
Edumate Parent Portal

A guide for parents



ST ANDREW'S
CATHEDRAL SCHOOL

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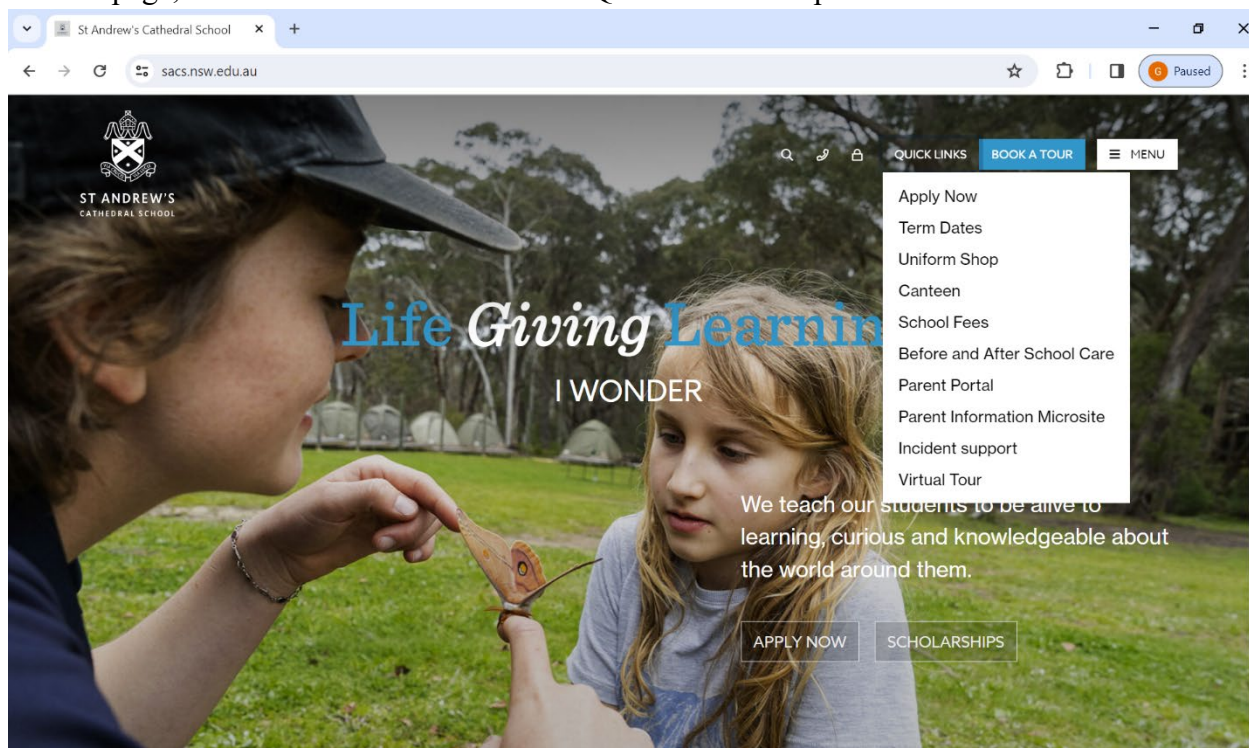
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Introduction

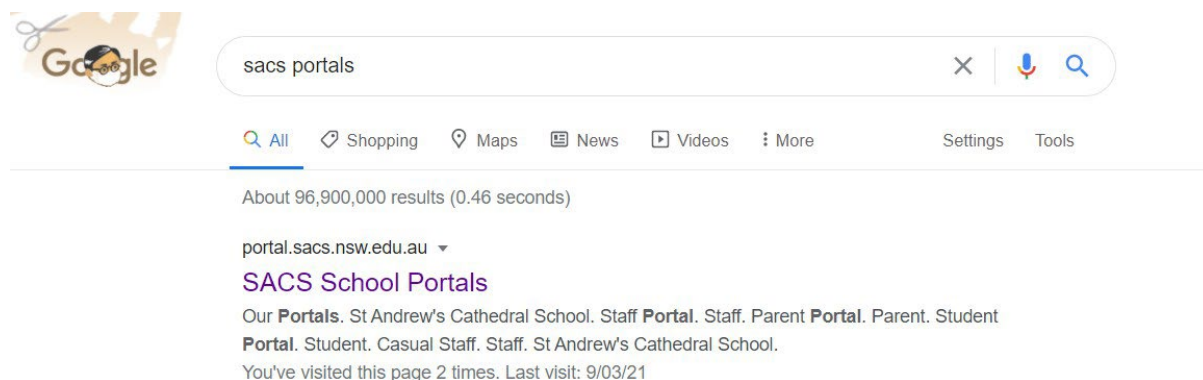
Welcome to the Edumate Parent Portal. The Parent Portal provides parents and carers with up-to-date information regarding their child's progress at school. The purpose of this guide is to show the various features that are available to you within the Parent Portal.

Accessing the portal

The portal can be accessed from the school website. Click on the Parent Portal link on the main page, which can be found under the "Quick Links" drop down list.

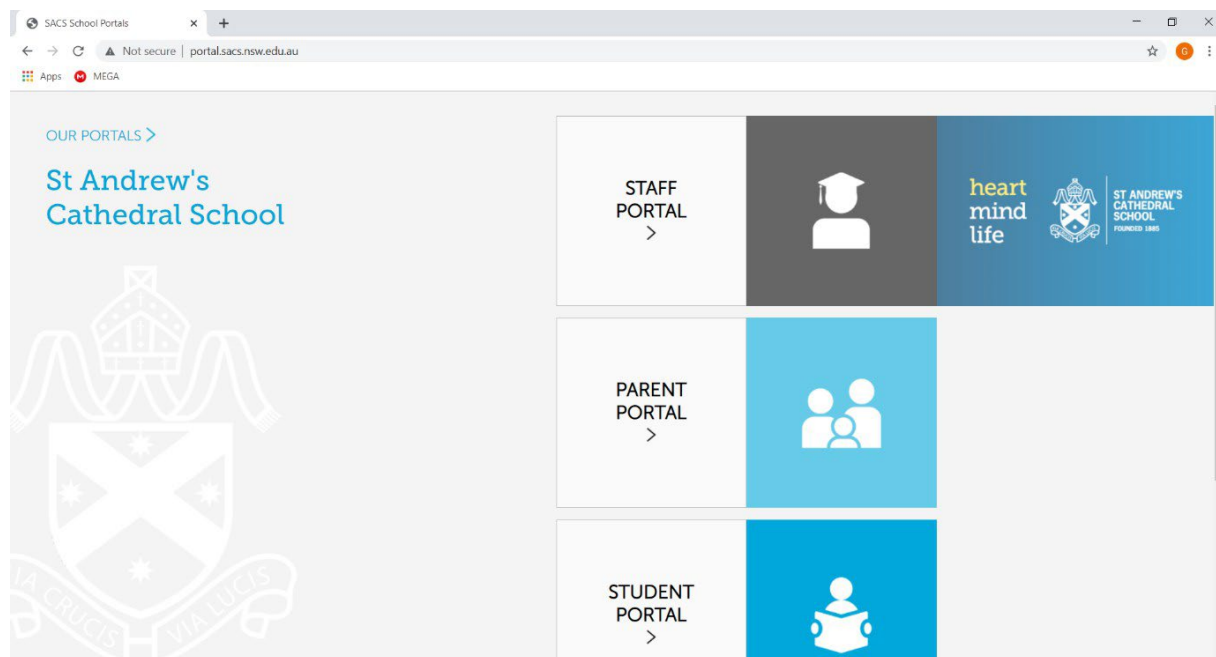


Alternatively, sacs portals can be entered into a search engine and the following link can be clicked on to reach the parent portal.

