



**AUSTRALIAN  
ISLAMIC COLLEGE**

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## **PARENT LOUNGE USER GUIDE**

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**AIC Parent Portal**

**APRIL 23, 2024  
AUSTRALIAN ISLAMIC COLLEGE (AIC)**

# Parent Lounge User Guide

This guide will help you with how to

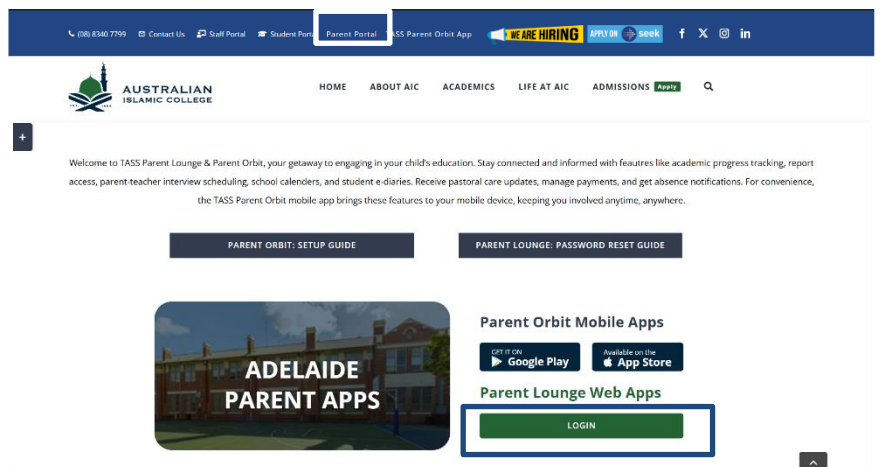
- (A) Login into parent lounge;
- (B) Check academic report;
- (C) Book a meeting with the teachers;
- (D) Pay excursion; or
- (E) Reset password.



if you still need help regarding parent lounge, then please send an email to [helpdesk@aic.sa.edu.au](mailto:helpdesk@aic.sa.edu.au)

## A. Login into Parent Lounge

1. Go to [www.aic.sa.edu.au](http://www.aic.sa.edu.au)
2. Click on **Parent Portal**  
You can install the Parent orbit application or log into the parent lounge website




3. Enter Username  
(AIC Parent Code) and Password

Your Parent ID is your Username, If you have any old payment receipt from AIC the Parent ID is 5 digit number written on it as "Receipt Ref".

First time user have to Reset your Password, or check your inbox for a Welcome email received from AIC

Parent Lounge - Login

[Forgot Password?](#)



AUSTRALIAN ISLAMIC COLLEGE

\* Username

AIC PARENT CODE

\* Password

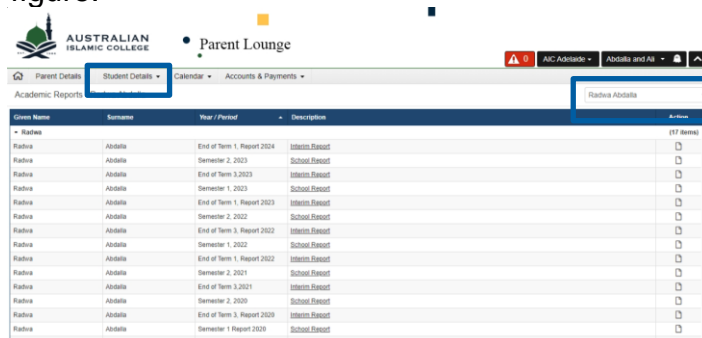
YOUR PASSWORD

System Requirements

Login

## B. Check Student Academic Report

1. Please Login to access the Student Information
2. Click on **Student Details** (top menu) and then click **Academic Reports** (drop down menu)
3. If you have more than one child in the school then you can select the student name on top right hand corner as shown in the figure.

