RICHARD JOHNSON
ANGLICAN COLLEGE

Edumate Parent Portal &

College App Guide

2027

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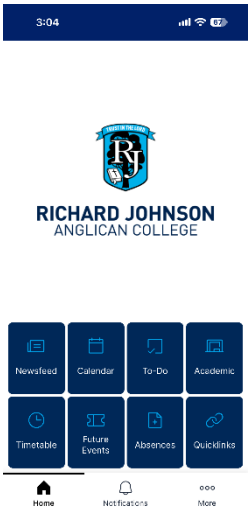
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Introduction

Edumate is the College's online system for managing family and student information. Parents/carers can use the web-based Parent Portal and the College App to access announcements, calendars, timetables, academic and wellbeing information, event permissions and absence notifications.

The web-based **portal** also allows parents/carers to update personal and medical information and manage College fees.

Please always keep your contact and medical information current so the College can provide appropriate student care and contact you promptly when required.



1. Getting Started

The College App provides quick access to the most frequently used Edumate features.

All parents/carers are required to download the App and enable notifications. The App is used regularly for announcements, event permissions, calendars, timetables and absence notifications.

Parents/carers should:

- Download the ***Richard Johnson Anglican*** College App.
- Sign in using the personal email address you provided to the College when enrolling your child.
- Use the temporary password emailed approximately 14 days before your child's first day.
- Enter the authentication code sent to your mobile.
- Create a new password.
- Enable notifications in App setting.
- Check ***To Do*** regularly for permissions and other required actions.
- Respond promptly to absence notifications.

2. Accessing the Edumate Parent Portal

Visit the Edumate Parent Portal at edumate.rj.nsw.edu.au/rj/web/app.php/login/ or access Edumate through the College website. Use the same username and password for both the Parent Portal and the College App.

If you cannot sign in, select ***Can't login*** and follow the prompts. A new temporary password will be emailed. Passwords are case-sensitive.

When you first log in on a device you will be sent an authentication code to the mobile number recorded on Edumate. If your mobile number has changed, please contact the office.

3. Using the College App

Newsfeed

View College announcements and updates. The Newsfeed and RJ Review are the College's main communication channels for families.

Calendar

View College events. Select an event, then use the menu in the top-right corner to add it to your personal calendar.

To Do

View items requiring action, including event permissions and unexplained absences. Only one parent/carer needs to provide permission. Once completed, the item will move from To Do to Future Events.

*Note: At the beginning of each year, parents/carers will be asked to provide online permission for **Local Travel** excursions and, where applicable, Senior School **sport** activities. Please respond promptly.*

Academic & Wellbeing

View reports. View past and upcoming assessment tasks, primarily for Senior School students. View Awards (tokens) and Disciplines (demerits).

Timetable

View your child's timetable, primarily for Senior School students.

Events

View upcoming events and approved permission information.

Absences

Respond to notifications about your child's absence or late arrival and view their absence history. Any unexplained absences **after ten day**s will be recorded as such and shown will be on the Student's Report.

Quicklinks

Email the School | Munchmonitor | RJ Fee Payment | RJ Review | RJ website | Student Extended Leave Application | WWCC Application

4. Reporting & Verifying Absences

If your child is absent, wait until you receive an **App notification** at approximately **9.30 am**. Respond promptly and provide the **reason** for the absence.

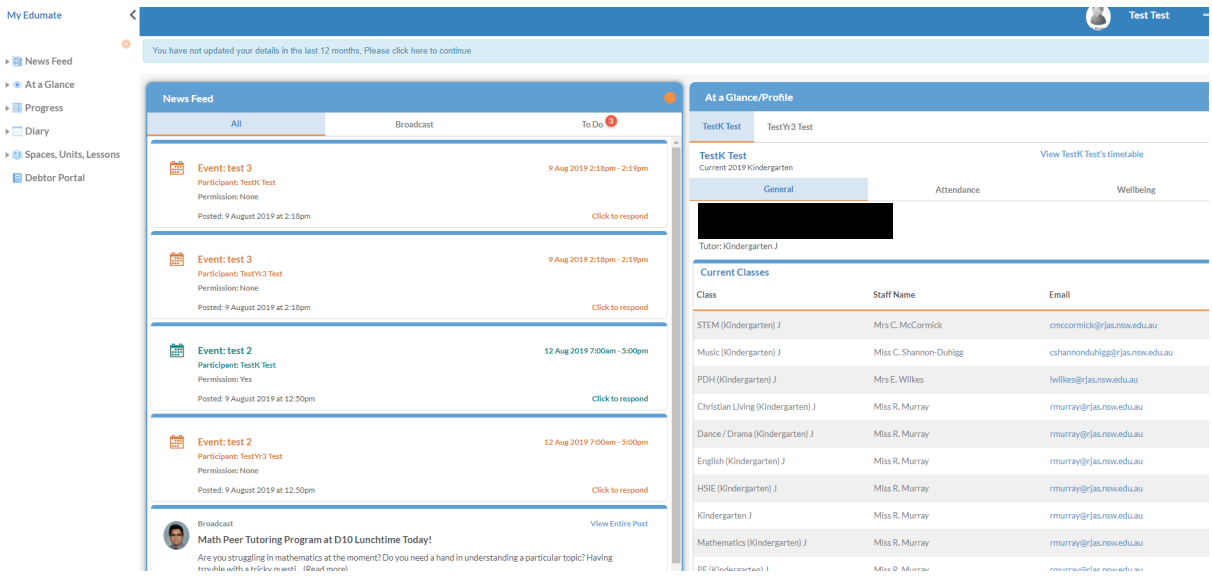
You can also advise the College of **future absences** by emailing **absences@rj.nsw.edu.au**.