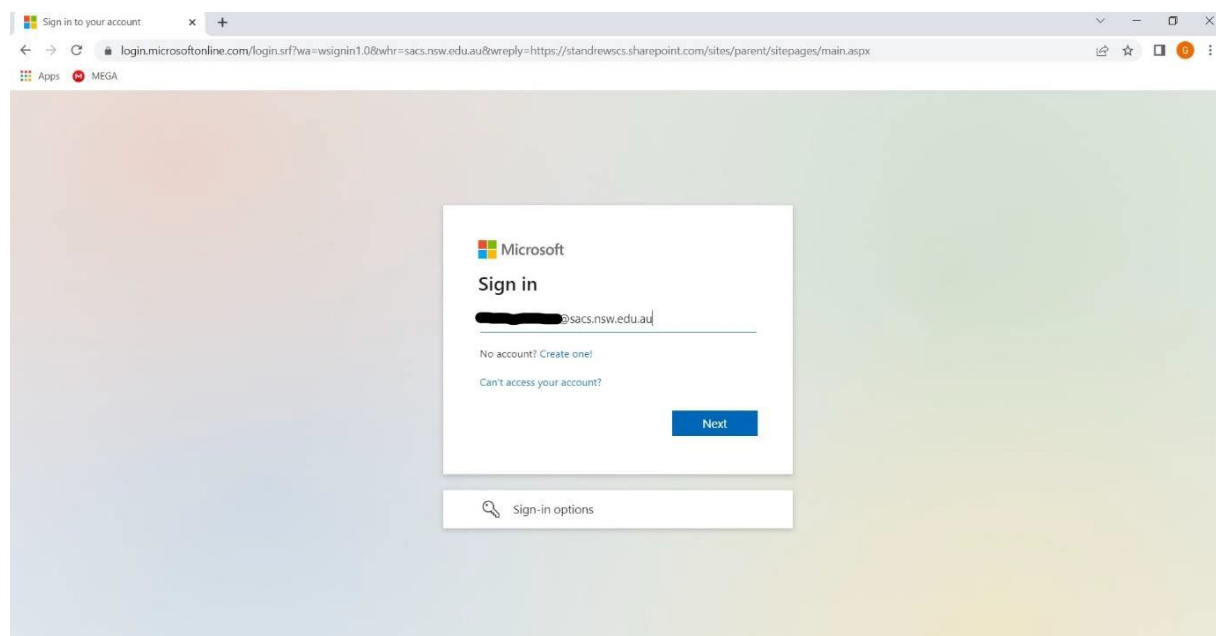


Logging into the Portal

Once you have reached the portals page. Click on the parent portal link.



This will take you to a Microsoft login page which will ask for an email address. This will be your username followed by the extension '@sacs.nsw.edu.au'. For example, 'firstname.lastname@sacs.nsw.edu.au'. This allows for single sign on across all our IT team which makes your experience of the portal much easier.



You will then be asked to enter in a password. This will be the password that you have set for login for the parent portal. After this is done, you will be taken to the Parent Portal.

Parent Portal

standrewscs.sharepoint.com/sites/parent/sitepages/main.aspx?wa=wsignin1.0

Apps MEGA

POWERED BY LIVESITES

Reset Password? Their Care SACS P&F Old Andean Association Gawura Pay Fees Donate Feedback Contact Us

Need Help? heart mind life ST ANDREW'S CATHEDRAL SCHOOL Parent Portal Portal Apps Link SIGN OUT

Year 12 Semester Exams begin 22 February

FORMS

- Academic
- Co-Curricular
- International Tours
- Middle School
- Outdoor Education
- Parent Info
- Performing Arts
- Senior College
- Study Centres
- Tech @ SACS

LINKS

Newsletters Canteen Unif... Web Shop Academic School Intervi... Opal Card Information

Student WellBei... Subscribe to Friendship Policies Update Contact Details Update Medi... Info (Desktop/Tablet) SACS Library

UPCOMING EVENTS AND BOOKINGS

Upcoming Events

MIDDLE SCHOOL

MS Weekly - WB 22 February 2021

FEB 22, 2021 12:26 AM - Week 5A

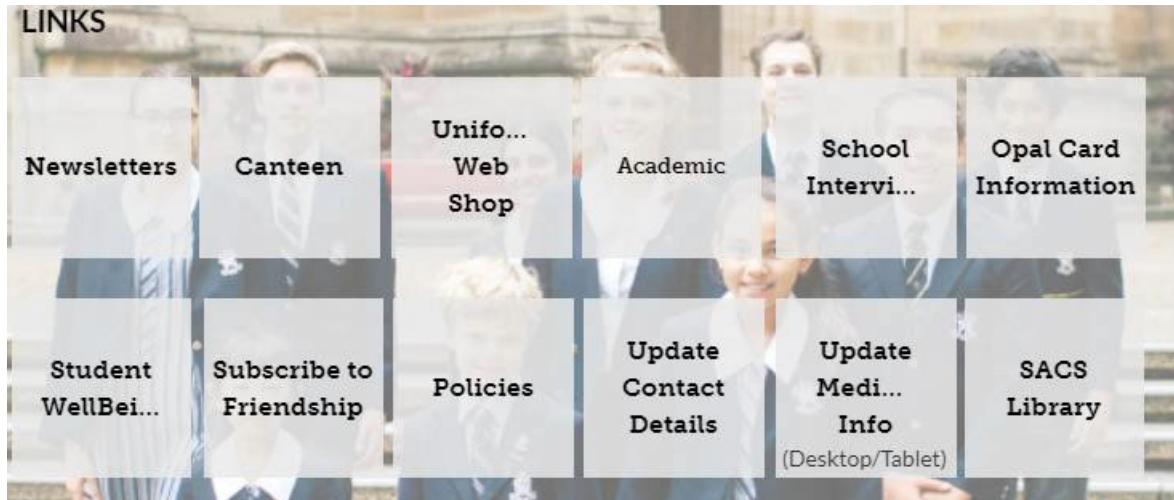
Monday 22 February 2021

- 12:00noon - 2:15pm - Y 9 Drama Incursion - 'Commedia Du'Parsi' - Black Box Theatre
- Tutor Group - 12...

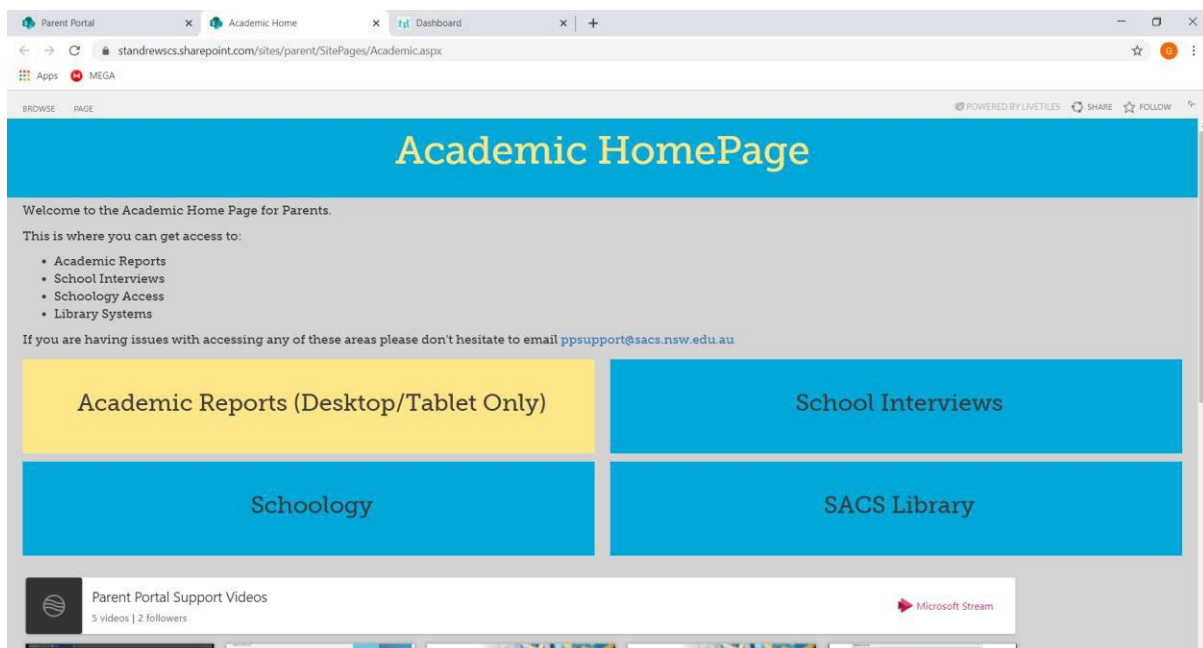
Waiting for sway.com...

