



RGS Parent Lounge – How to Guide

Updated 22 January 2012

Parent Lounge is a web-based application that allows parents and guardians to view information such as their child's academic reports, timetable information, medical information, address information, email teachers, school events, and make fee payments on-line.

To Access RGS Parent Lounge

1. Access is via the School website, www.rgs.qld.edu.au

Enrolment enquiries? 1300 GRAMMAR

The RGS Home | News | Calendar | My RGS | Enter keyword(s) | Search

Talk to us about an unforgettable education.
1300 GRAMMAR

The Rockhampton Grammar School
Established 1881

Every opportunity. Every student. Every day.

Our School | Academic Programs | Boarding | Co-Curriculum | Admissions | Calendar, News and Events | RGS Communities

My RGS
Home > My RGS > Parent Lounge

Parent Lounge

Welcome: Here you can access information relating to your child and your School fee account.

- View your child's timetable
- Email your child's teachers
- View and print your child's secondary school academic reports (commencing 2012)
- View important medical information recorded on your child's medical file
- View your child's attendance record (secondary school only)
- View Daily Notices
- Update your address details
- Check your fee account balance and make a payment

CLICK HERE TO LOG ON!

The RGS Parent Lounge

The RGS Parent Lounge is a secure information portal available only to parents and guardians of students currently enrolled at The Rockhampton Grammar School. If you require any assistance with using RGS Parent Lounge, please contact us at parentlounge@rgs.qld.edu.au or 07 4936 0600.

2. Please type in your Username and Password as provided to you in the enclosed letter and click enter.

Your username is your account number, which can be found printed in the top right section of your fee statements.

The Rockhampton Grammar School

Archer Street,
ROCKHAMPTON QLD 4700
Phone: 07 4936 0600 Fax: 07 4922 1552
Email: inform@rgs.qld.edu.au
ABN: 71 055 702 035

IB
PAY

*** TAX INVOICE ***

STATEMENT OF ACCOUNT

ACCOUNT NUMBER

DUE DATE

The Rockhampton Grammar School
Established 1881

The RGS Parent Lounge

By logging in to the RGS Parent Lounge I agree that I have read the following terms and conditions of use and agree to abide by and support those terms and conditions. The personal information contained in RGS Parent Lounge is highly confidential and access is provided only by way of unique login credentials being provided by the School to parent/guardians. All parent/guardians will adhere to the following terms and conditions of use:

- Parents and guardians will not share their password with anyone, including their own children/other students.
- Parents and guardians will not attempt to hack or destroy data of their own children/other students, or another user or the School network.
- Parents and guardians will not use the RGS Parent Lounge for any illegal activity, including violation of privacy laws.
- Parents and guardians will not access data or any account owned by another parent or guardian.
- Parents and guardians who identify a security problem with the RGS Parent Lounge must notify the School immediately without demonstrating the problem to anyone else.
- Parents and guardians who are identified as a security risk to the RGS Parent Lounge will be denied access to the portal.

Any violation or breach of these terms will result in loss of access to the portal and possible civil and/or criminal consequences.

Username:

Password:

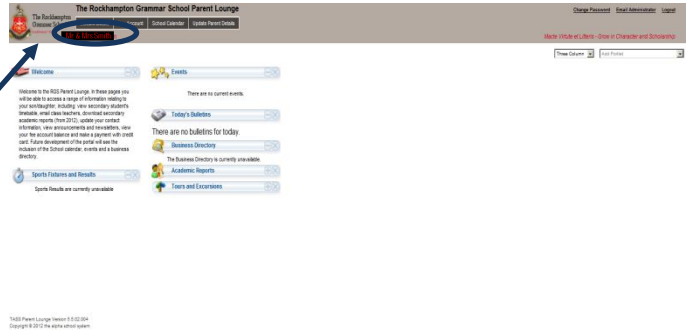
Connect: The Rockhampton Grammar School

Log On

Forgot Password

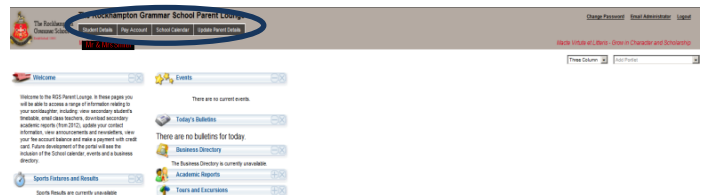


On the next screen, you will see the message "Welcome, Mr and Mrs Smith". If the correct name does not appear, please log out immediately and notify parentlounge@rgs.qld.edu.au or contact the School on 4936 0600.



