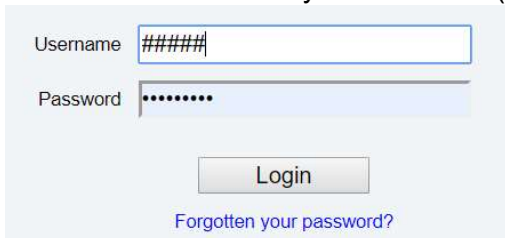


# Community Portal Instructions

## Logging In

1. Go to the Community Portal website:  
<https://commportal.pulteney.sa.edu.au/login.aspx?ReturnUrl=%2ftmtbl.aspx>
2. Your username will be your debtor ID (found on your debtor statements)



Username: #####

Password: .....

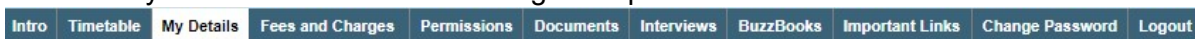
Login

[Forgotten your password?](#)

*If you have any issues with your password, please use the 'Forgotten your password?' link to reset.*

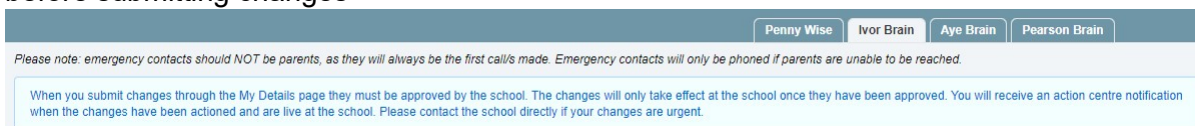
## My Details

1. Choose 'My Details' from the ribbon along the top



Intro Timetable **My Details** Fees and Charges Permissions Documents Interviews BuzzBooks Important Links Change Password Logout

2. Tabs will appear for each parent and associated students – ensure the correct person is highlighted before submitting changes



Penny Wise Ivor Brain Aye Brain Pearson Brain

Please note: emergency contacts should NOT be parents, as they will always be the first call/s made. Emergency contacts will only be phoned if parents are unable to be reached.

When you submit changes through the My Details page they must be approved by the school. The changes will only take effect at the school once they have been approved. You will receive an action centre notification when the changes have been actioned and are live at the school. Please contact the school directly if your changes are urgent.

3. Sections to be updated for **parents**:



Addresses

Occupation

Census Information

4. Sections to be updated for **students** (cross indicating information has not yet been entered):



Medical

Immunisations & HealthCare

Requirements

Abilities

Census Information

5. As each section is chosen, the subsections and fields will appear to the right
6. **Please take note of character restrictions and avoid using the following: / ! # % & " < >**
7. To modify, click 'Edit', and 'Save' to submit (or 'Cancel').
8. Once this has been checked, the cross will become a tick:



✓ Migraine/headaches

① Unchecked

Severity: Severe

① N/A

Confidential: ✕

① Unchecked

Information will be processed by staff at Pulteney before being loaded into the system so that the School is aware of changes and updates.

## Fees and Charges

1. Choose 'Fees and Charges' from the ribbon along the top:



- a. This page provides a current status of your Fees and Charges.
  - b. You can download your latest statement, view transaction, receipt and statement history.
  - c. You can 'Make a Payment' using your credit or debit card by clicking on the button.
2. Select **Payment Plans** tab for billing preference (**this must be completed by the date advised before the start of the new school year**).
    - a. Select Voluntary Building Fund option:

<b>Fees Total</b>		<b>\$20,450.00</b>
Voluntary Contribution	\$600.00	
<b>Total</b>		<b>\$21,050.00</b>

\$600.00, Annual Building Fund Donation  
 No Annual Building Fund Donation  
 \$600.00, Annual Building Fund Donation

- b. Sections to be updated annually

**Step 1 : Select Plan**

Step 2 : (Optional): Select payment option

Step 3 : Confirmation

- c. If you would like Pulteney to direct debit school fees (including additional charges such as music tuition) select '**Yes**'. Select '**No**' to self manage.
- d. Click on your selected payment plan.

**Available Payment Methods**

Would you like Pulteney Grammar to administer payments on your behalf?

☐ Yes

☒ No, I will administer my own fee payments according to my selected payment plan, observing the scheduled due date of each payment.

**Discounts Available**

	Discounts	Fees Total After Discount
Plan 1 -	2.5% \$511.25	\$19,938.75
Plan 2 -	0% \$0.00	\$20,450.00
Plan 3 -	0% \$0.00	\$20,450.00

**Available Payment Plans**

Available payment plans.

☒ **Plan 1**    Single Payment    ~~\$20,450.00~~    \$19,938.75    \$600.00 Voluntary Contribution    =    \$20,538.75  
 Fees are payable in full by 29 January in order to receive the advance payment rebate.

☐ **Plan 2**    4 Payments    \$5,112.50    \$150.00 Voluntary Contribution    =    \$5,262.50  
 Fees are payable in four instalments, each due the day before the start of each term.