Accessing Edumate

Click on the Academic button in the links section.



Then, you will be taken to the Academic home page. From there, click on the Academic Reports button.



Finally, you will be taken to the Edumate home page.

The screenshot shows the Edumate home page with a navigation menu on the left and two main content panels. The navigation menu includes: My Edumate, News Feed, At a Glance, Progress, Diary, and Spaces, Units, Lessons. The top panel contains a notification: "You have not updated your details in the last 12 months. Please click here to continue".

The "News Feed" panel shows a broadcast post titled "How to access your Academic Report (e.g. Progress)" with a "View Entire Post" link. The post was posted on 15 October 2019 at 12:54pm by Edumate Admin.

The "At a Glance/Profile" panel shows student information for "Current 2021 Year 8". It includes tabs for General, Attendance, and Wellbeing. The General tab displays: Student Number, Student Email, House: Durham, and Tutor: 08 Tutorial 4. Below this is a table of "Current Classes":

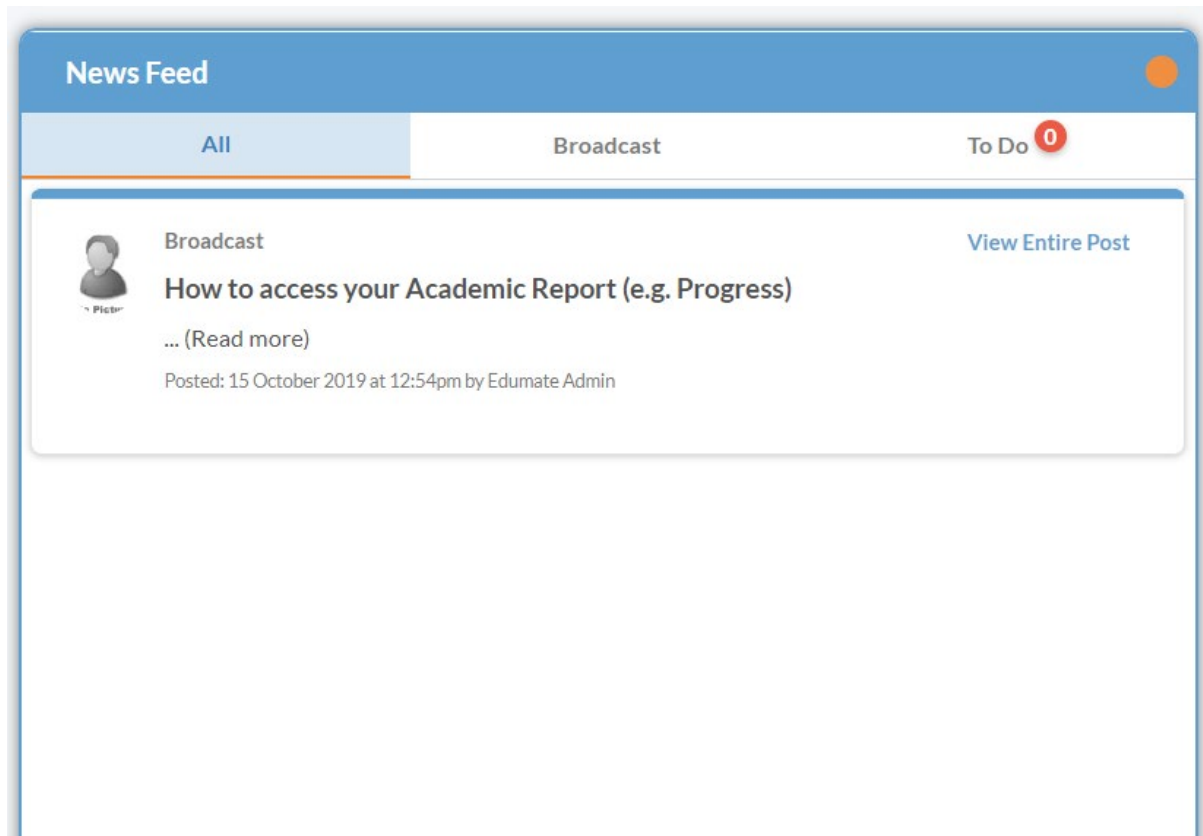
Class	Staff Name	Email
CM Girls Vocal Ensemble		@sacs.nsw.edu.au
08 Spanish 3		@sacs.nsw.edu.au
CO Year 8 G&T Group		@sacs.nsw.edu.au
08 English 5		@sacs.nsw.edu.au
08 Tutorial 4		@sacs.nsw.edu.au
CO Waterpolo Winter Compulsory		@sacs.nsw.edu.au

The Home Page

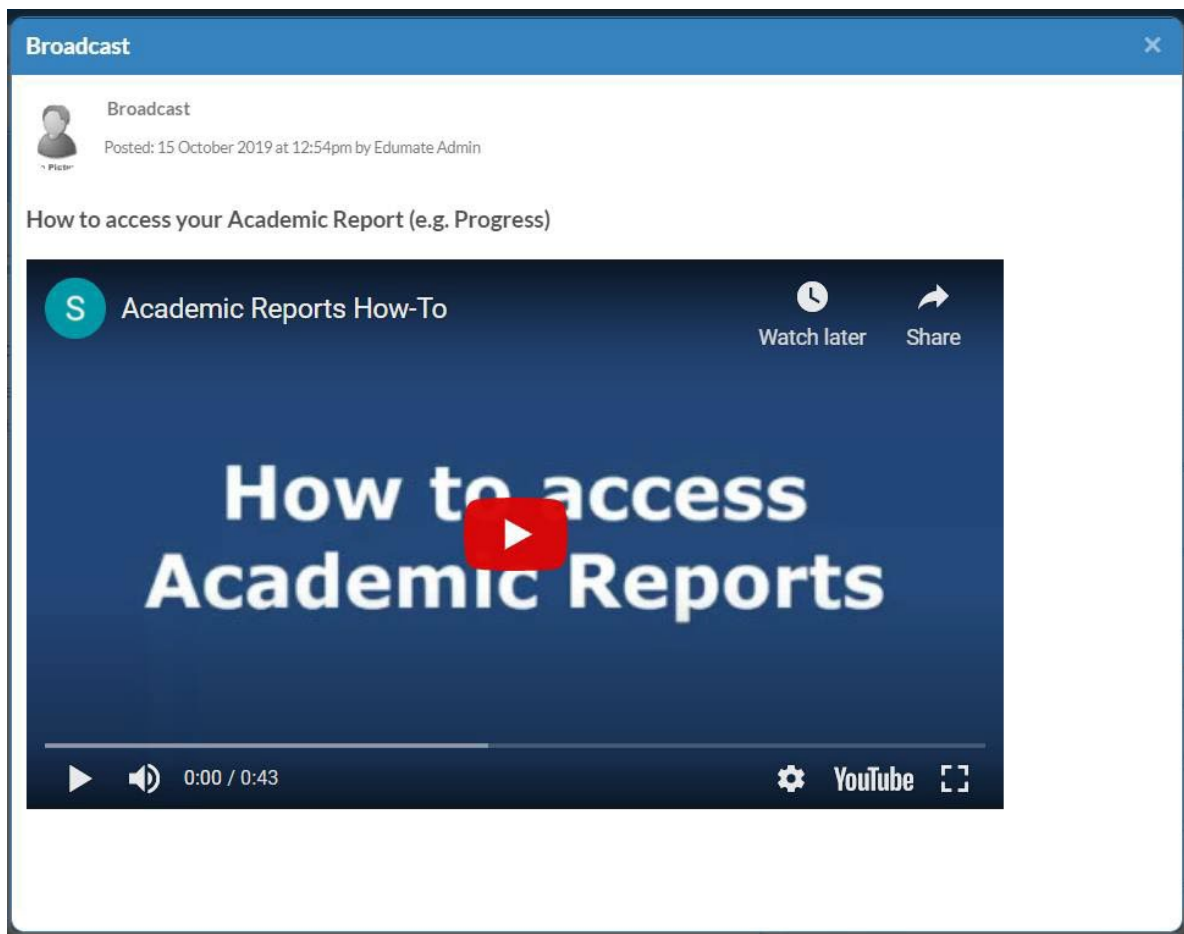
The first two things you will see is the News Feed section and the At a Glance/Profile section. We will look at the News Feed section first.

