

## Updating Medical Information

via PARENT ACCESS MODULE (PAM)

<https://pam.cmc.vic.edu.au>

This feature allows parents and carers to update their child's medical information.

At certain times you will receive an email to notify you that the medical details for your child(ren) are due for review. Please log in to your PAM account to update this information.

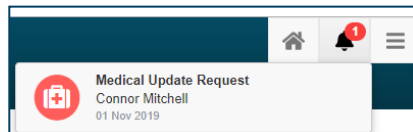
The child's medical details will be invalid until the details have been confirmed in PAM, or Catherine McAuley College, Bendigo has been contacted.

### STEP 1

Log into PAM <https://pam.cmc.vic.edu.au/>

### STEP 2

There will be alerts for each child whose information needs updating.

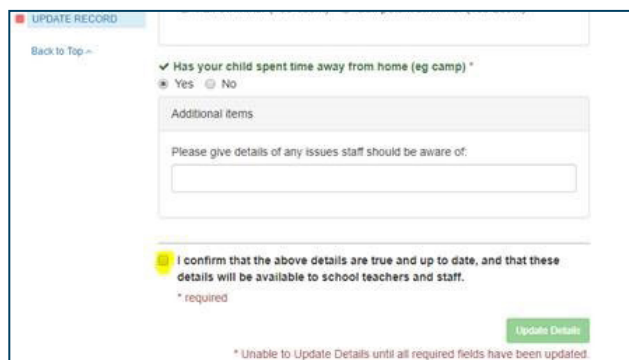


### STEP 3

Review profile and make necessary changes.

### STEP 4

Tick the check box to confirm that the details are true and up to date.

A screenshot of the "UPDATE RECORD" form in the PAM system. The form includes a "Back to Top" link, a checked checkbox for "Has your child spent time away from home (eg camp)", and radio buttons for "Yes" and "No". Below this is a section for "Additional Items" with a text area for "Please give details of any issues staff should be aware of:". At the bottom, there is a confirmation checkbox: "I confirm that the above details are true and up to date, and that these details will be available to school teachers and staff." followed by a green "Update Details" button. A note at the bottom states: "\* Unable to Update Details until all required fields have been updated."

### STEP 5

Click Update Details to confirm.

### Changes

Any changes to your confirmation must be communicated to the College by contacting the applicable campus

### Help

If you have any questions, or problems with logging in to your Catherine McAuley College PAM account, please email [pamsupport@cmc.vic.edu.au](mailto:pamsupport@cmc.vic.edu.au) or contact the College during business hours.