

02 February 2026

Dear Parents and Guardians (New Families)

I hope that it has been a good start to the school year. The purpose of this letter is to assist you in accessing the Parent Access Module (PAM) on our Learning Management System. It is through PAM, families:

- Update student medical information.
- Give permission for excursions and camps.
- Access school notices.
- View student attendance, reports and submission of work.

#### Accessing PAM (Parent Access Module)

On **Friday 06 February 2026** you will receive an email from [noreply@crystalbans.catholic.edu.au](mailto:noreply@crystalbans.catholic.edu.au). This email contains your User Name for the Parent Access Module (PAM) and instructions on how to set your password.

Once you have set up your account, please ensure that you keep the User Name and Password in a safe place as you will need to use it regularly.

**Each parent/guardian** will receive a separate email and need to set up their own PAM account.

On the College website there are a number of videos in English, Arabic, Dinka and Vietnamese to assist you in using the Parent Access Module (PAM).

If you are having difficulties, please contact the office and we will arrange a time for you to visit to work through the process, or assist you over the phone.

Yours sincerely,



Christina Utri  
Principal