News Feed

It is on the News Feed section that you will find important announcements.



Clicking on the highlighted View Entire Post button will open up the full announcement.



The screenshot shows a broadcast window with a blue header labeled "Broadcast" and a close button. Below the header, there is a profile picture of a person, the name "Broadcast", and the text "Posted: 15 October 2019 at 12:54pm by Edumate Admin". The main content of the broadcast is the text "How to access your Academic Report (e.g. Progress)". Below this text is a video player. The video player has a dark blue background with the text "How to access Academic Reports" in white. A red play button is centered over the text. The video player interface includes a progress bar at the bottom left showing "0:00 / 0:43", a volume icon, a settings gear icon, the "YouTube" logo, and a full-screen icon. In the top right corner of the video player, there are icons for "Watch later" and "Share".

At a Glance/Profile

General

In this section, you can access important information regarding your child/children at school.

The screenshot shows a user interface for a student profile. At the top, there is a blue header with the text 'At a Glance/Profile'. Below this, there is a white area with a blue box containing a redacted name. Underneath, another redacted box is followed by the text 'Current 2021 Year 8'. To the right of this, there is a blue link that says 'View [redacted] timetable'. Below this is a navigation bar with three tabs: 'General' (which is highlighted in blue), 'Attendance', and 'Wellbeing'. The main content area under the 'General' tab displays the following information: 'Student Number: [redacted]', 'Student Email: [redacted]@student.sacs.nsw.edu.au', 'House: Durham', and 'Tutor: 08 Tutorial 4'. Below this information is a section titled 'Current Classes' which contains a table with three columns: 'Class', 'Staff Name', and 'Email'. The table lists six classes with their respective staff names and email addresses, all of which are partially redacted.

Class	Staff Name	Email
CM Girls Vocal Ensemble	[redacted]	[redacted]@sacs.nsw.edu.au
08 Spanish 3	[redacted]	[redacted]@sacs.nsw.edu.au
CO Year 8 G&T Group	[redacted]	[redacted]@sacs.nsw.edu.au
08 English 5	[redacted]	[redacted]@sacs.nsw.edu.au
08 Tutorial 4	[redacted]	[redacted]@sacs.nsw.edu.au
CO Waterpolo Winter Compulsory	[redacted]	[redacted]@sacs.nsw.edu.au

In the General section, you can view your child's grade, student number, student email, house and tutor. You can also view their current classes (the classes they have today) as long as the name of the teacher and their email for each class. If you wish to view their entire timetable for the week, click on the highlighted View [student]'s timetable.

Timetable for [Redacted]						
08 - 14 March 2021						
< Week 7 >						
Mon 08	Tue 09	Wed 10	Thu 11	Fri 12	Sat 13	Sun 14
		08 English - S1 Task 1 Future Landscapes Narrative (In-class)	08 Science - S1 Task 1 (in class over 4 lessons) Practical Investigation			
	07:30 Period 0 CM Concert Band (Fairfax Room)	07:30 Period 0 CM Middle School Choir (Fairfax Room)		07:30 Period 0 CM Girls Vocal Ensemble (S817)		
08:30 Period 1 08 Technology 7 (BLG08 Textiles Room)	08:30 Period 1 08 Technology 7 (BLG08 Textiles Room)	08:30 Period 1 08 English 5 (S520)	08:30 Period 1 08 Spanish 3 (S521)	08:30 Period 1 08 PDHPE 7 (S421B Library Teaching Area)		
09:35 Period 2 08 Geography 7 (S532)	09:35 Period 2 08 Mathematics 7 (S436)	09:35 Period 2 08 Mathematics 7 (S436)	09:35 Period 2 08 Science 7 (S839 Science Lab)	09:35 Period 2 08 Science 7 (S839 Science Lab)		
10:55 Period 3 08 Visual Arts 1 (B127 VA Room)	10:55 Period 3 08 Christian Development 7 (S426)	10:55 Period 3 08 Geography 7 (S532)	10:55 Period 3 08 Geography 7 (S532)	10:55 Period 3 08 English 5 (S421A Library Reading Area)		

Attendance

In the Attendance section, you can find your child's absences.

At a Glance/Profile

[Redacted]

[Redacted] [View \[Redacted\] timetable](#)

Current 2021 Year 8

General **Attendance** Wellbeing

Absence History

Date	Absence	Reason	Verification
02/03/2021	Partial	No reason given	
17/02/2021	Whole day	Sick	Phone call from C...

Attendance Details

[Click to view](#)

To view your child's attendance record, click on the orange Click to view button underneath the Attendance Details heading. You will then be shown the following pop-up window.

View Student Attendance
✕

View Student Attendance

Student Attendance

Show View By Student

Filter By Date From 03/03/2021 To 10/03/2021

Student

Refresh List
Show Absences Only

Date	Info	Day	0	1	2	R	3	T	L	4	5	6	Events
10/03/2021 Wed	2021 Year 8		■	✓	✓	□	✓	■	□	■	■	□	□
09/03/2021 Tue	2021 Year 8		■	✓	✓	□	✓	🎵	□	✓	✓	■	□
08/03/2021 Mon	2021 Year 8		□	✓	✓	□	✓	■	□	✓	✓	□	□
07/03/2021 Sun	2021 Year 8	-	□										
06/03/2021 Sat	2021 Year 8	-	□										
05/03/2021 Fri	2021 Year 8		■	🚫	🚫	□	✓	✓	□	✓	✓	□	✓
04/03/2021 Thu	2021 Year 8		□	✓	✓	□	✓	■	□	🎵	✓	□	□
03/03/2021 Wed	2021 Year 8		✓	✓	✓	□	✓	■	□	✓	✓	□	□

Period Attendance legend...

✓ Present	✗ Absence - Unexplained	✗ Absent Suspended	🎵 Other Activity
✓ Late to class	✗ Absence - Unverified Explanation	🚫 Sign Out	👤 Pastoral Care
✓ Late to class (Signed in)	✗ Absence - Verified Explanation	👤 Discipline	🚑 In Sickbay
■ No Status Recorded	✗ Absence - Verified Due to Sickness	👤 On Event	📅 Appointment (Hard)
□ No timetabled lesson	✗ Absence - Verified Exempt	🎵 Music Lesson	

Wellbeing

In the wellbeing section, you can view your child's academic awards and disciplines.

At a Glance/Profile

[Redacted]

[Redacted] [View \[Redacted\] timetable](#)

Current 2021 Year 8

General Attendance **Wellbeing**

Awards/Disciplines

Awards Received Disciplines

Date	Award Name	Reason	Staff Member	Points
04/03/2021	Merit Award (Working ha...	Merit	[Redacted]	0
24/02/2021	Merit Award (Showing im...	Merit	[Redacted]	0
19/02/2021	Merit Award (Being a goo...	Merit	[Redacted]	0
05/02/2021	Merit Award (Excellent cl...	Merit	[Redacted]	0
05/02/2021	Merit Award (Excellent cl...	Merit	[Redacted]	0

At a Glance/Profile

[Redacted]

