



Interview Bookings via PAM

PARENT ACCESS MODULE (PAM): <https://pam.cmc.vic.edu.au>

STEP 1

Log into PAM [https://pam.cmc.vic.edu.au/](https://pam.cmc.vic.edu.au)

STEP 2



Click on the link 'Parent Teacher Interviews' at the top right-hand side of the screen.

STEP 3

This will take you to the booking page where you can select from a range of options, for example Pastoral Planning Day at the start of the year and Parent Teacher Interviews each semester.

STEP 4

Select the date and time you wish and then click 'Make Booking'.

STEP 5



Once you have made your booking you can print out a schedule to bring on the day by clicking on the printer button.

Changing your interview



If you need to change your interview, please use the blue **Edit** button to change the time.



However, please note that if you need to change the day of your interview you will need to use the red **Delete** button and re-book your appointment on the new date.

Help

Please do not hesitate to contact the College if you require assistance with interview bookings.

Features of the Parent Access Module (PAM)

PAM provides real-time access to keep parents updated with their child's:

- Progress including Learning Behaviours and Reports
- Timetable
- Personal details – view details and if details are not accurate please email info@cmc.vic.edu.au
- Attendance – view and record absences
- Medical Profile – update your child's medical information at any time
- Excursion Activities – grant permission for excursions
- Interview Bookings – online booking for Pastoral Planning Day, Parent Teacher Interviews, etc.
- Grant Permission to Film or Photograph
- Consent to the ICT Computer Acceptable Use Agreement
- Agree to the Mercy Education Ltd (MEL) Code of Conduct