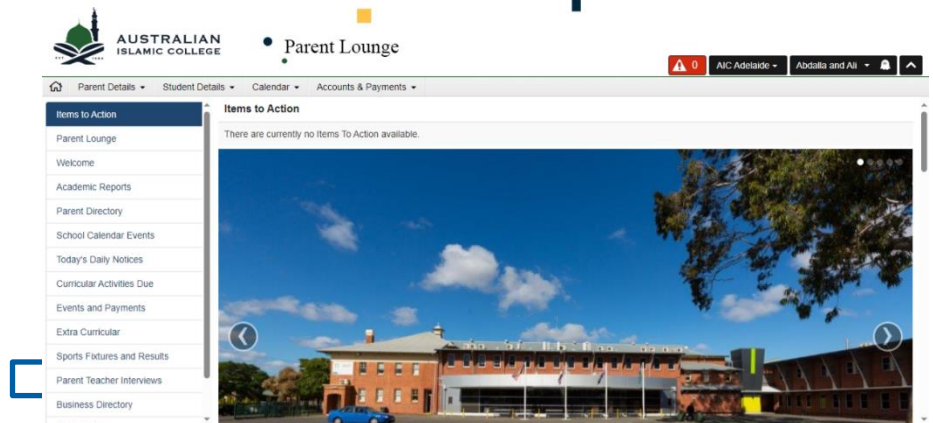


The screenshot displays the 'Parent Lounge' interface for the Australian Islamic College. The top navigation bar includes 'Parent Details', 'Student Details', 'Calendar', and 'Accounts & Payments'. The 'Student Details' menu is expanded, showing 'Academic Reports' as a sub-option. On the right, a dropdown menu allows selection of the student 'Radwa Abdalla'. The main content area shows a table of academic reports for this student.

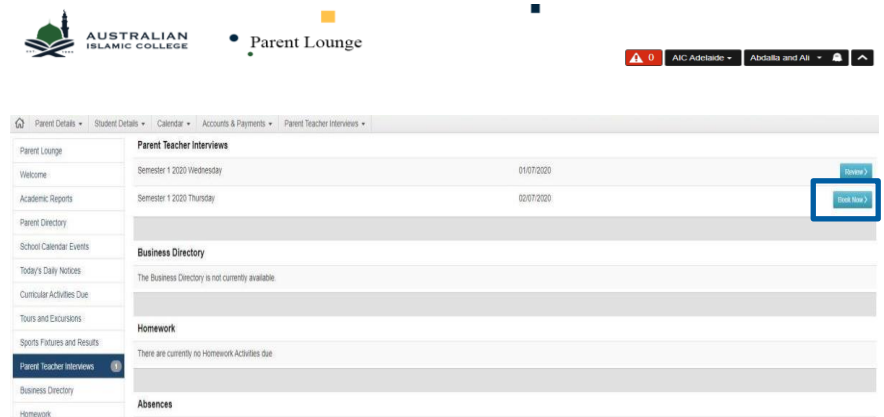
Class Name	Surname	Year / Period	Description	Action
Radwa	Abdalla	End of Term 1, Report 2024	Interim Report	[Icon]
Radwa	Abdalla	Semester 2, 2023	School Report	[Icon]
Radwa	Abdalla	End of Term 3, 2023	Interim Report	[Icon]
Radwa	Abdalla	Semester 1, 2023	School Report	[Icon]
Radwa	Abdalla	End of Term 1, Report 2023	Interim Report	[Icon]
Radwa	Abdalla	Semester 2, 2022	School Report	[Icon]
Radwa	Abdalla	End of Term 3, Report 2022	Interim Report	[Icon]
Radwa	Abdalla	Semester 1, 2022	School Report	[Icon]
Radwa	Abdalla	End of Term 1, Report 2022	Interim Report	[Icon]
Radwa	Abdalla	Semester 2, 2021	School Report	[Icon]
Radwa	Abdalla	End of Term 3, 2021	Interim Report	[Icon]
Radwa	Abdalla	Semester 2, 2020	School Report	[Icon]
Radwa	Abdalla	End of Term 3, Report 2020	Interim Report	[Icon]
Radwa	Abdalla	Semester 1 Report 2020	School Report	[Icon]
Radwa	Abdalla	Semester 3 Report 2019	School Report	[Icon]