[Redacted]
Current 2021 Year 8

View [Redacted] timetable

General

Attendance

Wellbeing

Awards/Disciplines

Awards Received

Disciplines

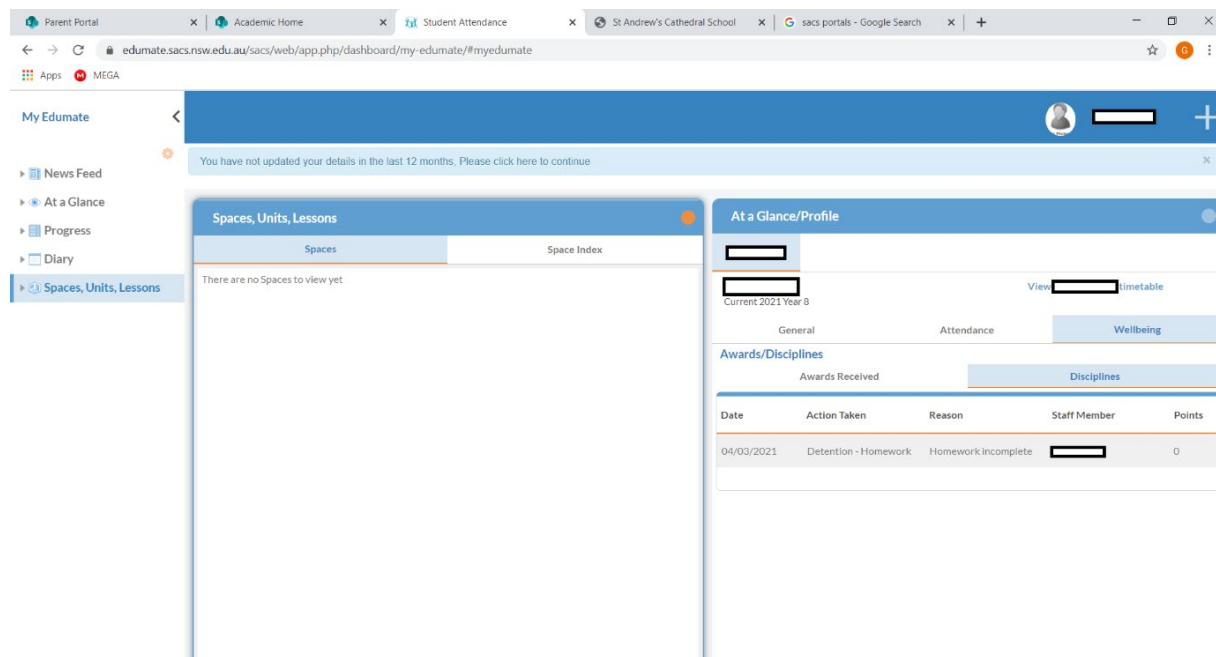
Date	Action Taken	Reason	Staff Member	Points
04/03/2021	Detention - Homework	Homework incomplete	[Redacted]	0

1:30 PM

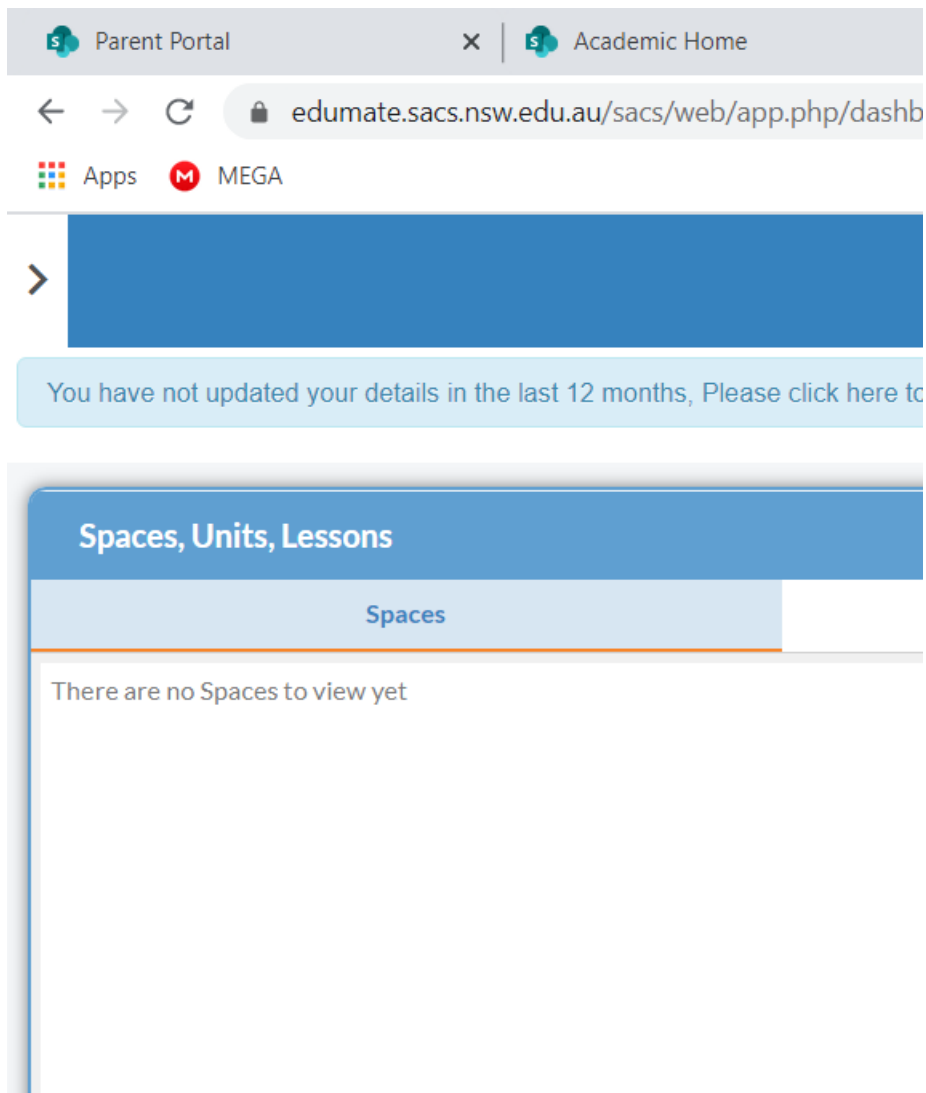
Edumate Links

Access

By default, the links to the other functions in Edumate should be available on the right side of the page. The only link that is not currently being used is the spaces, units, lessons link so we do not have to worry about that.



If it is not there, click on the arrow pointing to the right that will be on the top right of the window.

