



NEWLANDS SCHOOL CAREGIVER PORTAL

User Instructions

What is the Caregiver Portal?

The Caregiver Portal is part of our Student Management System (SMS) which is called MUSAC Edge. The Caregiver Portal allows caregivers to view school information about their child(ren) and also pay school bills online.

The Caregiver portal includes:

Caregiver contact information: Here you can view the details we have for your child(ren)'s caregivers and emergency contacts

Student attendance: View attendance summaries for your child(ren).

School reports: Children's reports can be viewed and downloaded from the Caregiver portal

School Payments: School activities and fees can be viewed and paid online by internet banking or by credit card.

Who can access the Caregiver Portal?

Only Caregivers that we have listed as 'legal guardians' for a student can access the Caregiver portal.

Why does Newlands School use the Caregiver Portal?

The main reason we encourage the use of the Caregiver Portal is for the school payments facility it provides to caregivers. We are aiming to simplify the payment process for both caregivers and the school administration and offer a variety of payment options. The school payments page shows a list of items to be paid which have been billed to a students' account. Payments can be made by internet banking (POLI) or credit card (Mastercard or Visa). Caregivers can also make part payments to help spread out the cost of fees and activities.

What sorts of things can I pay through the Caregiver Portal?

Any compulsory (or compulsory to participate) payments can be made through the Caregiver Portal such as stationery, school donations, school trips and transport costs, sports leagues and events. School Uniform can be loaded onto the caregiver portal payment page once the price of the uniform being purchased is confirmed.

Do I have to use the Caregiver Portal?

No, though we hope that many caregivers will find this facility useful and choose to use it! Payments to school can still be made by eftpos, cash, cheque or internet banking. But credit card payment facilities are only available through the Caregiver portal.

How do I get started using the Caregiver Portal?

We are providing a variety of ways to help introduce the caregiver portal to our school families.

1. Instructions on how to login to the caregiver portal and how to use the caregiver portal are included on this information sheet (including links to instructional videos)
2. You are welcome to come into the school office and ask either Megan or Carolyn to help you get set up in the caregiver portal. They are happy to walk you through the login process step by step and answer any questions you might have.

Caregiver Portal: Login Instructions

Access to the Caregiver portal is by using your email address that is registered with the school.

For new users a temporary password is set up for you to login. This can be reset at any time by the school office if you happen to forget your login details.

To access the caregiver portal login page go to: https://parent.musac.school.nz/loginpage_caregiver.aspx

edge caregiver

Enter email address here

Enter password here

Log in using:

Google+ YAHOO! facebook Windows Live

Log into Edge Caregiver:

Email: _____

Password: _____

Forgot Password?

Log in

Help

powered by musac

Privacy Statement

Continued over page...

Caregiver portal: User guide

- 1. Homepage:** Once you have successfully logged in, you will arrive at the homepage of the Caregiver portal. The purple menu bar should contain the names of the students you are a Legal Guardian of. Click on a student's name to see information specific to this student.

The screenshot shows the homepage of the Caregiver portal. At the top, there is a purple navigation bar with 'Home' and 'Student' tabs, and a 'Log Out' button. Below the navigation bar, there are two main sections. On the left, under 'School Announcements', it says 'There are currently no announcements.' On the right, under 'Contact Details', it lists the following information: Email: TheChisholms@xtra.co.nz, Phone (Work):, Phone (Cell):, Phone (Home):, Street Address:, Suburb or RD Number:, Town or City:, and Postcode: 6037. There is a 'Change edge Password' button at the bottom right.

- 2. Student pages:** Each student has four pages of information: Summary, Attendance, Student Report and School Payments.

See video overview at:

https://www.youtube.com/watch?v=35v9eYyj_p8
(note: this video includes secondary school pages that are not included for primary schools)

The screenshot shows the 'Student' page for 'Test, Student'. At the top, there is a purple navigation bar with 'Home' and 'Student' tabs, and a 'Log Out' button. Below the navigation bar, there are four tabs: 'Summary', 'Attendance', 'Student Report', and 'School Payments'. The 'Student Report' tab is selected. The page displays the following information: Test, Student, Female, Full Time, NZ European/Pakeha, Year 2. Newlands School, 200 Newlands Road Newlands Wellington, principal@newlandsprimary.school.nz, 04 461 6900. Date of Birth: 05/08/2013, Current Age: 2y 03m 11d, Age at 1st Jan: 1y 04m 27d. House: Medical Conditions: There are 0 medical conditions recorded. Legal Guardians and Emergency Caregivers table:

	Legal	Emergency	Lives With Student
Test, Parent	Mother	Legal Guardian	Lives With Student
work:			
home:	6037		
cell:			
	TheChisholms@xtra.co.nz		

- 3. School Payments:** Listed on this page are school payments which relate to the student. Click on 'pay' next to the items you wish to pay for in full, or for part payments, type the amount you want to pay in the box 'amount to pay'. Then select 'make payment'.

See video overview at:

<https://www.youtube.com/watch?v=JTHfQX-CLa0>
(note: if you have more than one child at the school, school payments for all your children will come up on the same payment page)

The screenshot shows the 'School Payments' page for 'Test, Student'. At the top, there is a purple navigation bar with 'Home' and 'Student' tabs, and a 'Log Out' button. Below the navigation bar, there are four tabs: 'Summary', 'Attendance', 'Student Report', and 'School Payments'. The 'School Payments' tab is selected. The page displays the following information: Test, Student, Female, Full Time, NZ European/Pakeha, Year 2. Newlands School, 200 Newlands Road Newlands Wellington, principal@newlandsprimary.school.nz, 04 461 6900. School Payments Account Summary: Totals as at: 16/11/2015, Balance Due: \$20.00. Current Unpaid Items table:

Date	Student Name	Billable Item	Total	Owing	Amount to Pay
09 Nov 2015	Test, Student	Grip Young Leaders	\$10.00	\$10.00	Pay <input type="text"/>
09 Nov 2015	Test, Student	Stationery 2015 adhoc	\$10.00	\$10.00	Pay <input type="text"/>

There is a 'Pay All Items' link and a 'Make Payment' button at the bottom right.

- 4. Payments page:** Once you have selected 'make payment' you then select the form of payment (internet banking via POLI or by Credit Card). Once the payment transaction is completed you can print or save a copy of your receipt.

(note: If you have a credit in your account and wish to use it to pay for an item please contact the school office.)

The screenshot shows the 'Payment Pending' page for 'Test, Student'. At the top, there is a purple navigation bar with 'Home' and 'Student' tabs, and a 'Log Out' button. Below the navigation bar, there are four tabs: 'Summary', 'Attendance', 'Student Report', and 'School Payments'. The 'School Payments' tab is selected. The page displays the following information: Test, Student, Female, Full Time, NZ European/Pakeha, Year 2. Newlands School, 200 Newlands Road Newlands Wellington, principal@newlandsprimary.school.nz, 04 461 6900. Payment Pending: Payable: \$10.00. There is a 'Cancel Payment' button. 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™. Pay with Credit Card: You will be redirected to the Paystation™ payment gateway to complete the transaction. There are VISA and MasterCard logos and a 'Pay with Credit Card' button.