



**SALESIAN
COLLEGE**
CHADSTONE EST. 1957

SIMON Everywhere

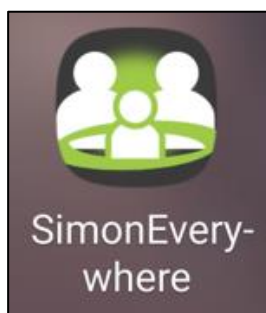
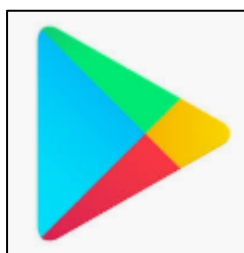
SIMON Everywhere is a new App for smart phones that allows parents to access all information relating to their son such as reports, grades, attendance and much more. It also allows you to update medical information, give permission for excursions, access teacher emails and also receive notifications from the school.

From 2020 all parents should have the Simon Everywhere app installed.

For parents familiar with PAM, the new App works mostly the same as PAM and you can still access PAM (<https://pam.salesian.vic.edu.au>) however the app has additional functionality such as notifications and the ability to sign in without having to enter your username and password each time.

STEP ONE

Go to the **App Store** and search **Simon Everywhere**



STEP TWO

Enter your **name** and **phone number**, press **Verify**, you will receive a code via SMS.
Enter the code into space provided

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Login with your phone number

Full Name

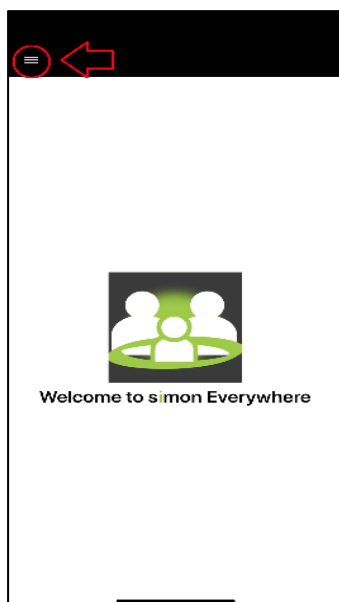
+61 Phone number

Verify Phone Number

By tapping Verify Phone Number, an SMS Code will be sent

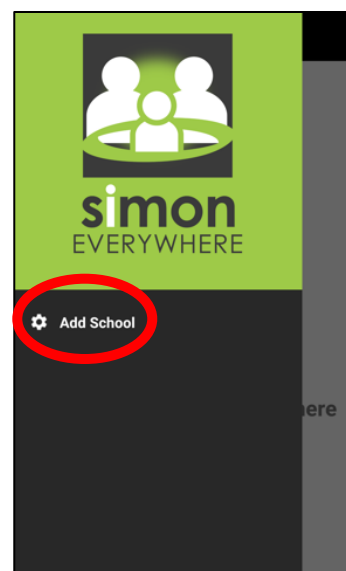
STEP THREE

Click the **Menu** button



STEP FOUR

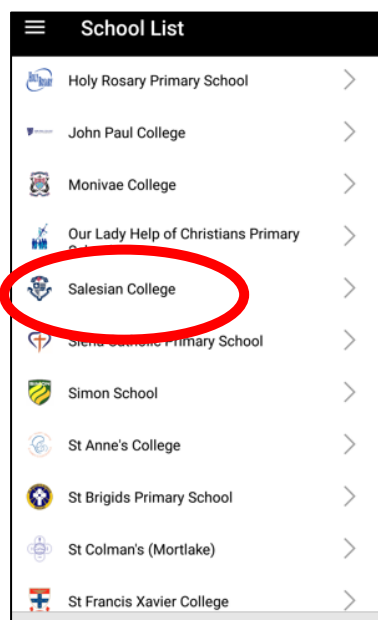
In the **Menu** click **Add School**





STEP FIVE

Locate and select **Salesian College**



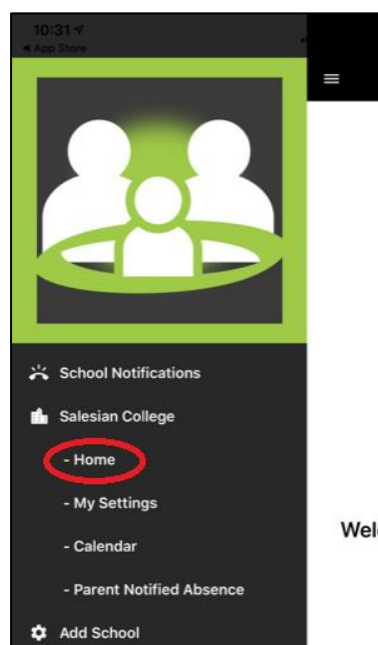
STEP SIX

Enter your **PAM username** and **password**.

