



**RICHARD JOHNSON**  
ANGLICAN SCHOOL  
OAKHURST CAMPUS • MARSDEN PARK CAMPUS

# Edumate Parent Portal & School App Information

**Login to Edumate**

Username

Password

You should not save your password information on public or shared computers.

Login [Can't login?](#)

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OAKHURST CAMPUS • MARSDEN PARK CAMPUS

*A place to belong, serve and succeed*

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- Newsfeed
- Calendar
- To-Do
- Tasks
- Timetable
- Events
- Absence
- Links
- Settings

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## THE EDUMATE PARENT PORTAL

Edumate is the School's web-based management database containing family and student information. It gives parents/carers access to:

- Newsfeed/Broadcasts (daily announcements)
- Event Permission Notes
- The School Calendar (via diary)
- Student's details (including House and Home Group/Classroom teacher allocation)
- Student's timetable
- Secondary student's tasks and assessment calendar
- Secondary student's results of assessment tasks, including examinations
- Student's Semester Academic Reports
- Student's awards, disciplinary actions and sick bay records

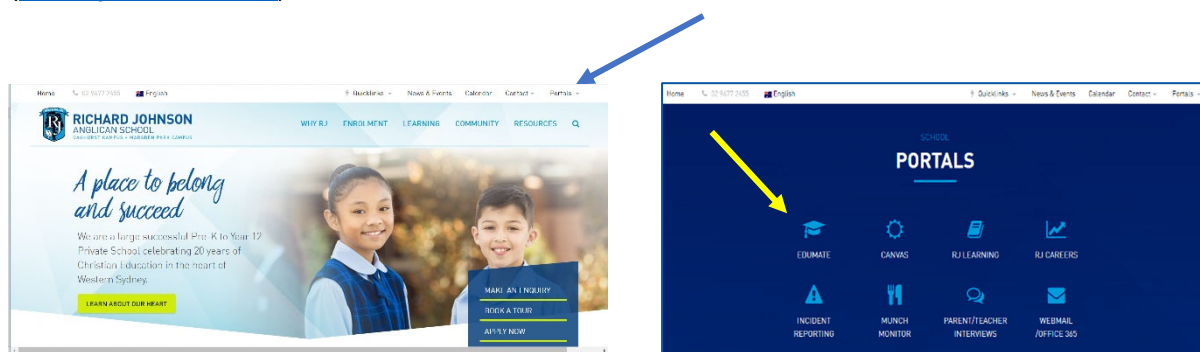
Apart from viewing the above, parents/carers can also:

- Update address and contact information
- Update medical information
- Pay School fees and/or set up direct debits
- Verify student absences
- Provide electronic permission for most events

**Please note, it is very important that medical information and contact details are ALWAYS up to date** to ensure the best student care and prompt communication should an emergency occur.

## ACCESSING THE WEB-BASED EDUMATE PORTAL

Go to <https://edumate.rjas.nsw.edu.au/rjas/web/app.php/login/> or visit the School website ([www.rjas.nsw.edu.au](http://www.rjas.nsw.edu.au)) and click on 'Portals' and 'Edumate'.



Enter the Edumate username and password provided by the Registrar upon commencement at RJ. **The username is usually the first two letters of the first name and the entire surname** e.g. 'Jane Citizen' would be 'jacitizen'.

If the password has been misplaced, click on "can't login" and follow the prompts. Passwords are case sensitive and can be changed from within Edumate.

## THE SCHOOL APP & HOW TO DOWNLOAD IT

The **Richard Johnson Anglican School (Edumate) App** is a limited version of the web-based Edumate Parent Portal. However, all parents/carers are expected to download the App and enable notifications, so electronic permission can be given for various student events.

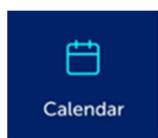
In particular, parents/carers will be asked at the beginning of each year to provide online permission for "Local Travel" excursions and, if there is a child in Secondary (Yrs 7-10), parents will also be asked to provide online permission for Sport activities.

