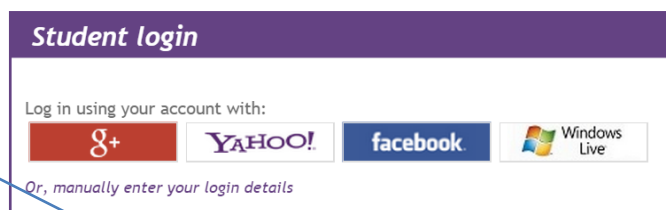


To log into the parent portal you must open your web browser (Google Chrome, Internet Explorer, Firefox, Safari) and type the following into the address bar at the top of the screen.

<https://parent.musac.school.nz>

This will take you to the Parent Login screen, DO NOT Select any of the specified accounts!



[Privacy Statement](#)

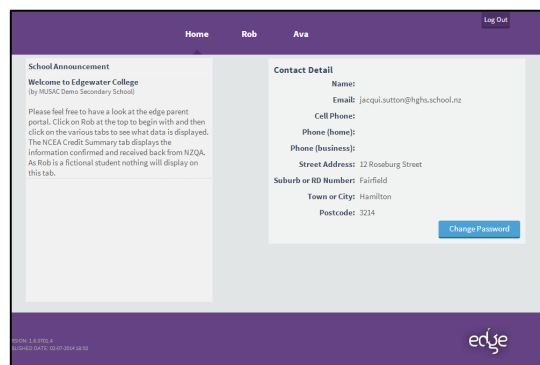
**CLICK ON** *Or, Manually enter your login details* and enter your email address (as held by the college) into the email box and click on the *I don't know my edge password* link. An email will be sent to your email address. Follow the instructions in this email to set your password. **Then return to the above page to log in.**

This will take you to the homepage.

Announcements from your school will appear on the LHS.

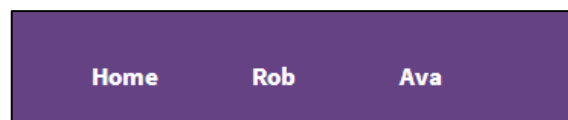
Your contact details (held by the school) will appear on the RHS.

If any of these details are incorrect then please contact the school to get them updated.



Click on the **Change Password** button if you wish to change your password.

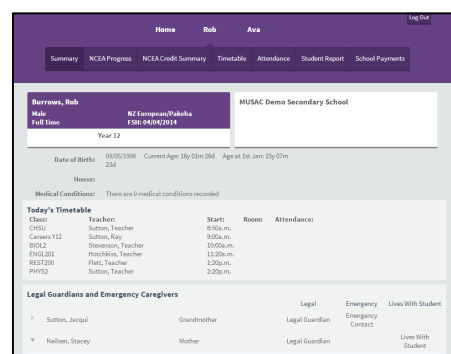
You will see the names of your sons/daughters listed across the top of the screen.



Click on the name of the child you wish to access their information.

This will take you to the **Summary** page.

There are 7 pages available in total within the parent portal.



## 1. Summary

### Displays

- **Today's Attendance** (in real time)  
[as soon as the data is entered by the school it will display]
- **Legal Guardian and Emergency Caregiver** details

<b>Burrows, Rob</b>		<b>MUSAC Demo Secondary School</b>	
Male	NZ European/Pakeha		
Full Time	FSit: 04/04/2014		
Year 12			
Date of Birth:	09/05/1998	Current Age:	16y 01m 26d
	23d	Age at 1st Jan:	15y 07m
House:			
Medical Conditions:	There are 0 medical conditions recorded		
<b>Today's Timetable</b>			
Class:	Teacher:	Start:	Room:
CHSU	Sutton, Teacher	8:50a.m.	
Careers Y12	Sutton, Ray	9:00a.m.	
BIOL2	Stevenson, Teacher	10:00a.m.	
ENGL201	Hotchkiss, Teacher	11:20a.m.	
REST200	Flett, Teacher	1:20p.m.	
PHYS2	Sutton, Teacher	2:20p.m.	
<b>Legal Guardians and Emergency Caregivers</b>			
		Legal	Emergency
		Legal Guardian	Emergency Contact
▶ Sutton, Jacqui	Grandmother	Legal Guardian	Emergency Contact
▼ Neilsen, Stacey	Mother	Legal Guardian	Lives With Student

## 2. NCEA Progress

### Displays

- **Literacy and Numeracy**  
[green tick if requirement met]
- **NCEA Graphical Summary for 2014**  
[click on key under strip graph to remove that section of graph, i.e. click on Ext NYA to remove from graph]
- **Achieved Standards**
- **Not Achieved Standards**
- **Withdrawn Standards**



Place the dot next to All years to display historical results.

