



Wednesday 24 January 2024

Dear Parents and Caregivers,

RE: CONSENT2GO STUDENT DETAILS UPDATE REQUEST

We are pleased to offer you *Consent2Go* to help streamline and digitalise our processes for keeping your child's health records accurate and providing consent for school events, excursions and camps in a secure and timely manner. During your time at St Aloysius College, you will not be asked to sign various paper permission forms and medical documents for school events. Rather, *Consent2Go* will allow you to provide your consent and update student health information digitally.

What we need from you

1. All current parents and caregivers will receive a personalised email within the next 48 hours from admin@mcbsschools.com inviting you to complete a profile update for your child/children.
2. We request that both parents and caregivers (if applicable) follow the instructions in the email to update their contact information and their child/children's information by **Monday 29 January 2024** to ensure we have accurate information to support us in the care of your child/children.
3. You will be required to check and update the information relating to your child's:
 - Parent information/Emergency contacts
 - Care details
 - Medical information

While this information has been previously provided by you, it is important that we have the most up to date information for your child, so please edit the information if it is outdated. Once you have completed this initial process, the ease and convenience of this solution will begin to provide real advantages and time savings for parents and caregivers. Ongoing medical updates and the provision of consent to attend camps and excursions will be user-friendly and efficient.

If you don't receive an email within the next 48 hours, please contact the school administration team via email administration@sac.sa.edu.au.

Tips to assist with easily completing the process

There are a few things that will assist you to easily complete the student profile update:

- Have your Medicare card details available
- Know your current doctor's medical practice name, address and phone number
- Know your Private Health insurer, policy type and number
- Have a copy of your child's medical condition action plan ready to upload (if applicable)
- Have a copy of your child's vaccination records ready to upload

Should you have trouble completing information in the system and require assistance, please check the attached FAQs or click the 'Need Help' button to contact the Consent2Go support team.

Thank you for helping us to ensure we have all the information required to support your child's wellbeing.

Yours faithfully,

Mr Nick Tattoli
DEPUTY PRINCIPAL (ADMINISTRATION)

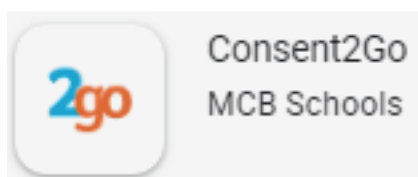
Frequently Asked Questions - Student Profile Update

Q: I received an email advising me that I would soon be receiving an email to view my child's details on Consent2Go, but I am yet to receive it. What should I do?

A: Check the Junk/Spam folder in your email to see if the email has been directed there. If this has happened, you can identify it as 'Not Junk' or add admin@mcbsschools.com to your Safe Senders list to prevent this from happening in the future.

Q: Where do I download the app?

A: The Parent app is available within the Apple and Play store



Q: Where are the data servers located? How is this information stored?

A: For Australian schools, data is stored within Australia in a Tier 1 secure environment. All handling of the information complies with the Australian Privacy Act 1988 and has been checked for compliance with our schools Privacy Policy.

Q: Is Consent2Go owned by St Aloysius College or a private company?

A: Consent2Go is a private company and is the school's agent for collecting your child's health information.

Q: I'm trying to update my child's information, but I am unable to proceed to the next screen.

A: Please look for any red icons with a cross displayed. This will indicate a compulsory field that must be answered before you can proceed to the next screen.

Q: Can the school still provide me with a paper copy of the form as I do not wish for my child's health records to be maintained online?

A: To ensure your child's health records are current, St Aloysius College will regularly require parents and caregivers to update their child's health details on Consent2Go. To minimise risk, we do not maintain health records in any other format.

Q: What if I change my email address?

A: You are able to change the email address via Consent2Go by using our additional verification measures. You will be guided through this in the system.

Q: How much do I pay to use Consent2Go?

A: Consent2Go is a service offered by the school and there is no cost for you.

Q: Why do both parents/caregivers need to complete the initial Profile Update?

A: We encourage both parents/caregivers to complete the initial Profile Update to ensure that we have the correct set up of your child's profile moving forward and the correct parent/caregiver access.

Registering & Using the Consent2Go Parent App

Available to all parents registered on Consent2Go, the Consent2Go Parent App is a powerful tool for parents to manage and update their child's care information, approve excursions, and much more. To register, please follow the steps below:



Download the Consent2Go App from the Apple or Play Store

1

A screenshot of the Consent2Go app's login screen. It features the 'consent2go' logo at the top. Below the logo are two input fields: 'Email' and 'Password'. There are two buttons: an orange 'Sign In' button and a white 'Register' button with an orange border. At the bottom, there is a link for 'Forgot Password?'.

Open the application and select 'Register'

All parents must register in the app prior to using it. If the parent has no students in Consent2Go, they will be ineligible to register.

Note: parents who are sharing an email address with another parent will NOT be eligible to register please contact your school

2

A screenshot of the Consent2Go app's email confirmation screen. It shows the 'consent2go' logo and a prompt: 'Please enter the email address you use for Consent2Go'. An input field contains the email 'John.doe@consent2go.com'. There are two buttons: an orange 'Confirm' button and a grey 'Back' button. At the bottom, there is a link: 'What email address do I use?'.

Enter the email linked to your Consent2Go account

The email linked to your Consent2Go account will be the same email you conduct profile updates with.

3

A screenshot of the Consent2Go app's password creation screen. It shows the 'consent2go' logo and a prompt: 'Please enter a password for your account'. There are two input fields: 'Password' and 'Confirm password'. There are two buttons: an orange 'Confirm' button and a grey 'Cancel' button.

Create a password for your Consent2Go login

Once your email address is confirmed, you will be required to create a password to use for logging into Consent2Go's Parent App

4

A screenshot of the Consent2Go app's registration code confirmation screen. It shows the 'consent2go' logo and a prompt: 'Enter the code sent to your email to confirm registration'. An input field contains the code '233813'. There are two buttons: an orange 'Confirm' button and a grey 'Cancel' button. At the bottom, there is a link: 'Resend Code?'.

Enter the registration code emailed to you by Consent2Go

Enter the code emailed to you by Consent2Go to finalise the registration process.

Parent App getting started

The App has 3 toolbar icons to allow for easy navigation, **events**, **Students**, **configuration**.



1: The App enables guardians to approve events, and review the current health and contact information the App will show a notification via the bell icon when there is action required.

2: The guardian can also initiate the process for updating their information at any time or contact the school (see **A** and **B**)