# C. Book the Parent Teacher Interview

1. Click on **Parent Teacher Interviews**



2. Click on **Book Now**




3. Check the teacher name and click on **Book an Appointment**

Teachers Available - Zainab Qureshi				
PLEASE NOTE: Only one interview per teacher is permitted. Interview bookings will encompass all subject classes.				
Teacher	Subject	Teacher Request	Appts. Free	Action
Adel Abdul Khaliq	Languages - Arabic ( Yr 5 Cls B )		3	<a href="#">Book an appointment</a>
Catherine Glanz	The Arts - Visual Arts ( Yr 5 Cls B )		3	<a href="#">Book an appointment</a>
Catherine Glanz	English ( Yr 5 Cls B )		3	<a href="#">Book an appointment</a>
Catherine Glanz	Humanities and Social Science ( Yr 5 Cls B )		3	<a href="#">Book an appointment</a>
Catherine Glanz	Health ( Yr 5 Cls B )		3	<a href="#">Book an appointment</a>
Catherine Glanz	Literacy Block ( Yr 5 Cls B )		3	<a href="#">Book an appointment</a>
Catherine Glanz	Mathematics ( Yr 5 Cls B )		3	<a href="#">Book an appointment</a>
Catherine Glanz	Science ( Yr 5 Cls B )		3	<a href="#">Book an appointment</a>
Ahmed Parkar	Religion - Quran ( Yr 5 Cls B )		2	<a href="#">Book an appointment</a>
Mohamad Saleh	Physical Education ( Yr 5 Cls B )		1	<a href="#">Book an appointment</a>
<a href="#">Back</a>				

4. Choose Appointment (Time)

5. Check the Attending Parent Details are correct. You can also enter Parent Comment.

**Book an Appointment - Zainab Qureshi**

English ( Yr 5 Cls B ) 

Catherine Glanz

**Interview Room**

5B

**Appointment Times Available**

\* Choose Appointment:

**Attending Parent Details**

Parent Attending/Name:


Contact Email:  Mobile Phone:

Parent Comment (0 of 4000):

**Appointments Already Booked**

6. Click Confirm.  
(your appointment will be booked and teacher will receive the information).

**Book an Appointment - Zainab Qureshi**

English ( Yr 5 Cls B ) 

Catherine Glanz

**Interview Room**

5B

**Appointment Times Available**

\* Choose Appointment:

**Attending Parent Details**

Parent Attending/Name:


Contact Email:  Mobile Phone:

Parent Comment (0 of 4000):

**Appointments Already Booked**

7. You can check your confirmed appointments in parent lounge as well

Teachers Available - Zainab Qureshi

 PLEASE NOTE: Only one interview per teacher is permitted. Interview bookings will encompass all subject classes.

Teacher	Subject	Teacher Request	Appts. Free	Action
Adel Abdul Khaliq	Languages - Arabic ( Yr 5 Cls B )		3	<a href="#">Book an appointment</a>
Catherine Glanz	The Arts - Visual Arts ( Yr 5 Cls B )		2	<a href="#">Book an appointment</a>
Catherine Glanz	Humanities and Social Science ( Yr 5 Cls B )		2	<a href="#">Book an appointment</a>
Catherine Glanz	Health ( Yr 5 Cls B )		2	<a href="#">Book an appointment</a>
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Catherine Glanz	Mathematics ( Yr 5 Cls B )		2	<a href="#">Book an appointment</a>
Catherine Glanz	Science ( Yr 5 Cls B )		2	<a href="#">Book an appointment</a>
Ahmed Parkar	Religion - Quran ( Yr 5 Cls B )		2	<a href="#">Book an appointment</a>
Mohamad Saleh	Physical Education ( Yr 5 Cls B )		1	<a href="#">Book an appointment</a>

