



MERCY COLLEGE MACKAY

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4 December 2018

Dear Parent/Guardians:

The Catholic Education Office (CEO), Rockhampton is working with our College to update our Student Information System which will result in your **Parent Code changing from an alphanumeric format to a number**.

This number will be unique across schools within the Rockhampton Diocese. The Catholic Education Office is proposing to introduce this change **during the 2018/2019 Christmas school holiday period**.

The update will affect the following:

PARENT LOUNGE

Currently, access to the Parent Lounge portal uses the **Parent Code and Password** allocated by the College. When the update is conducted by CEO, the change of Parent Code will prevent access to Parent Lounge. The College will provide you with your new Parent Code when it becomes available. You will then be able to access Parent Lounge using your new Parent Code and the same (current) Password. **The College will provide you with your new Parent Code when it becomes available.**

EXAMPLE:

CURRENT PARENT LOUNGE LOGIN

Parent Lounge - Login [Forgot Password?](#)

Parent LOUNGE
POWERED BY TASS®

* Username
* Password

[System Requirements](#) [Login](#)

NEW PARENT LOUNGE LOGIN

Parent Lounge - Login [Forgot Password?](#)

Parent LOUNGE
POWERED BY TASS®

* Username
* Password

[System Requirements](#) [Login](#)

DIRECT CREDITS/PAYMENT OF FEES

For parents who pay by electronic funds transfer to the College's bank account, **future bank transactions will need to reflect your new Parent Code in the description of the funds transfer**. This will allow us to identify the source of the payment and receipt it correctly.

DIRECT DEBITS

Direct Debits and Bpay payments will be unaffected by the update. CEO and the College will amend your records appropriately to reflect your new Parent Code for processing future payments.

If you have any questions regarding the Parent Code update, please contact the College Office prior to Thursday 6 December or when the College Office re-opens on Monday 14 January 2019.

Regards

Mr Jim Ford
Principal