If you do not know your credentials, email support@salesian.vic.edu.au with Guardian's name, email address and student name and year level

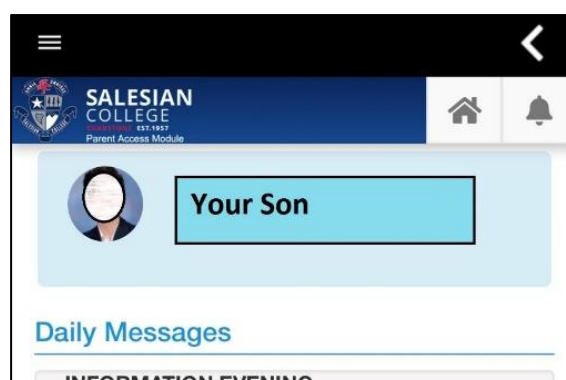
STEP SEVEN

Click **Menu** and select **Home**



STEP EIGHT

On the **Home** page you will find General Daily messages, calendars and information on your son specifically. To access this **select your son**.





The first thing you should do is update your son's medical details. It is a requirement of enrolment to provide us with the most up to date medical information on your son. The details on how to do so are below.

Updating Your Child's Medical Details on Simon Everywhere

We are asking all parents to enter this information in PAM by **15 December 2019**. The process will take from 2-10 minutes per child.

*Note: If your child has an **Action Plan** for a medical condition such as Asthma, Type 1 Diabetes, Epilepsy, Anaphylaxis or severe allergy, you will be asked to upload it electronically or take a photo of it via the Simon Everywhere App.*

Process:

In the Simon Everywhere App go to Menu – Home and Select your son to enter his profile.

Once in his profile from the profile menu select **Medical Profile**

1. Fill in the Medical Details and confirm

2. Action Plans – note that if you have an action plan you will need to fill it in scan it/photograph it and upload it to your son's medical profile as below:

3. If you have any problems uploading the Action plans, please contact Mrs Cafasso at the college on 9807 2644.



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Excursions/Camp Permissions in Simon Everywhere

We use Simon Everywhere as a way to get permission from parents and guardians for any excursions. When an excursion/camp is created parents/guardian will get a phone notification and an email notification similar to the following:

From: Parent Access Module - Salesian College, Chadstone [<mailto:notifications@salesian.vic.edu.au>]
Sent: Monday, 26 March 2018 2:43 PM
To: [REDACTED] >
Subject: School Related Activity

Dear [REDACTED],

Re: ACC Senior Football- Davis Johnson Cup

This email is to notify you that [REDACTED] has an upcoming excursion or activity that you need to acknowledge. Please log into your Salesian College, Chadstone PAM account and complete this request by **17 Apr 2018**.

Should you have any queries, or problems with logging into your Salesian College, Chadstone PAM account, please contact Salesian College, Chadstone.

This email was generated automatically, please do not respond to this email.

The email will be sent to the email address related to your PAM account.

You can update your email address in PAM after you log in by going to **Menu – My Settings** if needed.

If you have more than one PAM account related to one student (e.g. a split family) we can set it so only one of the accounts gets the excursion permission requests. Contact the school if you would like to investigate this.

After logging into Simon Everywhere you will notice a red number next to the alert bell, you can click on this and then select the Activity. This will take you to the details of the activity for you to review. Scroll down to the bottom to give your permission.

Before excursions teachers are given the medical profiles of the students attending. If there have been any changes that we should know about, then please update them in Simon Everywhere in the Medical Profile area.

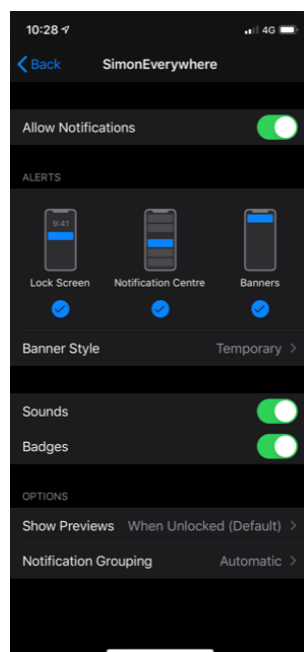
You can go back after you have given permission to an excursion and review the excursion information by logging back onto Simon Everywhere going to your boy's details and selecting **School Activities** from the menu.



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Additional Points

- If you are having problems logging in contact support@salesian.vic.edu.au
- Simon everywhere works best when notifications are turned on, if they are not turned on then you may not be notified if for example the swimming carnival has been postponed due to weather. You can check the notifications setting on your phone to be sure by going to the Settings – Notifications – Then find the Simon Everywhere App. They should match something like the following:



- The first time you log in you should also verify your email, you will see a red bar at the top of your screen until you do like this.

 Your email address support@salesian.vic.edu.au has not been verified. Please [click here](#) to verify.

- The reminder indicator on the top right, if there is number there as shown below, then there is something you need to do, just select the icon with the red number and follow the prompts to resolve the issue.