**The same username/password applies for the School App as the web-based Edumate.**

To download the **School App**:

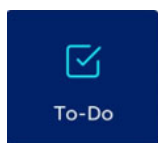
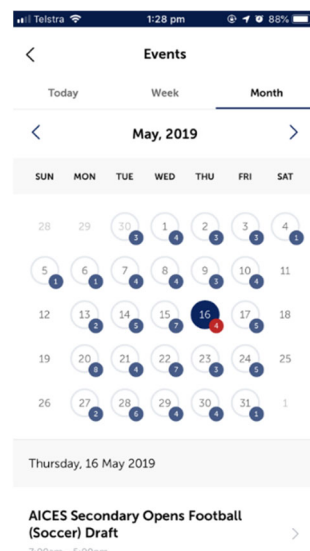
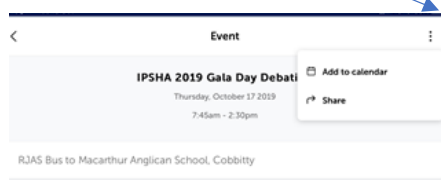
- 1 Download the **Richard Johnson Anglican School** from Apple App Store or Google Play. (It is white with a blue shield.)
- 2 Once downloaded, open the App and sign-in using the Edumate login and password.
- 3 Ensure notifications are enabled.
- 4 Explore the functionality accordingly.

**Some key features include:**



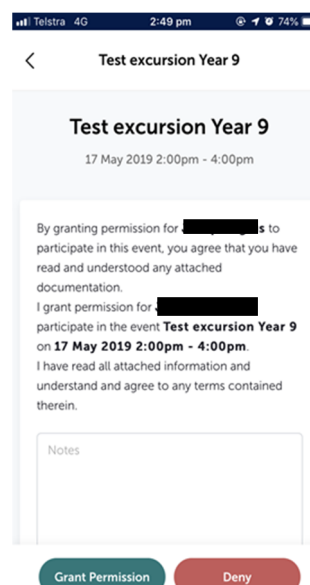
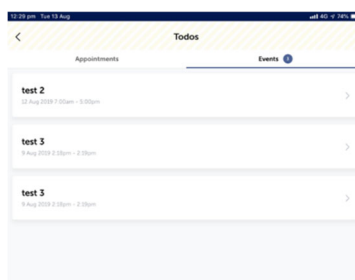
### CALENDAR

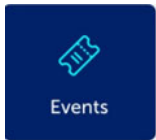
This feature provides access to all School events. By clicking on an event and then the dots in the top right corner, parents can add the event to their personal calendar.



### TO DO (very important)

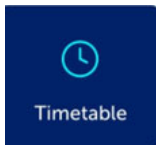
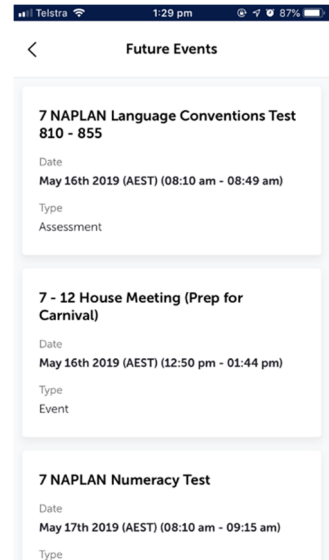
This feature will highlight matters that require action from parents such as event permissions. Please grant permission promptly (note, only one parent needs to provide permission).





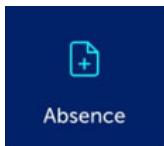
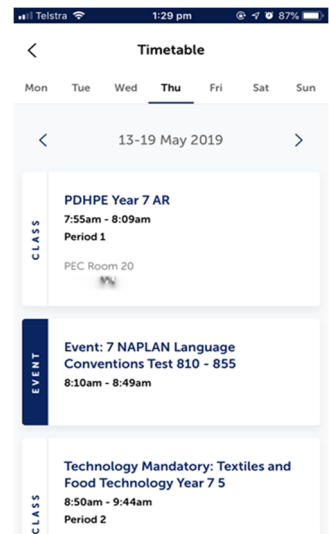
### EVENTS

This feature highlights future events for parents and the relevant permission notes that have been approved via the Edumate App.