Print button at bottom of page to allow a hard copy to be printed.

## 3. NCEA Credit Summary

### Displays

- **Results confirmed by NZQA**  
[from last year and before]

**NZQA Confirmed Credit Summary From NZQA Results File**

Literacy Level 1:	No
Numeracy Level 1:	No
UE Literacy:	No
UE Numeracy:	No
University Entrance:	No
NCEA Level Achieved:	Level 1: - Level 2: - Level 3: -
Highest Attainment Level:	30+ Credits at Level 3 or above
Course Endorsement:	-
<b>Credits by Level</b>	
2014 Level 2	Level 1: - Level 2: -
Internal Standards:	Excellence: - Merit: 111 Achieved: 15 Not Achieved: 15
External Standards:	Excellence: - Merit: 30 Achieved: 62 Not Achieved (N): - Not Achieved (Y): - Not Achieved (V): -
Level 1	Level 2
147	6
10	99
-	-
-	-
-	-
-	-

Print

## 4. Timetable

### Displays

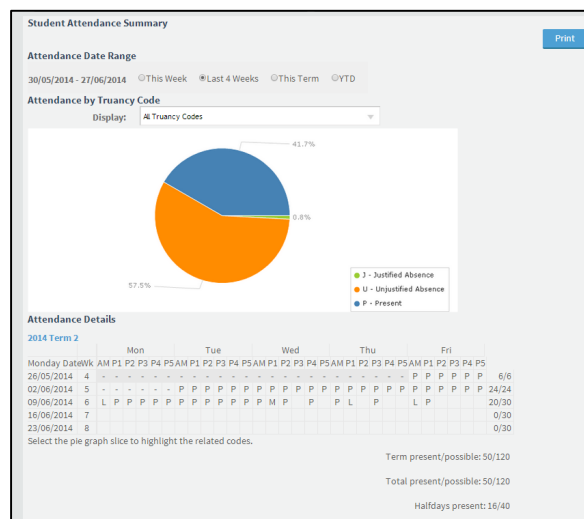
- **Student's current timetable**

all day	Mon, 30	Tue, 1	Wed, 2	Thu, 3	Fri, 4	Sat, 5
07:00						
08:00						
09:00	CHSU - SUO -	CHSU - SUO -	CHSU - SUO -	CHSU - SUO -	CHSU - SUO -	
	MATH203 DST	PHYS2 SUO	REST200 FLT	BIOL2 STV	Careers Y12 SUT	
10:00	GEOG2 FLT	MATH203 DST	PHYS2 SUO	ENGL201 HOC	BIOL2 STV	
11:00	BIOL2 STV	GEOG2 FLT	MATH203 DST	PHYS2 SUO	ENGL201 HOC	
12:00						
01:00	ENGL201 HOC	BIOL2 STV	GEOG2 FLT	MATH203 DST	REST200 FLT	
02:00	REST200 FLT	ENGL201 HOC	Careers Y12 SUT	GEOG2 FLT	PHYS2 SUO	
03:00						

## 5. Attendance

### Displays

- **Student's attendance summary**  
[last 4 weeks initially displayed]
- **Date range can be changed to**
  - This week
  - This term
  - YTD (Year to date)



## 6. Student Report

### Displays

- **Student's latest report**  
[can be downloaded as pdf then printed]
- **Previous reports available**
  - Current Year  
[select from dropdown]
  - Previous Years  
[click [Previous Year](#) link and then select required report]

**Student Report**

Previous Year This Year (2014) Next Year

Report: RS Senior Mid Year Report 2014

**MUSAC Demo Secondary School**  
RS Senior Mid Year Report 2014

Name: Robert Burrows  
Year: Year 12  
Form: CHSU  
Teacher: Teacher Sutton

**Level 2 Biology**

Standard	Title	Credits	Int/Ext	Grade
91153.1	Biology 2.1 - Carry out a practical investigation in a biology context, with supervision	4	I	NYA
91154.1	Biology 2.2 - Analyse the biological validity of information presented to the public	3	I	NYA
91155.1	Biology 2.3 - Demonstrate understanding of adaptation of plants or animals to their way of life	3	I	M
91157.1	Biology 2.5 - Demonstrate understanding of genetic variation and change	4	E	NYA

