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)

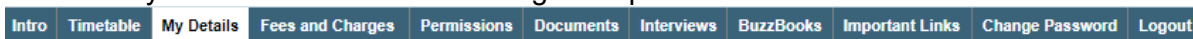| Username	#####
Password	••••••••

Login

Forgotten your password?

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

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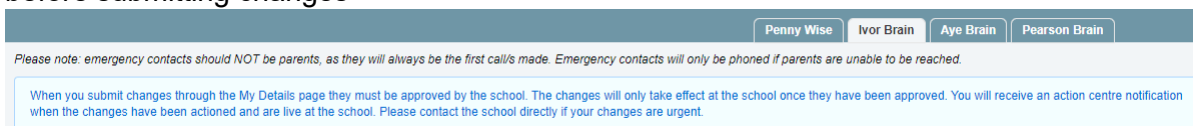
1. Choose 'My Details' from the ribbon along the top

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').
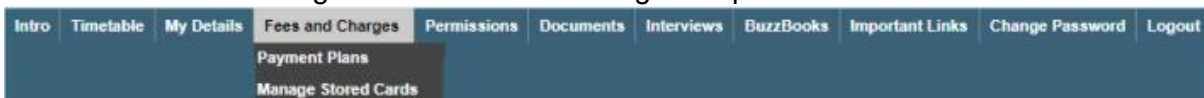8. Once this has been checked, the cross will become a tick:

✓ Migraine/headaches	Severity:	Confidential:
ⓘ Unchecked	Severe	⊗
	ⓘ N/A	ⓘ 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:

Intro	Timetable	My Details	Fees and Charges	Permissions	Documents	Interviews	BuzzBooks	Important Links	Change Password	Logout
			Payment Plans							
			Manage Stored Cards							

    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.

Payment Plans

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:

Your Account Balance Summary			
Total owing from prior year	**$0.00**		
2026 Tuition	$33,074.00		
Fees Total	**$33,074.00**		
Voluntary Contribution	$720.00	$720.00, Annual Building Fund Donation ▾ ⓘ	
Total	**$33,794.00**	**The payment options below apply to this amount only.**	

    b. Sections to be updated annually

    c. Only Direct Debit school fees options are available (including additional charges such as music tuition) select **'Yes'.** Please contact the Finance Team at Pulteney Grammar School to discuss the process for a Self Administered option.

    d. Click on your selected payment plan.

Available Payment Methods

Would you like Pulteney Grammar to process direct debit 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 Available**		
-	Discounts	Fees Total After Discount		-	Discounts	Fees Total After Discount
Plan 1 -	3% $992.22	$32,081.78		**Plan 1 -**	3% $992.22	$32,081.78
Plan 2 -	0% $0.00	$33,074.00		**Plan 2 -**	0% $0.00	$33,074.00
Plan 3 -	0% $0.00	$33,074.00		**Plan 3 -**	0% $0.00	$33,074.00

Available Payment Plans

Available payment plans.

☑ **Plan 1**	Single Payment	~~$33,074.00~~ $32,081.78	**$720.00 Voluntary Contribution**	= **$32,801.78**
		Tuition fees can be paid in full by Friday, 6 February 2026 in order to receive the advance payment rebate of 3%.		

☐ **Plan 2**	10 Payments	$3,307.40	**$72.00 Voluntary Contribution**	= **$3,379.40**
		Tuition fees can be paid in ten monthly instalments between February and November by the 6th of each month. This will be the default payment option for new families.		

☐ **Plan 3**	20 Payments	$1,653.70	**$36.00 Voluntary Contribution**	= **$1,689.70**
		Tuition fees can be paid in twenty instalments between February and November with 1st instalment commencing on Friday, 6 February 2026 and deducted fortnightly thereafter. The final debit will be processed on Friday, 31 October 2026.		

    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'.
        •   ***NOTE*** - Credit Card charges applicable for credit card option as per Pulteney's Business Terms & Conditions.
    b. Add your payment option (Direct Debit option) and 'Save'.

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

Photo Permissions and Communication Preferences

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

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 ▼	

Submit

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:

| Intro | Timetable | My Details | Fees and Charges | Permissions | Documents | Interviews | BuzzBooks | Important Links | Change Password | Logout |
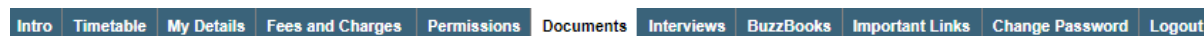
2. Reports are available to view or download

Student Reports	Type	Created	Download	Open
Student Reports for Term 1/2020	PDF	7/05/2020 12:09:13 PM	💾	Open
Student Reports for Term 2/2020	PDF	30/07/2020 9:52:28 AM	💾	Open
Student Reports for Term 3/2020	PDF	24/09/2020 7:32:04 AM	💾	Open

Buzz Books

1. Choose 'Buzz Books' from the ribbon along the top:

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

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:

| Intro | Timetable | My Details | Fees and Charges | Permissions | Documents | Interviews | BuzzBooks | Important Links | Change Password | Logout |
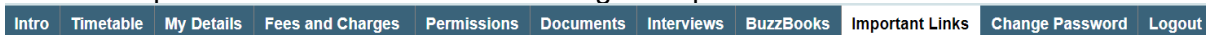
2. Here you will be able to access:
   a. Booklists
   b. Bushfire Form
   c. Music Application Form
   d. Uniforms
   e. BYOD information
3. We will be regularly updating this page and communicate any changes as appropriate