



St Mary of the Angels Secondary College PAM (Parent Access Module) Instructions for Parent/Teacher Interviews In Person & Virtual

Step 1: Log in to your PAM Account.

To load the login page (pictured right) type pam.smota.vic.edu.au into your internet web browser OR click on the Parent Access Module on the College's website home page www.smota.vic.edu.au

It is important to note that the Username will be the email you have provided for communication, and the password is case sensitive.

Step 2: Click on the Parent Teacher Interview button.

Step 3: The 'Parent Teacher Interview Booking' page will load.

If your child(ren)'s name does not appear you will need to update your web browser. Alternatively use Chrome, Firefox or Safari on your child's Macbook.

If you have more than one child at SMOTA select the student you wish to book an appointment in the dropdown.

Parent Teacher Interview Booking

If you cannot see the date and times for appointments please click on the +.

ST MARY OF THE ANGELS SECONDARY COLLEGE

Chapel Street, Nathalia, Victoria, 3638

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Email: info@smotanathalia.catholic.edu.au | Website: www.smotanathalia.catholic.edu.au

Step 4: Click on 'Learning Advisor Program' to book an appointment.

Times and dates for selection will then appear in a box on the right hand side. Click on the suitable time and date

Then select the preferred Interview type either 'In-Person' or 'Virtual'. (It will not allow you to 'Book Interview' until you have made this selection).

Click on Book Interview.

BOOKED TIMES:

Booked times will now appear at the bottom of the screen.

To delete/or change an interview click on the red cross beside the time you wish to delete or change.

On the day/evening for a Virtual Parent Teacher Interview

Step 1: Log into your PAM Account.

Step 2: Click on the Parent Teacher Interview button (where you made your appointment) and scroll down the page to your booked times.

Step 3: Click the link to join interview in your 'Booked Times'.

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