[Download PDF](#)

## 7. School Payments

### Displays

- All items with an amount owing
- All students in family shown

### Allows

- Payments to be made online [uses POLi online banking system]

Totals as at:		04/07/2014			
Balance Due:		\$317.50			
Current Unpaid Items					
Date	Student Name	Billable Item	Total	Owing	Amount to Pay
03 Apr 2014	Burrows, Robert	2014 Physics Field trip (Motat)	\$35.00	\$35.00	Pay
03 Apr 2014	Burrows, Robert	2014 Biology Field Trip (Raglan Beach)	\$45.00	\$45.00	Pay
03 Apr 2014	Burrows, Robert	2014 Macbeth Theater Trip	\$15.00	\$15.00	Pay
03 Apr 2014	Burrows, Robert	2014 Geography Field Trip (Rotorua Lake)	\$35.00	\$35.00	Pay
03 Apr 2014	Burrows, Robert	2014 School Donation-1 student	\$50.00	\$50.00	Pay
03 Apr 2014	Collins, Ava	2014 Physics Field trip (Motat)	\$35.00	\$35.00	Pay
03 Apr 2014	Collins, Ava	2014 Student Diary	\$15.00	\$15.00	Pay
03 Apr 2014	Collins, Ava	2014 Student ID Card	\$7.50	\$7.50	Pay
03 Oct 2013	Collins, Ava	School fee 2013	\$80.00	\$80.00	Pay
Totals			\$317.50	\$317.50	\$0.00

## Making an Online Payment

1. Click **Pay** next to the item(s) you wish to make a payment for.
2. Click the **Make Payment** button.
3. At the next screen click the **Proceed using POLi** button.

**Payment Pending**

Payable: \$80.00 [Cancel Payment](#)

**Pay with POLi**

Pay with your bank account using Internet Banking.

You will be redirected to your bank website to complete the payment.

[Find out more about POLi™](#) [Check the list of available banks](#)

[Proceed using POLi™](#)

4. Select your bank (from the dropdown list of available banks)
5. Click the **Proceed with payment** button.
6. Enter your internet banking details for the selected bank.

**POLi payments..** security-assessment.com **COMODO** Creating Trust Online

Select Bank Login Setup Confirm Complete

**School Test 1**

Merchant: Musac School Test 1 Support

**You are paying:** Musac School Test 1

**Reference:** 50994

**POLi ID:** 996413935919

**Amount:** NZD \$80.00

[New to POLi? click here for more information](#)

Please select your bank:

ANZ

[Proceed with payment](#) [Return to merchant](#)

**Please note:**

- Business accounts may not work with POLi
- All available banks are currently offered by this merchant.

By clicking on proceed you agree to our [Privacy Policy](#) and our [Terms and Conditions](#). If you do not agree we will be unable to proceed with your transaction.

**POLi payments..** You are paying \$80.00 to Musac School Test 1 via ANZ NZ for POLi ID: 996413935919

Enter your login information and click "Log on".

Select Bank Login Setup Confirm Complete

**ANZ**

Enter your Internet Banking login details

Customer Number

Your Password

[Forgot Your Password?](#)

[Log on](#)

Not registered? Register online today.

From carpet to ceiling, you're covered with a free House Insurance Valuation. [Find out more](#)

Security Information: Get double the protection with OnlineCode. A unique code is sent to your mobile phone and must be entered into Internet Banking to authorize certain transactions. [Read more](#)

[View our Internet Banking Privacy](#)

7. You should be taken to your Internet Banking Payments screen. Select the account you wish to make the payment from.
8. Click the **Proceed** button.

This will take you to a confirmation screen.

Check the details of the payment are correct.

Click **Confirm** to proceed with the payment.

You should then receive a message to indicate your payment has been successful (or otherwise).

Click **OK**.

This will log you out of your Internet Banking session and return you to the **Parent Portal**.

Payment details will be displayed in the top left.

Click on the [Download Receipt.pdf](#) link to print off a receipt.

You can then log out of the parent portal having successfully made your school payment.