



St Paul's School

& EARLY LEARNING CENTRE

Parent Lounge Guide

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



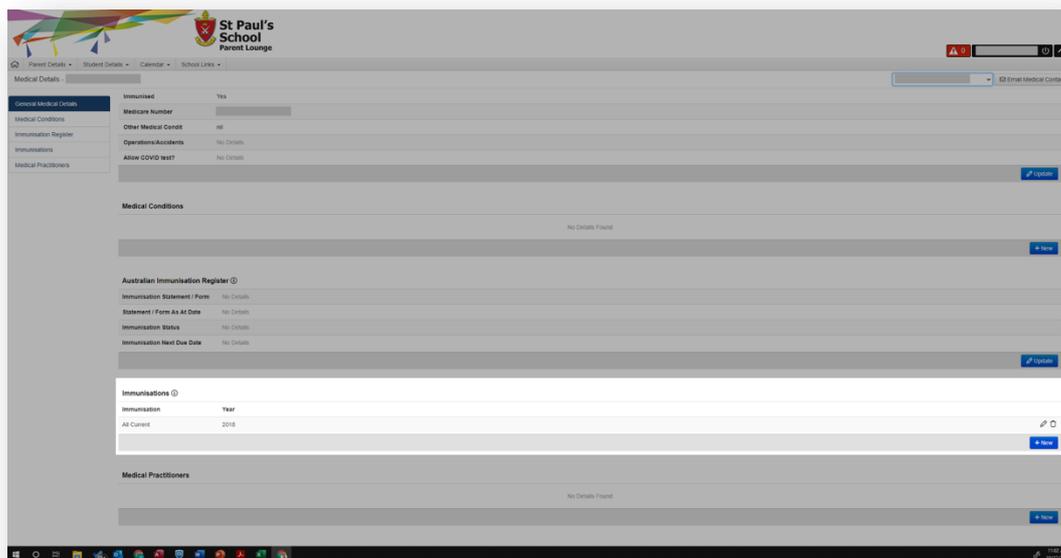
create your own story!

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

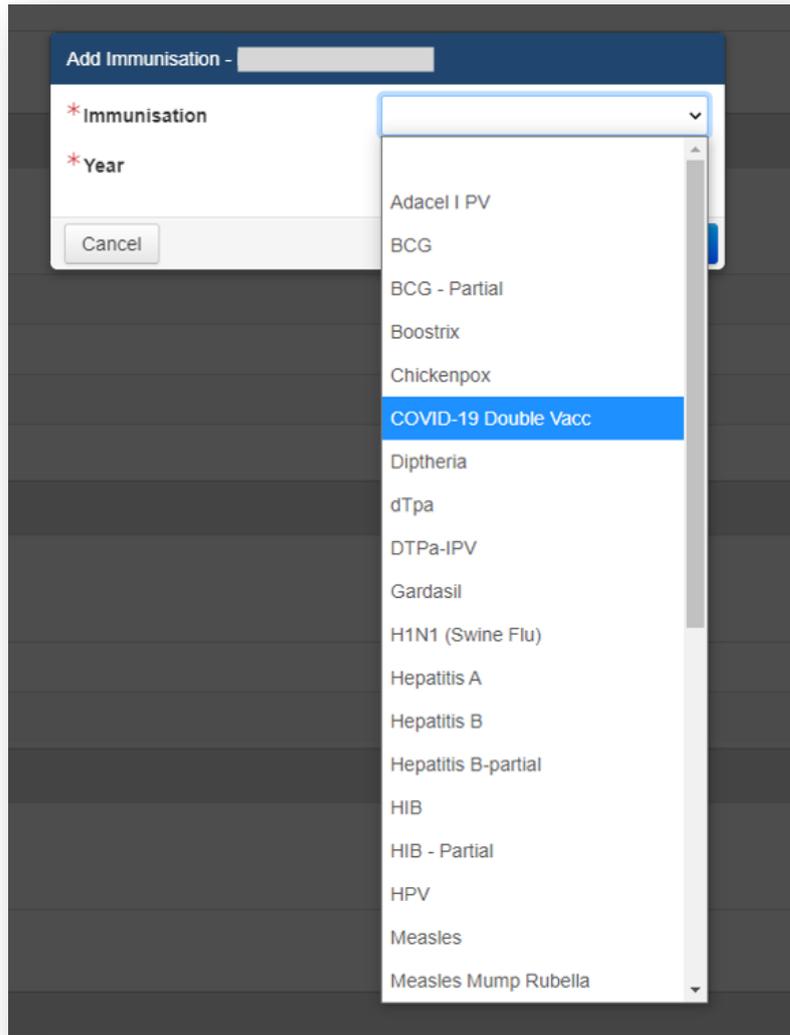
1. Visit and login to **Parent Lounge**
(<https://orion.stpauls.qld.edu.au/parentlounge/login.cfm>).
2. Navigate to your child's **Medical Details** (**Student Details** → **Medical Details**).