☐ **Plan 3**    10 Payments    \$2,045.00    \$60.00 Voluntary Contribution    =    \$2,105.00  
 Fees may be paid in ten monthly instalments between February and November on the 18th of each month.  
 This is the default billing and payment option for new families.

- e. Click to accept the terms and conditions and click 'Proceed to the next step'.
- f. Review your selection, then click 'Continue'.

3. Manage Stored Cards (to setup a direct debit)
  - a. Select 'Credit Card' or 'Direct Debit to Bank Account'.
  - b. Add your payment option (Direct Debit option) and 'Save'.

**Payment Plans - Manage Stored Cards**

Step 1 : Select Plan

Step 2 : (Optional): Select payment option

Step 3 : Confirmation

☒ Credit Card ☐ Direct Debit to Bank Account

**Credit Card**

Card Type:  Card Holder's Name:

Issuing Bank:

Credit Card Number:  Expiry Month:  Expiry Year:

- c. Click 'Finish' once payment method is accepted.

**Accepted. The following banking details have been submitted:**

Name of the Financial Institution: ANZ  
 Branch name: Adelaide  
 Account Name: Ivor Brain  
 BSB: 600000  
 Account No.: 123456

**Direct Debit**

Bank	Account	BSB	Account No.	Branch	Status	
Linked Account Name: Ms P Wise & Prof I Brain / Fees						
ANZ	Ivor Brain	600000	123456	Adelaide	Pending	<input type="button" value="Edit"/> <input type="button" value="Delete"/> This option is your default payment plan direct debit

**Accepted, the following payment option details have been submitted**

Thank you, your payment plan selections have been received and will be processed accordingly.

You have chosen to have Pulteney Grammar School administer payment plan 3 consisting of 10 payments of \$4,130.00 with the first due on 18th February and final due on 18th November.

## Photo Permissions and Communication Preferences

1. Choose 'Permissions' from the ribbon along the top:
 

Intro Timetable My Details Fees and Charges **Permissions** Documents Interviews BuzzBooks Important Links Change Password Logout
2. Two sections are listed:
  - a. Photograph/Video Permissions (**new**) – all options must be completed for each child (on your first log in, they will show 'Not Selected').
  - b. Communication Preferences (**updated**) – reflects your current preferences. There are three options for each communication type you can choose from:
    - i. Yes: will receive
    - ii. Snooze: pause – date required
    - iii. No: will not receive – reason required (free text)

**Photograph/Video Permissions**

Miss Student Name *(Separate settings for each child you have enrolled at)*

Social Media	Yes ▼
Publications	Yes ▼
Grammarian	Yes ▼
School Advertising	Yes ▼
Promotional Videos	Yes ▼
Website	Yes ▼

Mr Student Name

Social Media	Yes ▼
Publications	Yes ▼
Grammarian	Yes ▼
School Advertising	Yes ▼
Promotional Videos	Yes ▼
Website	Yes ▼

**Communication Preferences (Includes: Pulteney Foundation, Parents & Friends of Pulteney, and Friends of Music)**

Mr Parent Name & Ms Spouse Name *(One section only – applies to)*

General Correspondence	Yes ▼	To update general correspondence preferences, please contact the school on 8216 5555
Publications (E.g. Pulteney Review, News at Pulteney)	Yes ▼	
Appeal Letters	Yes ▼	
Events (E.g. Long Lunch, Class Functions, Golf Day)	Yes ▼	

3. Ensure you click 'Submit' to confirm the details listed.
4. These can be updated at any time.

## School Reports


1. Choose 'Documents' from the ribbon along the top:



2. Reports are available to view or download

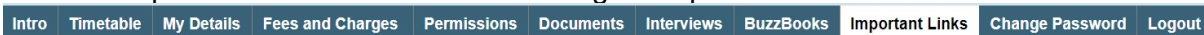
Student Reports	Type	Created	Download	Open
Student Reports for Term 1/2020	PDF	7/05/2020 12:09:13 PM		<a href="#">Open</a>
Student Reports for Term 2/2020	PDF	30/07/2020 9:52:28 AM		<a href="#">Open</a>
Student Reports for Term 3/2020	PDF	24/09/2020 7:32:04 AM		<a href="#">Open</a>

## Buzz Books

1. Choose 'Buzz Books' from the ribbon along the top:
- 
2. Use the options on the far right to navigate between your children.
  3. You can choose which information you would like to share for each child and their sub school.
  4. As a default, if you have previously shared information, only your mobile number and email address will be shown. If you would like to share home phone or address, you can choose to do so.
  5. If you are sharing at least one piece of information, this page will show contact details for other students' parents in your child's sub school.

## Important Links

1. Choose 'Important Links' from the ribbon along the top:



2. Here you will be able to access:
  - a. Booklists
  - b. Bushfire Form
  - c. Music Application Form
  - d. Uniforms
  - e. BYOD information
3. We will be regularly updating this page and communicate any changes as appropriate