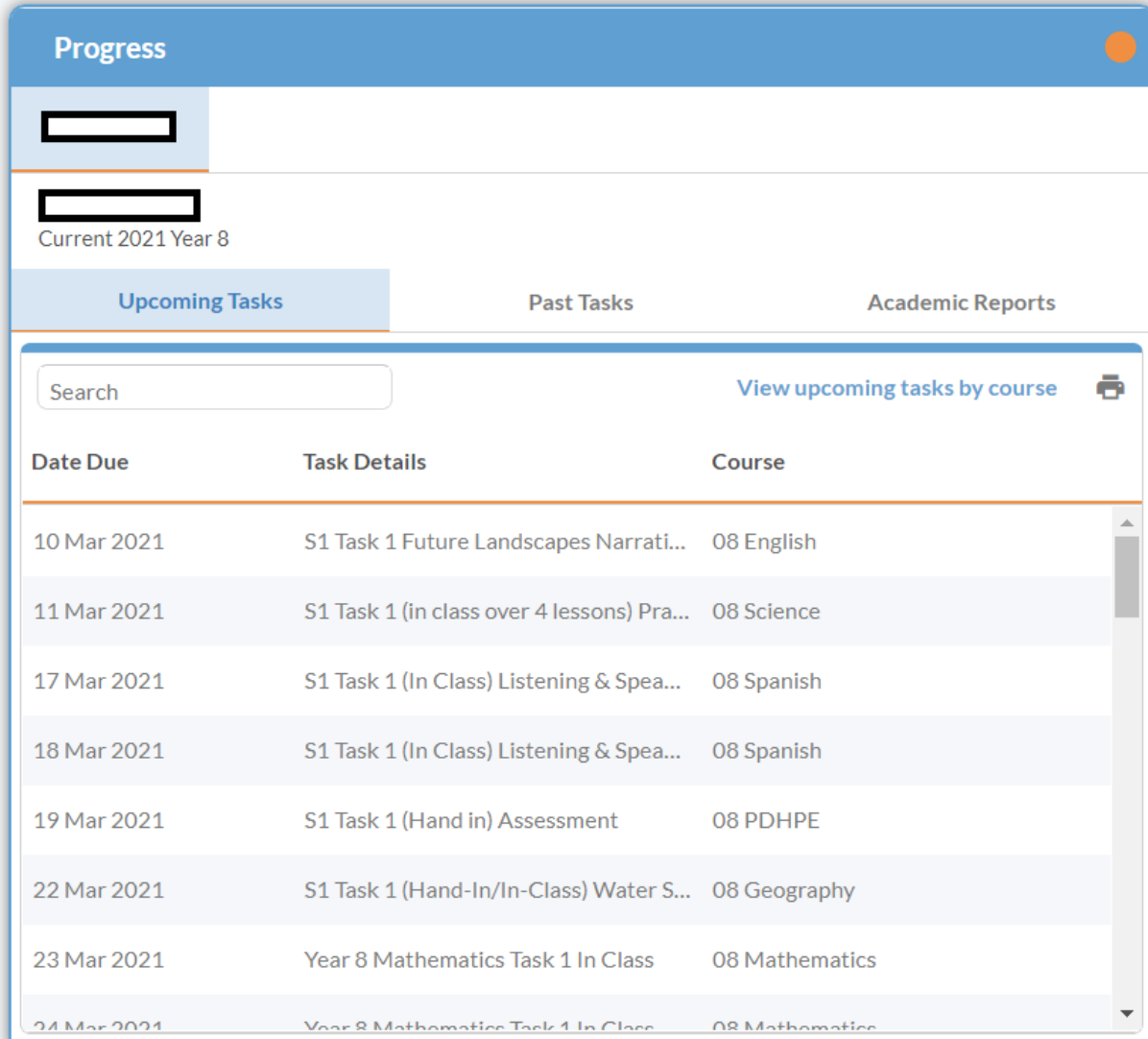


From these links, you can find the News Feed and the At a Glance sections again. Besides this you can find the other functions that will be discussed below.

Progress

Upcoming tasks

The Upcoming Tasks section shows your child's tasks, the subject they are for and the due dates for each task.



The screenshot shows a user interface for a 'Progress' page. At the top, there is a blue header with the word 'Progress' and a profile picture placeholder. Below the header, there is a navigation bar with three tabs: 'Upcoming Tasks' (which is selected and highlighted in blue), 'Past Tasks', and 'Academic Reports'. Under the 'Upcoming Tasks' tab, there is a search bar and a link that says 'View upcoming tasks by course' with a printer icon. Below this is a table with three columns: 'Date Due', 'Task Details', and 'Course'. The table lists several tasks with their due dates and subjects.

Date Due	Task Details	Course
10 Mar 2021	S1 Task 1 Future Landscapes Narrati...	08 English
11 Mar 2021	S1 Task 1 (in class over 4 lessons) Pra...	08 Science
17 Mar 2021	S1 Task 1 (In Class) Listening & Spea...	08 Spanish
18 Mar 2021	S1 Task 1 (In Class) Listening & Spea...	08 Spanish
19 Mar 2021	S1 Task 1 (Hand in) Assessment	08 PDHPE
22 Mar 2021	S1 Task 1 (Hand-In/In-Class) Water S...	08 Geography
23 Mar 2021	Year 8 Mathematics Task 1 In Class	08 Mathematics
24 Mar 2021	Year 8 Mathematics Task 1 In Class	08 Mathematics

For more information, click on the highlighted 'View upcoming tasks by course' button just underneath the 'Academic Reports' tab. The follow pop-up will appear:

My Learning Tasks			
My Tasks			
Year	2021	Course	ALL
Date Due	Title	Course	Category
01/03/2021	Task 1 Practical Investigation	08 Science	Coursework / IA
02/03/2021	S1 Task 1 (in class over 4 lessons) Practical Investigation	08 Science	Coursework / IA
05/03/2021	S1 Task 1 (in class over 4 lessons) Practical Investigation	08 Science	Coursework / IA
10/03/2021	S1 Task 1 Future Landscapes Narrative (In-class)	08 English	Coursework / IA
11/03/2021	S1 Task 1 (in class over 4 lessons) Practical Investigation	08 Science	Coursework / IA
17/03/2021	S1 Task 1 (In Class) Listening & Speaking Skills	08 Spanish	Coursework / IA
19/03/2021	S1 Task 1 (Hand In) Assessment	08 PDHPE	Coursework / IA
22/03/2021	S1 Task 1 (Hand-In/In-Class) Water Scarcity Investigation Report	08 Geography	Coursework / IA
23/03/2021	Year 8 Mathematics Task 1 In Class	08 Mathematics	Major Exam / EA
24/03/2021	Year 8 Mathematics Task 1 In Class Criterion B	08 Mathematics	Major Exam / EA
29/03/2021	Yr 8 CD S1 Task 1 (Hand In) Historical Sources of Jesus Task	08 Christian Development	Coursework / IA
29/03/2021	S1 Task 1 (In Class) Printmaking	08 Visual Arts	Coursework / IA
03/05/2021	S1 Task 2 (Practical) Movement Skills Assessment	08 PDHPE	Coursework / IA
03/05/2021	S1 Task 2 (Hand In) Research Task	08 Visual Arts	Coursework / IA

Click on the task you wish to receive more information about:

The screenshot shows a window titled "My Learning Tasks" with a close button (X) in the top right corner. Inside the window, there is a header "My Tasks" and a "close or Esc Key" button. The main content area displays the following information:

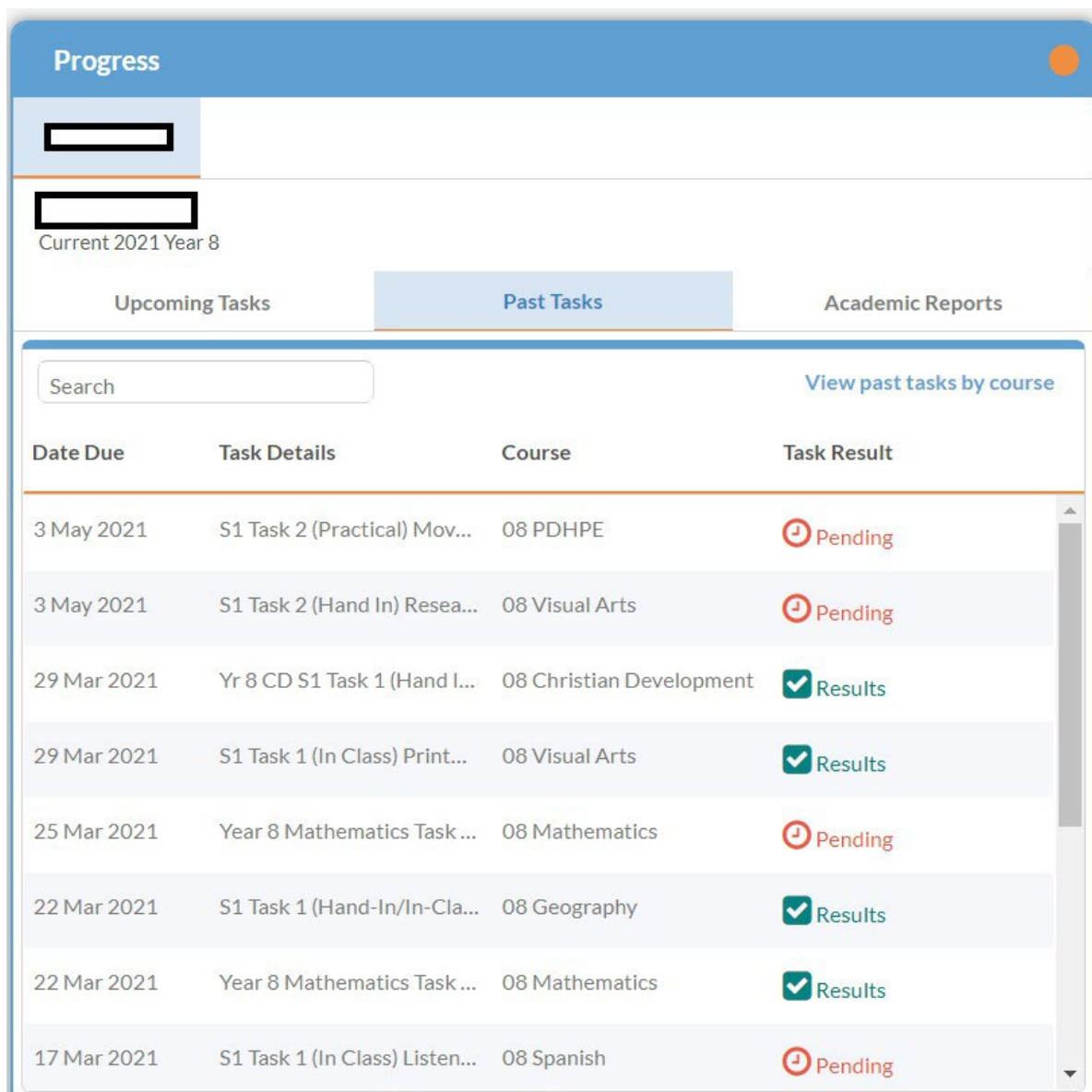
- St. Andrews Cathedral School** (08 Science) with the EDUMATE logo.
- S1 Task 1 (in class over 4 lessons) Practical Investigation** with a due date of **Due: 02/03/2021**.
- Assessed Criteria**:
 - C. Processing and Evaluating: Students are able to collect, interpret and discuss the validity of the investigation.
 - B. Inquiring and Designing: Students are able to design scientific investigations to describe and solve problems.
- Components**:
 - No components available for the task.
 - N/A
- Resources**:
 - No downloads available for the task.