### TIMETABLE

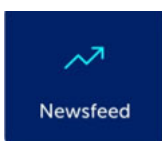
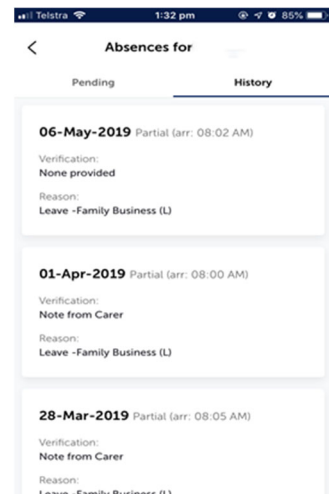
This feature provides access to student timetables.



### ABSENCES

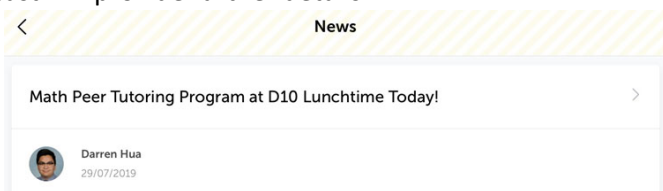
This feature provides a history of student absences and any outstanding absence notifications.

Currently families are still asked to advise absences by email [absences@rjas.nsw.edu.au](mailto:absences@rjas.nsw.edu.au) or SMS 0438 657 339.



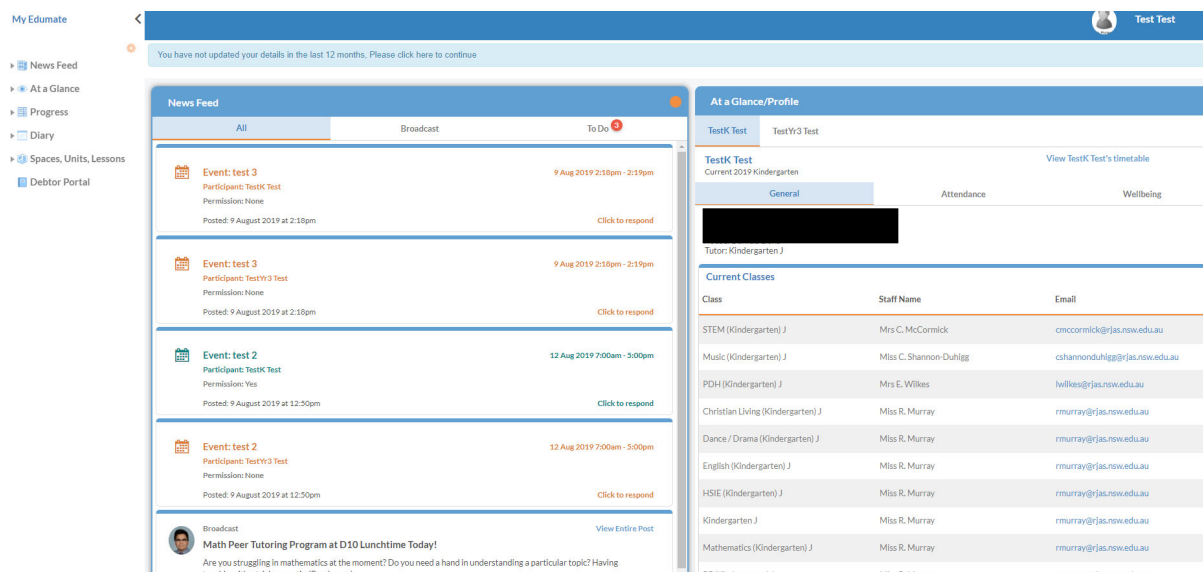
### NEWSFEED (Broadcasts)

This feature captures various staff announcements that may be of interest to the parent community. Clicking on the broadcast will provide further details.