RGS Parent Lounge Information

Make a selection from the menu icons at the top of the screen and view details



Update your address information through Parent Lounge. Click the **Next** or **Previous** buttons to check that **all** address blocks are correct. Note that **Home** addresses must be a physical address, not a post box. The school database administrator will review the changes before updating them into the database.

The School will control access to sensitive address and contact details for split families. Security will be set in such a way so that split parents do not see each other's address and account information.

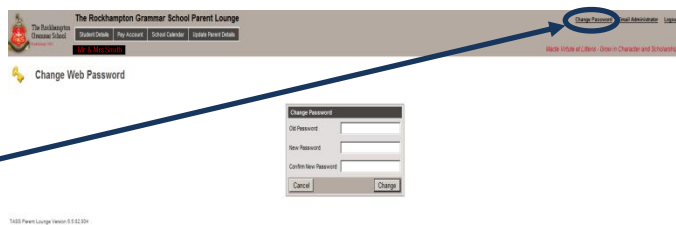
Address Details	
Mailing	
<< Previous Next >>	
Parent Name	Salutation
Street Address	Town/Suburb
State/Post Code	Country
Home Phone No	Business Phone No
Mobile Phone No	Facsimile Phone No
Email Address	
Update Address Info	



STUDENT DETAILS

Review your child's address details, monitor your child's attendance, academic results, email class teachers, review recorded medical information, timetable information and any comments their teachers may record. At present, some of this information is available only for secondary students.

Just click on any of the links on the left hand side of the page.



To ensure security to your personal information, please change your password to the site as often as you feel necessary.

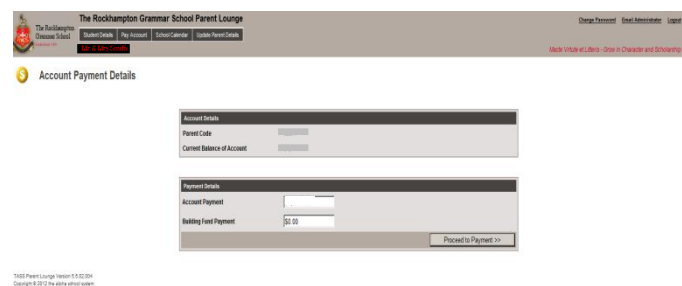
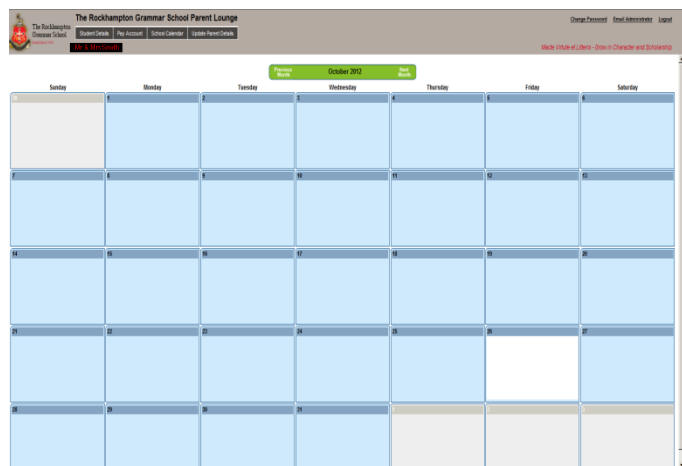


SCHOOL CALENDAR

View Calendar and School events specifically relevant to your child by selecting one of the categories (or all categories) and a year group.

This will provide easy access to up-to-date events.

Please note that the Calendar and School Events pages are still under development.



View your fee account balance, and make a payment on-line using a credit card (Visa or Mastercard).