At the bottom of the window, there is a list of other tasks:

03/05/2021	S1 Task 2 (Practical) Movement Skills Assessment	08 PDHPE	Coursework / IA
03/05/2021	S1 Task 2 (Hand In) Research Task	08 Visual Arts	Coursework / IA

Past Tasks

The Past Tasks section shows your child's finished tasks and the graded results when they have been released. To see all the past tasks by course, click on the button View past tasks by course.



Progress

[Redacted]

[Redacted]
Current 2021 Year 8

Upcoming Tasks **Past Tasks** Academic Reports

Search [View past tasks by course](#)

Date Due	Task Details	Course	Task Result
3 May 2021	S1 Task 2 (Practical) Mov...	08 PDHPE	Pending
3 May 2021	S1 Task 2 (Hand In) Resea...	08 Visual Arts	Pending
29 Mar 2021	Yr 8 CD S1 Task 1 (Hand I...	08 Christian Development	Results
29 Mar 2021	S1 Task 1 (In Class) Print...	08 Visual Arts	Results
25 Mar 2021	Year 8 Mathematics Task ...	08 Mathematics	Pending
22 Mar 2021	S1 Task 1 (Hand-In/In-Cla...	08 Geography	Results
22 Mar 2021	Year 8 Mathematics Task ...	08 Mathematics	Results
17 Mar 2021	S1 Task 1 (In Class) Listen...	08 Spanish	Pending

Results

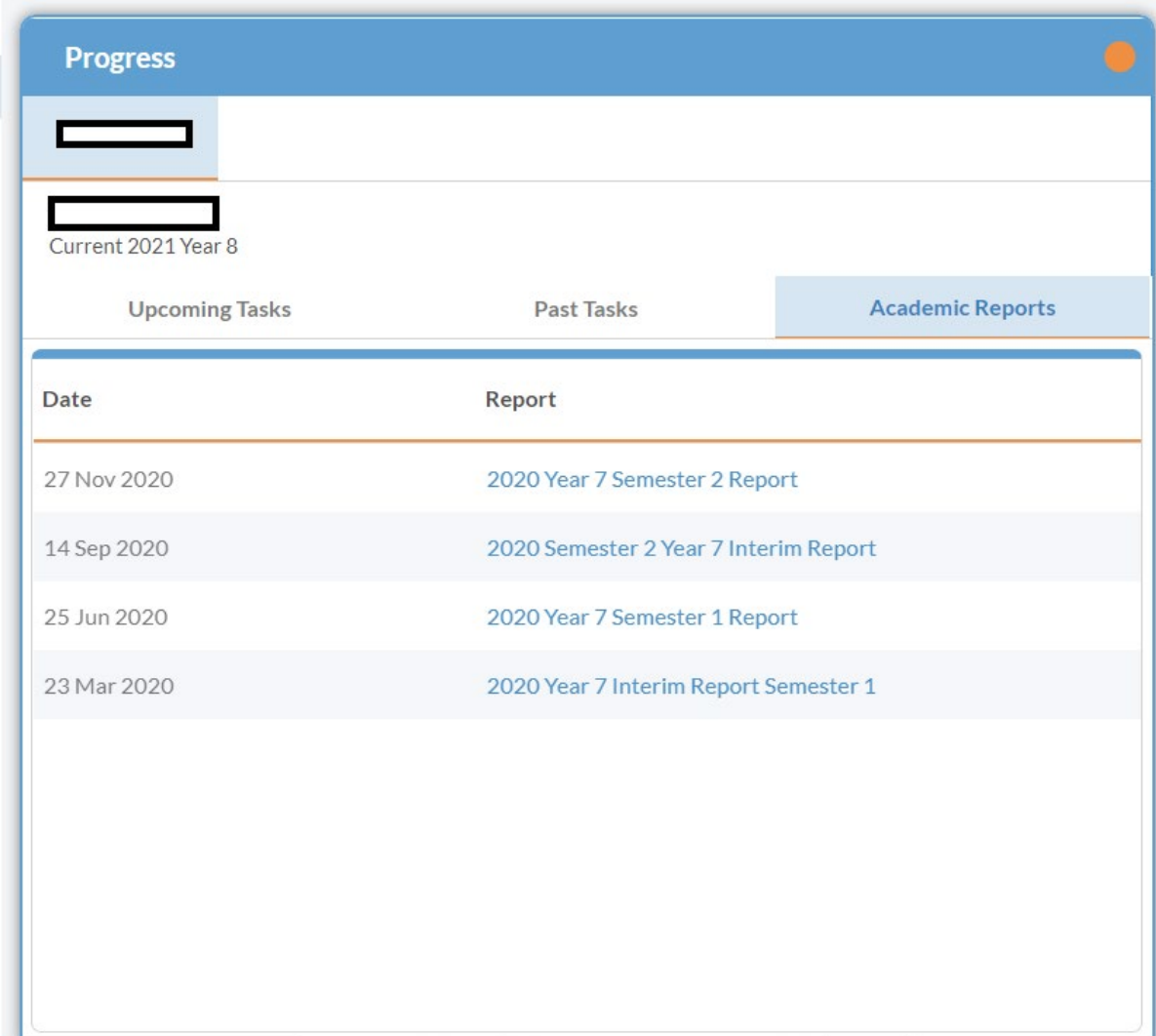
In the Past Tasks section, you can view the results of the marked task by clicking on the green Results button next to the task you wish to view. The following window will open:

The screenshot shows a window titled "08 Mathematics - Year 8 Mathematics Task 1 In Class". At the top left, it displays "St. Andrews Cathedral School" and "2021 Year 8". At the top right is the "EDUMATE" logo. Below the header, the task title "08 Mathematics - Year 8 Mathematics Task 1 In Class" is shown. The results are: Score: 68.75%, Mark: 11.00 / 16.00, and Average: 62.01%. A "Teacher Feedback" section contains the following text: "Outstanding effort, [redacted] for a great result in this assessment task achieving 5 for Criterion A and 6 for Criterion B. In Criterion A, you have demonstrated solid understanding in algebra and solving equations. There are some careless errors which could be avoided involving algebraic notation and performing operations with algebra. You should also revise factorising using the HCF. In Criterion B, you are able to recognise patterns and formulate the rule with some algebra. To further improve, you will need to justify the rule that you have derived by explaining with evidence." Below this is a "Components" section with two rows: "Criterion-B" with a mark of 6.00 / 8.00, and "Criterion-A" with a mark of 5.00 / 8.00.

08 Mathematics - Year 8 Mathematics Task 1 In Class		
Score: 68.75%	Mark: 11.00 / 16.00	Average: 62.01%
Teacher Feedback		
Outstanding effort, [redacted] for a great result in this assessment task achieving 5 for Criterion A and 6 for Criterion B. In Criterion A, you have demonstrated solid understanding in algebra and solving equations. There are some careless errors which could be avoided involving algebraic notation and performing operations with algebra. You should also revise factorising using the HCF. In Criterion B, you are able to recognise patterns and formulate the rule with some algebra. To further improve, you will need to justify the rule that you have derived by explaining with evidence.		
Components		
Criterion-B		Mark: 6.00 / 8.00
Criterion-A		Mark: 5.00 / 8.00

Academic Reports

In the Academic Reports section, you can download all of the released reports of your child.