# INSIDE THE WEB-BASED EDUMATE PARENT PORTAL

## HOME PAGE



On the left section of the Home Page there are various options to explore. Selecting “**Diary**” will access a student’s timetable and the School Calendar.

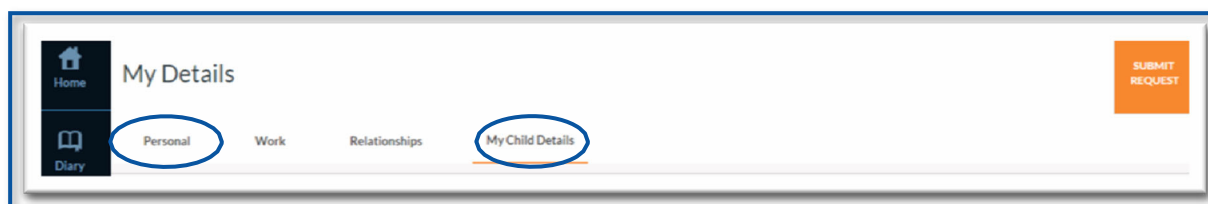
The three areas in the middle section capture communication: “**Broadcasts**” are messages from staff that may be of interest to families; “**To Do**” items include outstanding absence notifications or outstanding event permissions that require action; “**All**” captures both Broadcasts and To Do items.

The right section features the relevant student information. Tabs include **General**, **Attendance** (including absence notifications), and **Wellbeing** (for information on **Sick Bay** visits, **Medication Administered**, and **Awards/Disciplines**). Student timetables are also accessible via this section.

## CHANGING CONTACT AND RELATIONSHIP DETAILS

Parents are expected to keep their contact details current. Parents can do this directly via Edumate or can email [admin@rjas.nsw.edu.au](mailto:admin@rjas.nsw.edu.au).

In Edumate, right click on the name in the top right corner. On the drop down menu, click on ‘update personal details’. The following four tabs will appear: **Personal**, **Work**, **Relationships**, and **My Child Details**. Select the relevant area and follow the prompts.



Once the changes have been completed, click on **Submit Request** in the top right-hand corner of the page. The changes will then be reviewed by an Admin Staff Member and processed accordingly.

## VERIFYING ABSENCES

Student absences can be advised by email [absences@rjas.nsw.edu.au](mailto:absences@rjas.nsw.edu.au) or SMS 0438 657 339 (do not call). Please provide the reason e.g. sick. Alternatively a note can be sent to the School noting the absence and the reason. However, if a parent has forgotten to notify beforehand, an SMS will be sent after 9:30am advising the unexplained absence. If this occurs, parents should then either **SMS reply** or confirm the absence on Edumate immediately.

To verify the absence in Edumate, open the **“To Do”** tab and follow the prompts. Alternatively parents can click on **“Attendance”** on the right of the Home Page, then click on the Absence Notification section and follow the prompts.

The screenshot shows the 'Attendance' tab selected in the top navigation bar. Below it, the 'Absence Notifications' section displays a message: 'Recent unexplained absences exist. Click to submit carer explanation/s'. A modal window titled 'Submit Absence Explanation/s TestK' is open, containing the following steps:

- Select date/s of an absence:
  - 13/08/2019 (Whole day)
- Apply reason for the absence and add details as required.
  - Reason: [Dropdown menu]
  - Details: [Text input field]

At the bottom of the modal, there are three buttons: 'Cancel', 'Submit and do more', and 'Submit and close'. A note at the bottom right of the modal states: 'For further enquiries, please contact the school directly'.