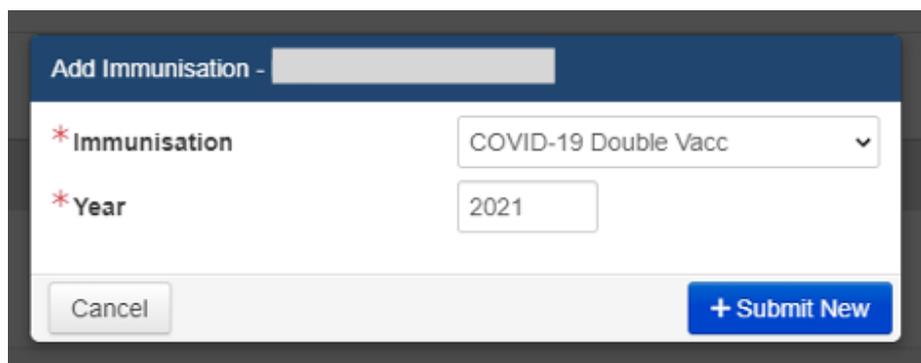
3. Scroll down to **Immunisations** and click the **+New**  button.



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.



6. Click the **Submit New**  button.

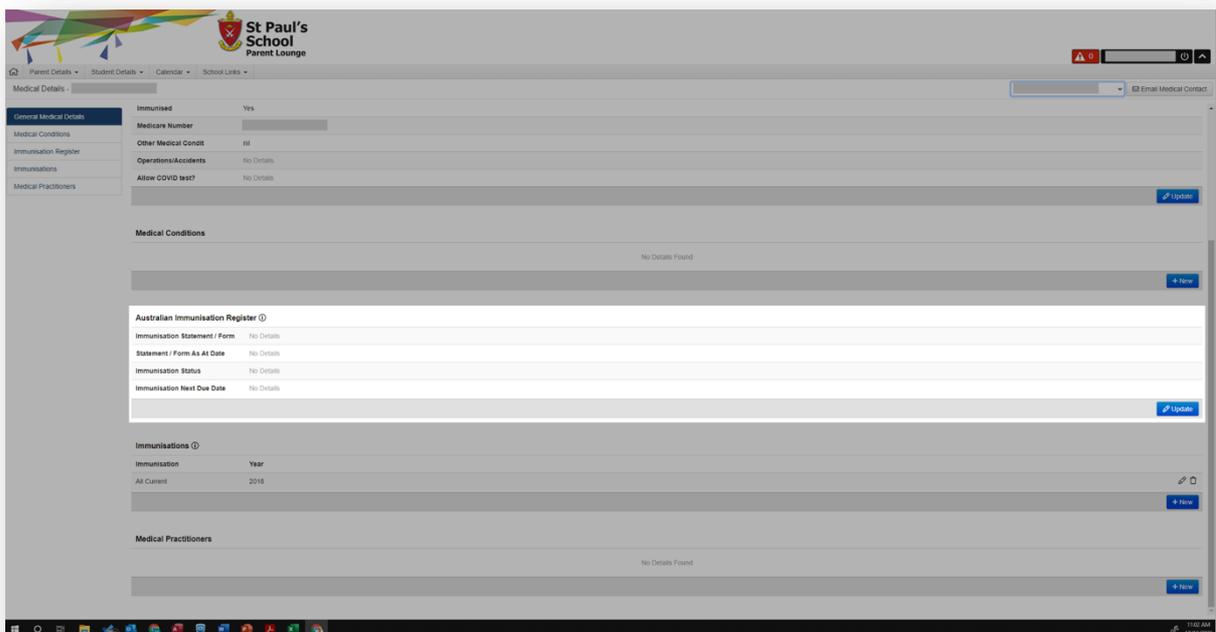
7. Repeat the process for each child.