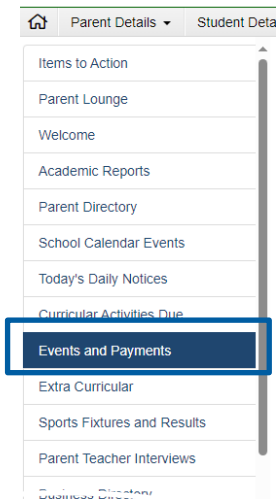
Confirmed Appointments - Zainab Qureshi

Teacher	Subject	Date / Time	Action
Catherine Glanz	English ( Yr 5 Cls B )	Thu 2 Jul 4:41pm - 4:48pm	<a href="#">Cancel appointment</a>

Back

## D. Pay for Event and Payment

1. Click on **Events and Payments**



2. Select the **Event** from the list.

(the event and the student's name will be displayed in bold waiting for your approval or payment)

### Events and Payments

[Yr 10 STEM Outreach](#)

[Resource Technology !](#)

[Resources and Techno](#)

[Year 10 HASS excursi](#)

[Y10 Girls Career Expo](#)

3. Review and accept the **Terms & Conditions**.
4. Review and Verify the **Medical Details**.

5. After ticking both boxes, select **Accept** from the drop down options.

A screenshot of the event payment form. It contains several sections: 'Terms & Conditions' with an 'Accept' checkbox, 'Medical Details' with a 'Verify' checkbox, 'Cost' showing '\$60.00', and 'Accept / Decline' with a dropdown menu. The dropdown menu is open, showing 'Accept' and 'Decline' options. A red banner at the bottom states 'The page will expire in 10 minutes'. The 'Accept' and 'Verify' checkboxes are highlighted with blue boxes, and the dropdown menu is also highlighted with a blue box.

6. If payment is required for the event, click on **Proceed with Payment**.

(you will only see this option after selecting Accept).



The page will expire at 15:00:11

Proceed to Payment >

7. Select/Enter your email and click on **Pay Now**.

(You will see the total for all the events that you have selected )



PAYMENT TOTAL AUD \$60.00

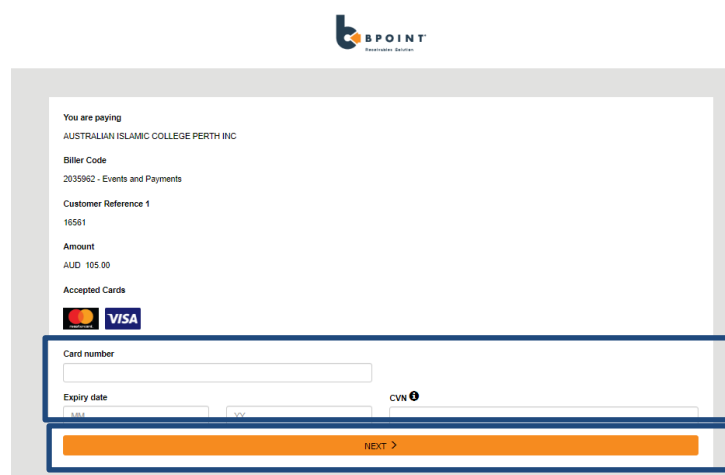
\*Email for Receipt @hotmail.com

< Back Pay Now

8. You will be navigated to a CommBiz Bank Page. Enter payment details (Card Number, Expiry Date and Year, and the CVV Number from the back of your card.)