For an absence of **more than three days**, complete the Extended Absence Form available on the College website and via the App's Quicklink page.

If an absence affects a Year 10, 11 or 12 assessment or examination, an *Illness and Misadventure Form* must also be submitted. Include a doctor's certificate where applicable.

5. Using the Edumate Parent Portal

Home Page



The Home Page provides quick access to key Edumate information:

- **Diary** – student timetables and the College Calendar.
- **Broadcasts** – College messages and announcements.
- **To Do** – items requiring action, including absence notifications and event permissions.
- **All** – combines Broadcasts and To Do items.
- **General, Attendance and Wellbeing** – student information including attendance, Sick Bay visits, administered medication and awards/discipline information.

Updating Contact & Relationship Details

Parents/carers are responsible for keeping contact, relationship and medical information current.



To update your details:

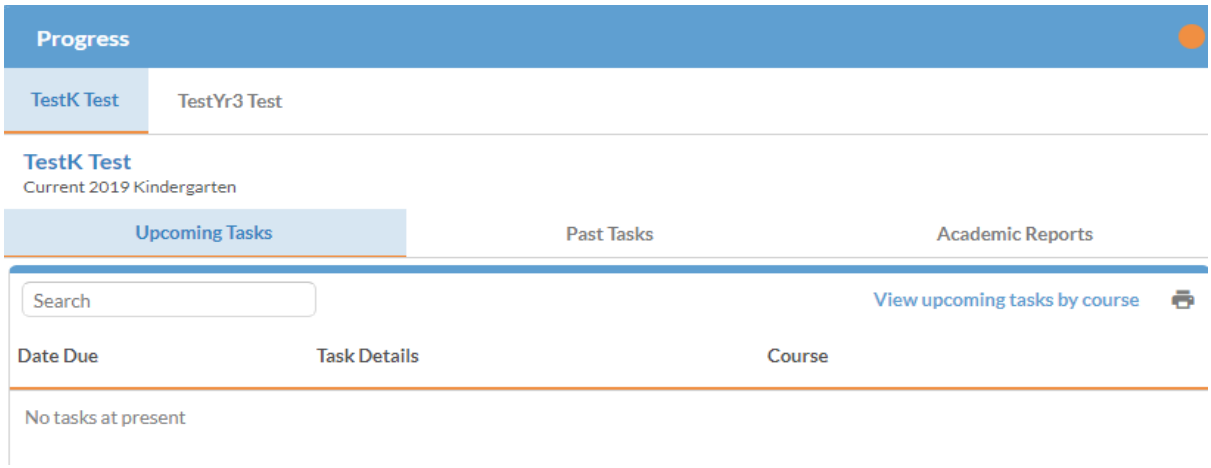
1. Select your name in the top-right corner of Edumate.
2. Select **Update Personal Details.**
3. Choose **Personal, Work, Relationships** or **My Child Details.**
4. Make the required changes.
5. Select **Submit Request.**

The College will review and process the request.

Alternatively, email admin@rj.nsw.edu.au of any changes and we will update accordingly.

Viewing 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 feature is primarily used for Senior School Students.



Managing College Fees

College fees are due in the **first week of each term**. Families can pay using the BPAY details shown on their invoice or through the Edumate Parent Portal.

To pay through Edumate or establish automatic instalments, select **Debtor Portal** from the left-hand menu and follow the prompts.

Families requiring an instalment plan must establish a **Direct Debit arrangement before the due date**. For assistance, contact the Anglican Schools Corporation on **8567 4000**.

Instalment arrangements may be reviewed to ensure the annual account will be finalised by the **end of November**.

6. Troubleshooting

My email address is not working

Use the personal email address recorded in Edumate. If your email address has changed, contact the College office so your record can be updated.

I did not receive an authentication code

The code is sent to the mobile number recorded in Edumate. Contact the College office if your mobile number has changed.

I have forgotten my password

Select ***Can't login*** or ***Reset password*** in the App or web-based portal and follow the prompts. Contact the College office if you continue to experience difficulty.