**HOWEVER AN ILLNESS & MISADVENTURE FORM [www.rjas.nsw.edu.au/resources/general](http://www.rjas.nsw.edu.au/resources/general) (together with a DOCTOR'S CERTIFICATE if applicable) MUST STILL BE SUBMITTED TO THE OFFICE FOR ANY ABSENCE THAT AFFECTS AN ASSESSMENT/EXAMINATION FOR YEAR 10, 11 AND 12 STUDENTS.**

## HOW TO VIEW STUDENT PROGRESS

Recent results, upcoming tasks and past academic reports can be viewed using the **Progress** button on the left side of the home page. This is used more for Secondary students than for Primary students.

The screenshot shows the 'Progress' section of the Edumate interface. The 'TestK Test' tab is selected, showing 'Current 2019 Kindergarten' data. Below the tabs, there are three sections: 'Upcoming Tasks', 'Past Tasks', and 'Academic Reports'. The 'Upcoming Tasks' section is active and contains a search bar, a 'View upcoming tasks by course' link with a printer icon, and a table with columns for 'Date Due', 'Task Details', and 'Course'. The table currently displays 'No tasks at present'.

## SCHOOL FEE MANAGEMENT

**Fees are due in the first week of each Term.** Families can finalise their account using the BPay details on the invoice or they can do so via the Edumate Portal. Families preferring an instalment plan are required to set up a **Direct Debit arrangement prior to the due date**, either by following the instructions below or by contacting the the Anglican Schools Corporation's Group Office (8567 4000).

### Direct Debit (Automatic Payments)

Click on the “**Debtor Portal**” listed on the left side of the Home Page. This will show the account history. Parents can then select to pay the balance, or organize a Direct Debit (automatic instalments). Follow the prompts accordingly.

The screenshot shows the Edumate Debtor Portal interface. At the top left, it displays "Your Balance: \$3,498.37". Below this is a table for "Account History" with columns: Date / Description / Student, Amount, Outstanding, Invoice #, and Status. One entry is visible: 18/07/2019 RJA5 DD 180719, Amount: -\$1,475.21, Outstanding: \$0.00, Invoice #: 12545. To the right, there are sections for "Pay Balance" with a "Pay Fees and Charges Now" button, and "Automatic Payments" which shows a scheduled payment of \$1,475.21 monthly and a "Configure Auto Payments" button.

Please note that instalment plans are reviewed by Group Office from time to time to determine the instalment amount is sufficient to finalise the annual School Fee account by the **end of November**.

## TROUBLESHOOTING

### 'I CAN'T REMEMBER MY USERNAME!'

Typically, the username is the first two letters of the first name and the entire surname e.g. 'Jane Citizen' would be 'jacitizen'. If this doesn't work, click on the **Can't login?** button.

The screenshot shows the Edumate login page. It has fields for "Username" and "Password", a "Login" button, and a "Can't login?" link. Below the login fields is a note: "You should not save your password information on public or shared computers." The Richard Johnson Anglican School logo is at the bottom.

The screenshot shows the "Can not login?" form. It has two radio buttons: "Forgot my password." and "Forgot my username." The "Forgot my username." option is selected. Below the radio buttons is a text input field labeled "Enter your email address" and a "Submit" button.

Select **Forgot my username** and enter the email address you already have recorded on Edumate. An email will be sent accordingly.

### 'I CAN'T REMEMBER MY PASSWORD!'

Follow the above instructions but click on **Forgot my password** and enter the email address already recorded on Edumate the username. An email will be sent accordingly.

The screenshot shows the "Can not login?" form. It has two radio buttons: "Forgot my password." and "Forgot my username." The "Forgot my password." option is selected. Below the radio buttons is a text input field labeled "Enter your email address". Below that is a section labeled "- And -" with a text input field labeled "Enter your username". At the bottom is a "Submit" button.

Note – Edumate is not optimized for mobile devices and does not work on Internet Explorer, chrome or Firefox work well. Ensure pop-ups are not blocked for the Edumate site. If there are still issues please email [admin@rjas.nsw.edu.au](mailto:admin@rjas.nsw.edu.au).