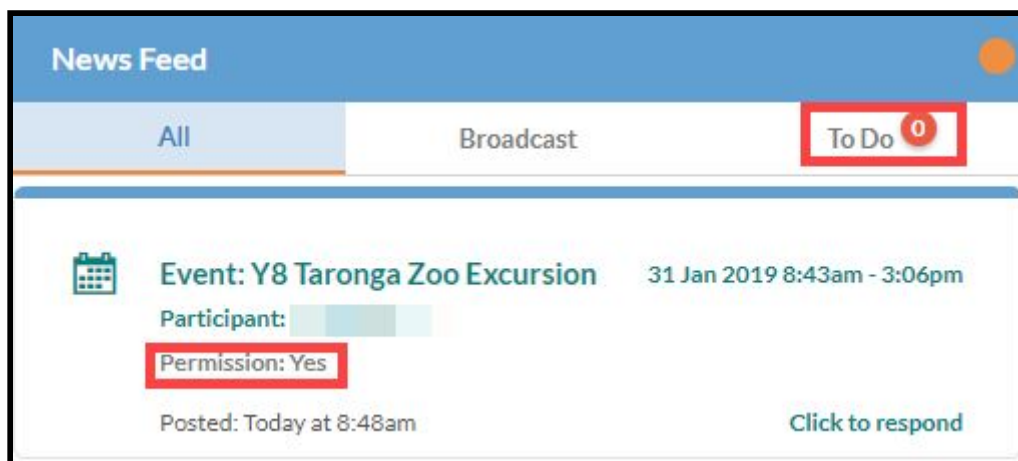


The screenshot shows a mobile application interface for granting permission for an event. The title bar is blue with the text "Event Permission: Y8 Taronga Zoo Excursion" and a close button (X). Below the title bar, the date and time are displayed: "Date/Time: Thu 31 Jan 2019 8:43am - 3:06pm". A paragraph of text states: "By granting permission for [redacted] to participate in this event, you agree that you have read and understood any attached documentation." Below this, there is a section titled "Event Documentation:" with a red border. Inside this section, there is a link "Y8 Taronga Zoo Excursion.pdf" and a purple callout bubble labeled "a". Below the documentation section, there is a paragraph of text: "I grant permission for [redacted] to participate in the event Y8 Taronga Zoo Excursion on Thu 31 Jan 2019 8:43am - 3:06pm." Below this, there is another paragraph of text: "I have read all attached information and understand and agree to any terms contained therein." Below the text, there is a "Notes:" section with a red border. Inside this section, there is a text area containing the text: "Extra details that may affect the safety and well-being of your child (e.g. Medical conditions, special dietary requirements) should be entered here." and a purple callout bubble labeled "b". At the bottom of the screen, there are three buttons: "Cancel" (with a purple callout bubble labeled "c"), "Grant Permission" (with a red border), and "Deny".

- Extra information regarding the event will be available to download under **Event Documentation**
- Details that may affect the safety and well-being of your child (e.g. Medical conditions, special dietary requirements) should be entered in the **Notes** section.
- Select **Grant Permission** to allow your child to attend the event

After choosing to grant permission for your child, the News Feed section will update:

- Permission will say **Yes** for the event
- The colour of the text is now green, not orange
- The number of **To Do** items will also have reduced



The screenshot shows a mobile application interface for a news feed. The title bar is blue with the text "News Feed" and an orange notification bubble. Below the title bar, there are three tabs: "All", "Broadcast", and "To Do" (with a red border and a red notification bubble containing the number "0"). Below the tabs, there is a list of news items. The first item is an event: "Event: Y8 Taronga Zoo Excursion" with a calendar icon, a participant name [redacted], and a date and time: "31 Jan 2019 8:43am - 3:06pm". Below the event title, there is a red-bordered box containing the text "Permission: Yes". Below the event title, there is a "Posted: Today at 8:48am" and a "Click to respond" button.