

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 have/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 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it is important that we have the most up to date information for your child, so please edit the information if it is outdated.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)

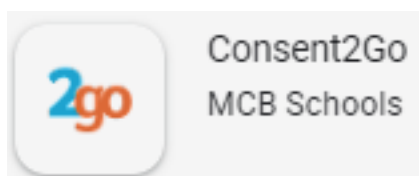
Frequently Asked Questions - Student Profile Update

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.

Parent App Registration

Introduction

The Consent2Go App for parents is a powerful tool to assist parents manage their student's excursion calendar and personal data record, held by the school.

Parents will need to register to utilise the App, using the following process.

Verification of Email

Prior to being able to register to use the Consent2Go App, parents must have verified their email address, as part of completing the Student Profile Update. The email verification process is outlined in Consent2Go's Email Verification Guide.

Consent2Go App

Parents can utilise the **Consent2Go** App, available for Android or iOS smart phones. Scan this QR Code to download the app from the Apple or Play Store.



This QR Code is subject to change, but the app can always be found on the Play or Apple Stores



Open the App

Open the App and select **Register**.

Enter the parent email address linked to your student's school record. This will be the email address to which you received the Profile Update Invitation from the school. Click **Confirm**.

** Parents who are sharing an email address with another parent will not be able to register. Please contact the school to advise an alternative email address and request another Profile Update be sent to the new email address.*



Enter a password

Enter a password and repeat to confirm the password.

This will be the password required to log into the app.



A screenshot of the consent2go app registration screen. It features the consent2go logo at the top. Below the logo, the text reads "Please enter a password for your account". There are two input fields: "Password" and "Confirm password", both with eye icons to toggle visibility. At the bottom, there are two buttons: "Confirm" (orange) and "Cancel" (grey).

Confirmation code

The process is completed with a confirmation code being emailed to the nominated email address.

Enter the emailed code into the app, to finalise the registration process.



A screenshot of the consent2go app registration screen. It features the consent2go logo at the top. Below the logo, the text reads "Enter the code sent to your email to confirm registration". There is a text input field containing the code "233813". At the bottom, there are two buttons: "Confirm" (orange) and "Cancel" (grey). A small link "Resend Code?" is visible at the bottom right.

Using the App

The App is particularly useful to keeping track of student excursions, as all events show in one location, in a calendar view.

Consents

If Push notifications are allowed, parents will receive notifications when their student is invited to an event or excursion. Consent for these activities can be given directly in the app, and these will be reflected for the school to view.

Simply click **Respond to Event** to provide consent.

Updating Information

Parents can also review and update their student's information directly in the app, which ensures that up-to-date and accurate information is always available to the school, for the care of the student.