

Parent Lounge Guide

How to update your child's COVID-19 Vaccination Status



How to update your child/ren's vaccination status in Parent Lounge

- Visit and login to Parent Lounge (<u>https://orion.stpauls.gld.edu.au/parentlounge/login.cfm</u>).
- 2. Navigate to your child's *Medical Details (Student Details → Medical Details)*.



3. Scroll down to *Immunisations* and click the +*New* button.

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Details -				S Email Medical Cont
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ndlions	Medicare Number			
on Register	Other Medical Condit	ni		
ions	Operations/Accidents	No Details		
actitioners	Allow COVID test?	No Details		
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	Medical Conditions			
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	Immunisation Next Due Date	No Details		
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	Immunisations ()			
	Immunisation	Year		
	All Current	2016		20
				+ New
	Medical Practitioners			
			No Details Found	
				A New

4. Select 'COVID-19 Double Vacc' from the dropdown menu.



5. Enter the year in which your child received their second vaccination e.g. 2021.

Add Immunisation -	
*Immunisation	COVID-19 Double Vacc 🗸
*Year	2021
Cancel	+ Submit New

- 6. Click the **Submit New** button.
- 7. Repeat the process for each child.

How to upload your child/ren's COVID-19 Vaccination certificate in Parent Lounge

- Visit and login to Parent Lounge (<u>https://orion.stpauls.gld.edu.au/parentlounge/login.cfm</u>).
- 2. Navigate to your child's *Medical Details (Student Details → Medical Details)*.



3. Scroll down to *Australian Immunisation Register* and click the *Update* button.

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		Parent Lounge
Parent Details - Student Deta	tails • Calendar • School Links	·
Medical Details -		El Email Medical Contact
	Immunised	Yes -
General Medical Desails	Medicare Number	
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Immunisation Register	Operations/Accidents	No Details
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	Australian Immunisation Reg	later 0
	Immunisation Statement / Form	No Details
	Statement / Form As At Date	No Details
	Immunisation Status	No Details
	Immunisation Next Due Date	No Details
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4. Click the **+Choose** button to upload your child's COVID-19 Vaccination Certificate.

Update Immunisation Register -	
Immunisation Statement / Form	+ Choose 🗋 View
Statement / Form As At Date	
Immunisation Status	~
Immunisation Next Due Date	
Cancel	Submit Changes

 Enter the date that your child received their second vaccination in the Statement/Form AS At Date field. You can find this date on the COVID-19 Vaccination Certificate.

Update Immunisation Register -				
Immunisation Statement / Form	COVID-19 Digital Certificate.pdf 297.81 кв	Clear	+ Choose	🗋 View
Statement / Form As At Date	08/12/2021			
Immunisation Status	Vaccinated	~		
Immunisation Next Due Date				
Cancel			Subm	nit Changes

- 6. Select 'Vaccinated' from the dropdown menu in the *Immunisation Status* field.
- 7. Leave the *Immunisation Next Due Date* field blank.
- 8. Click the **Submit Changes** button.

How to opt-out of your child/ren receiving a COVID-19 Rapid Antigen Test

- Visit and login to Parent Lounge (<u>https://orion.stpauls.gld.edu.au/parentlounge/login.cfm</u>).
- 2. Navigate to your child's *Medical Details (Student Details → Medical Details)*.



- 3. Under *General Medical Details* click the *Update* button.
- 4. Type 'NO' in the *Allow COVID test?* Field.

Update General Medical Details	6 - 199		
Allergies	No	~	
Asthma	No	~	
Diabetes	No	~	
Epilepsy	No	~	
Autism/ASD	No	~	
Type of Allergy		~	
Hearing Impairment	No	~	
Visual Impairment	No	~	
Physical Disability	No	~	
Immunised	Yes	~	
Medicare Number			
Other Medical Condit	nil		
Operations/Accidents			
Allow COVID test?	NO		
Cancel			Submit Changes
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