The screenshot shows a user interface for viewing academic reports. At the top, there is a blue header with the word "Progress" and a red notification dot. Below the header, there are two redacted boxes. The main content area has three tabs: "Upcoming Tasks", "Past Tasks", and "Academic Reports", with the latter being selected. A table below the tabs lists reports with the following data:

Date	Report
27 Nov 2020	2020 Year 7 Semester 2 Report
14 Sep 2020	2020 Semester 2 Year 7 Interim Report
25 Jun 2020	2020 Year 7 Semester 1 Report
23 Mar 2020	2020 Year 7 Interim Report Semester 1

Diary

The diary link shows your child's upcoming events and tasks.

The screenshot shows a web interface for a school diary. At the top, there is a blue header with the word "Diary" and a small orange circle. Below the header, there is a white area with a link that says "View School Calendar".

Below this, there is a light blue bar with a search input field and a "View [redacted] timetable" link. Underneath, it says "Current 2021 Year 8".

There are two tabs: "Future Events" (which is selected) and "Future Tasks".

The "Future Events" section contains a search bar with the word "Search" inside. To the right of the search bar is a printer icon. Below the search bar is a table with the following columns: "Time", "Event", "Location", and "Permission".

The table is currently empty, and the text "No events at present" is displayed below the table headers.

Diary

[View School Calendar](#)

[Redacted]

[Redacted]


Current 2021 Year 8

[View \[Redacted\] timetable](#)

Future Events

Future Tasks

Search

[View upcoming tasks by course](#) 

Date Due	Task Details	Course
10 Mar 2021	S1 Task 1 Future Landscapes Narrati...	08 English
11 Mar 2021	S1 Task 1 (in class over 4 lessons) Pra...	08 Science
17 Mar 2021	S1 Task 1 (In Class) Listening & Spea...	08 Spanish
18 Mar 2021	S1 Task 1 (In Class) Listening & Spea...	08 Spanish
19 Mar 2021	S1 Task 1 (Hand in) Assessment	08 PDHPE
22 Mar 2021	S1 Task 1 (Hand-In/In-Class) Water S...	08 Geography

Updating Details

Accessing Details Page

In the top right of the home page, you will find your name next to your parent icon picture. Click on the name to access the drop-down menu where you will find the option Update personal details. Click on this option to access the following page.

NOTE: You will also find an option to change your password. DO NOT change your password through Edumate.

My Details

The first page will be the section where you can change and update your personal details.

The screenshot shows a web browser window with the URL `edumate.sacs.nsw.edu.au/sacs/web/app.php/contact/my-details?i=758#my-details`. The page title is "My Edumate" and the user is logged in as "Mrs [redacted]". A yellow notification banner at the top reads: "Please confirm the accuracy or update the information we hold concerning your family. Make any changes required then click SUBMIT CHANGES. If all is correct and current, please click CONFIRM (NO CHANGES)." Below this is a blue banner: "You have not updated your details in the last 12 months, Please click here to continue". The main heading is "My Details" with tabs for "Personal", "Work", "Relationships", and "My Child Details". The "Personal" tab is active, showing a form with the following fields: "First Name*" (filled with [redacted]), "Surname*" (filled with [redacted]), "Pronounced Name:" (empty), "Salutation:" (dropdown menu with "Mrs" selected), "Mobile:" (filled with [redacted]), "Other Names:" (empty), "Preferred Name:" (empty), "Rank:" (dropdown menu with "Unspecified" selected), "Second Mobile / Pager:" (empty), and "Photo:" (placeholder "No Picture"). There are "CONFIRM (NO CHANGES)" and "SUBMIT CHANGES" buttons on the right side of the form.

Work

The work section is specifically for the information pertaining to your work information.

The screenshot shows a web browser window with the URL `edumate.sacs.nsw.edu.au/sacs/web/app.php/contact/my-details?r=758#my-details`. The page is titled "My Edumate" and has a navigation menu on the left with items: News Feed, At a Glance, Progress, Diary, and Spaces, Units, Lessons. The main content area is titled "My Details" and has four tabs: Personal, Work (selected), Relationships, and My Child Details. A yellow notification banner at the top says: "Please confirm the accuracy or update the information we hold concerning your family. Make any changes required then click SUBMIT CHANGES. If all is correct and current, please click CONFIRM (NO CHANGES)." Below this is a blue banner: "You have not updated your details in the last 12 months. Please click here to continue." On the right side of the "My Details" section, there are two buttons: "CONFIRM (NO CHANGES)" and "SUBMIT CHANGES". The "Work" tab contains the following form fields:

- Occupation:
- Industry:
- Title:
- Company: Use verified address
- Work Address Country:
- Property Name:
- Unit:
- Level:

Relationships

The Relationships section allows you to update information regarding your relations.

The screenshot shows the 'My Details' page with the 'Relationships' tab selected. At the top, there is a notification: 'If all is correct and current, please click CONFIRM (NO CHANGES)'. Below this, a message states: 'You have not updated your details in the last 12 months. Please click here to continue'. The 'My Details' section has four tabs: Personal, Work, Relationships (selected), and My Child Details. The Relationships section contains a table for 'Family Relationships' with columns for Full Name, Relationship, and Lives With. There are two entries: one for a Spouse and one for a Child, both with checkmarks in the 'Lives With' column. Below the table is a 'Family Situation Comment' field with a placeholder text: 'If any of the information in the above Relationship Table requires changing, please make a comment here and school staff will attend to your request soon.' At the bottom, there are three buttons: '< WORK', 'SUBMIT REQUEST', and 'MY CHILD'S DETAILS >'. On the right side, there are two buttons: 'CONFIRM (NO CHANGES)' and 'SUBMIT CHANGES'.

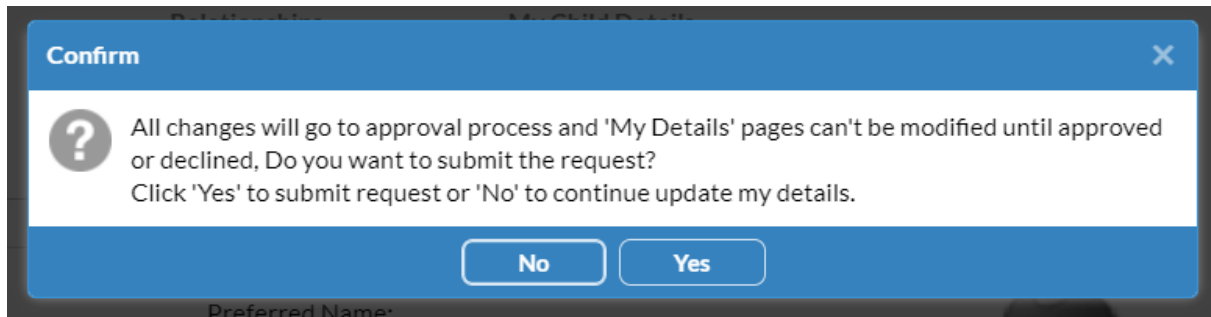
My Child

The My Child section is where you can update the details concerning your child/children.

The screenshot shows the 'My Child Details' page with the 'My Child Details' tab selected. At the top, there is a notification: 'If all is correct and current, please click CONFIRM (NO CHANGES)'. Below this, there is a 'PHOTO' placeholder box. To the right of the photo, there is a 'FORM' section with 'Current 2021 Year 8' and 'START DATE TEACHERS'. To the right of the form, there is a 'TUTOR' section with '08 Tutorial 4'. Below the photo and form, there is a 'Personal Information' section with fields for First Name, Other Name, Pronounced Name, Surname, Preferred Name, Salutation, Rank, Birthdate, Mobile, and Second Mobile / Pager. At the bottom right, there is a 'SUBMIT CHANGES' button.

Submit Changes

Once all necessary changes have been made, click on the top right orange button named Submit Changes. Once this is done, you will be asked to confirm your changes.



Please note that once yes is clicked, the submit changes request will be entered into an internal SACS review process, and no further changes can occur while this process occurs. If you wish to verify any of your submission details during the review process, please email



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