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

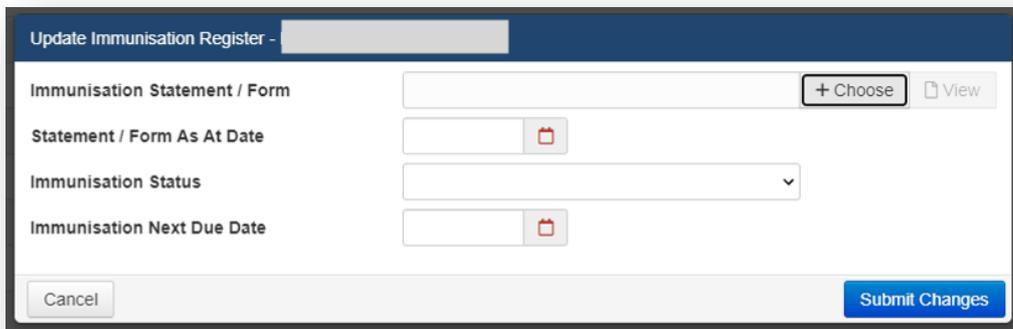
1. Visit and login to **Parent Lounge** (<https://orion.stpauls.qld.edu.au/parentlounge/login.cfm>).
2. Navigate to your child's **Medical Details** (**Student Details** → **Medical Details**).



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

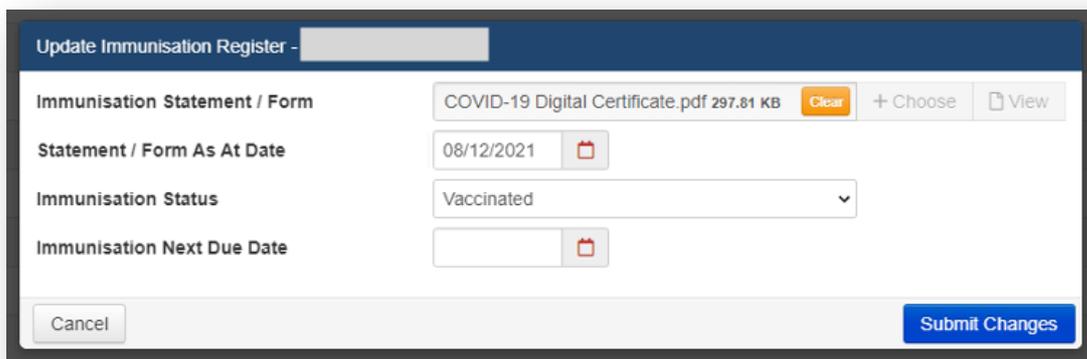


4. Click the **+Choose** button to upload your child's COVID-19 Vaccination Certificate.



The screenshot shows a web form titled "Update Immunisation Register". It has four main input fields: "Immunisation Statement / Form" with a "+ Choose" button and a "View" icon; "Statement / Form As At Date" with a date input field and a calendar icon; "Immunisation Status" with a dropdown menu; and "Immunisation Next Due Date" with a date input field and a calendar icon. At the bottom, there are "Cancel" and "Submit Changes" buttons.

5. 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.



The screenshot shows the same form as above, but with the "Immunisation Statement / Form" field now containing the text "COVID-19 Digital Certificate.pdf 297.81 KB" and a "Clear" button. The "Statement / Form As At Date" field now contains the date "08/12/2021". The "Immunisation Status" dropdown menu is now set to "Vaccinated". The "Immunisation Next Due Date" field remains empty. The "Submit Changes" button is highlighted in blue.

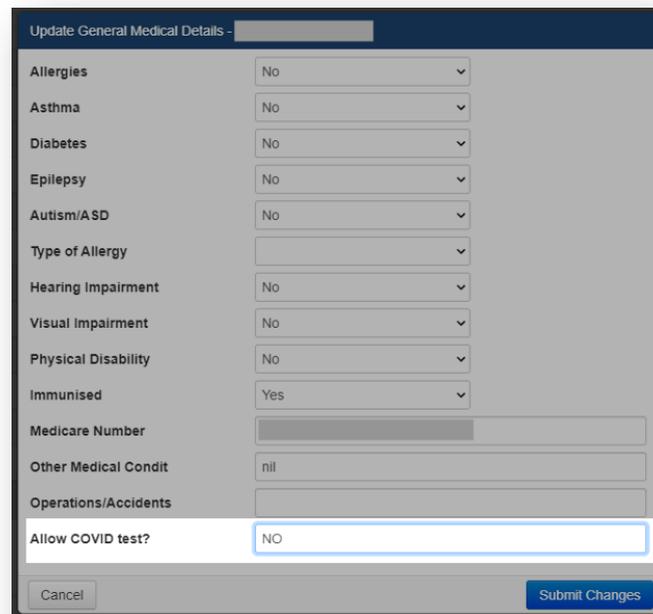
6. Select 'Vaccinated' from the dropdown menu in the **Immunisation Status** field.
7. Leave the **Immunisation Next Due Date** field blank.
8. Click the **Submit Changes** button.

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

1. Visit and login to **Parent Lounge** (<https://orion.stpauls.qld.edu.au/parentlounge/login.cfm>).
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 -	
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

5. Click the **Submit Changes**  button.