9. Click on **Next**.

10. If you have any problems, please feel free to email [helpdesk@aic.wa.edu.au](mailto:helpdesk@aic.wa.edu.au) for more details.



b POINT  
CommBiz Bank

You are paying  
AUSTRALIAN ISLAMIC COLLEGE PERTH INC

Bill Code  
2035062 - Events and Payments

Customer Reference 1  
16561

Amount  
AUD 105.00

Accepted Cards  
MasterCard VISA

Card number

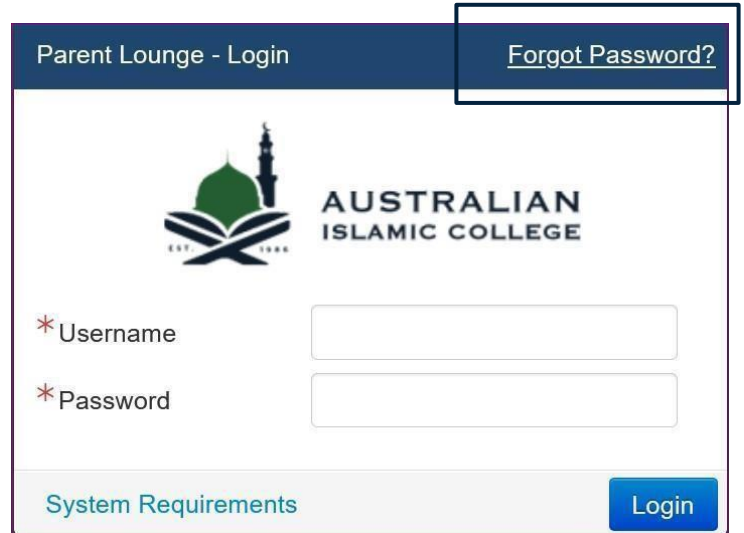
Expiry date

CVV

NEXT >


## E. How to Reset Your Password?

1. Click **Forgot Password**



Parent Lounge - Login

[Forgot Password?](#)

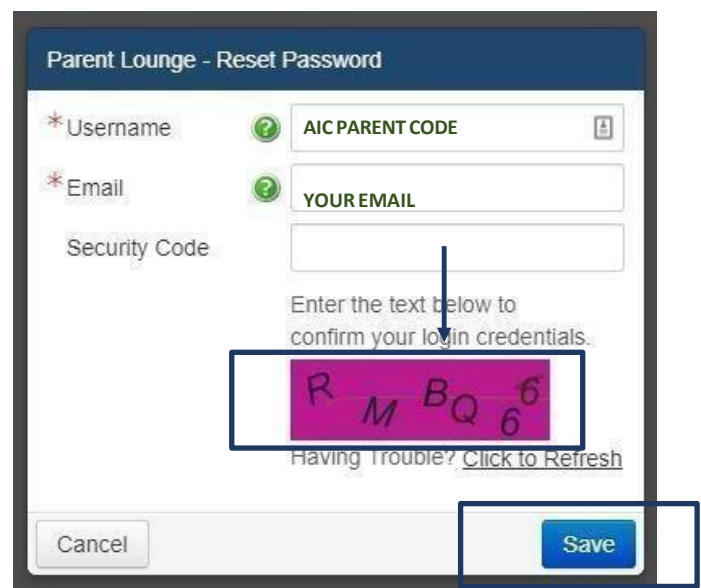
 **AUSTRALIAN ISLAMIC COLLEGE**

\*Username

\*Password

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

2. Enter your **Username** (Parent Code)  
(If you have forgotten your parent code, please search your email account for an email with the subject "Parent Lounge login information" or look for your parent code on an AIC school fee payment receipt).
3. Enter your Email (this must be the same email address that you gave to AIC when enrolling your child)
4. Enter **Security Code**
5. Click **Save** and a password reset link will be sent to your email.




Parent Lounge - Reset Password

\*Username

\*Email

Security Code

Enter the text below to confirm your login credentials.



Having trouble? [Click to Refresh](#)

[Cancel](#) [Save](#)