



Bacchus Marsh  
Grammar

[myBMG Parent Portal User Guide](#)

# Table of Contents

Logging On to the BMG Parent Portal.....	3
Password Reset .....	4
My Details Tab.....	5
Updating ‘My Details’ .....	5
Check/Update your Child’s Personal Information. ....	6
Check/Update your Child’s Medical Information. ....	7
Completing the ‘My Details’ Section.....	7
2019 Acknowledgement of Business Notice and Policies Tab.....	8
Student Details & Results Tab.....	10
Absences Tab .....	10
Documents Tab .....	10
Interviews Tab.....	10
Finance Tab .....	11
Contacts Tab.....	12
Events & Sales Tab .....	12

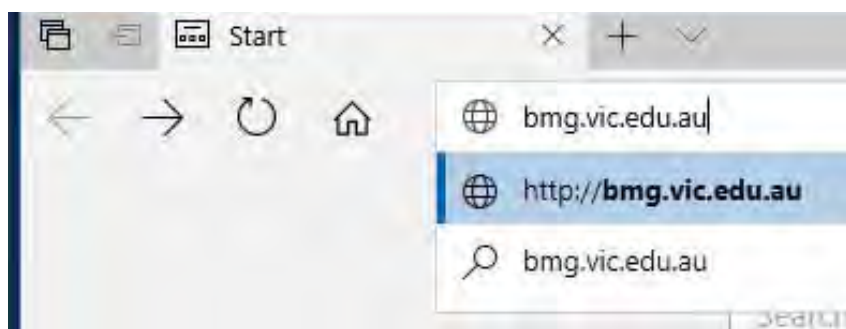
## Logging On to the BMG Parent Portal

### Step 1

To navigate to the School website, first open the web browser (Safari, Internet Explorer, Chrome etc.) on your computer, tablet or smart phone.

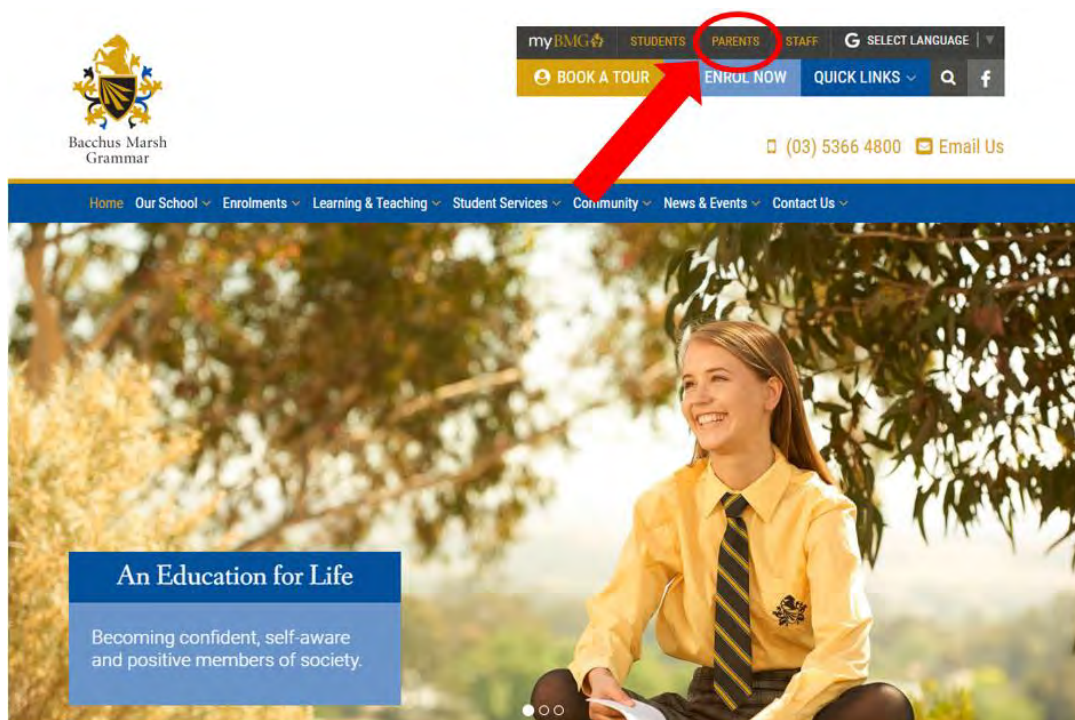
### Step 2

Next, type in <https://www.bmg.vic.edu.au> into the browser's address bar. This will navigate you to the School's website. Alternatively you can type Bacchus Marsh Grammar into a search engine such as [www.google.com.au](http://www.google.com.au).



### Step 3

Once you have successfully launched the School website, click on the "PARENTS" button located at the top of the page as illustrated below



#### Step 4

You will be redirected to the Bacchus Marsh Grammar Parent Portal website, below is an example of the login page for the BMG Parent portal.



The screenshot shows the myBMG Parent Portal login page. At the top left is the myBMG PARENT PORTAL logo. In the center, the myBMG PARENT PORTAL logo is repeated. Below the logo, there is a message: "Usernames are Parents/Guardians Debtor ID Codes found on any Invoice or Statements. If you have lost or forgotten your password please click the forgotten password link below." There are two input fields: "Username" and "Password". Below the "Password" field is a "Login" button and a link that says "Forgotten your password?". At the bottom, there is a support contact number: "For support please contact Bacchus Marsh Grammar on 03 5366 4800".

#### Step 5

Enter your Parent Portal username in the **Username** field, followed by your Parent Portal password in the **Password** field as shown on the next page.



This screenshot shows the same myBMG Parent Portal login page as in Step 4, but with the fields filled. The "Username" field contains the number "123456" and the "Password" field contains a series of dots. The "Login" button and the "Forgotten your password?" link are still visible. The support contact number at the bottom remains the same: "For support please contact Bacchus Marsh Grammar on 03 5366 4800".

If entered correctly you have successfully logged into the myBMG Parent portal.

#### Password Reset

If you have forgotten your password you can click the [Forgotten your password?](#) link on the login screen. From here you can type in your username and hit the send button. This will send a password reset email to your nominated email address.

If you are having difficulty logging in, please call the BMG ICT Department on 03 5366 4800 for assistance.

## My Details Tab

You are now able to update yours and your child/ren personal information electronically via the myBMG Parent Portal. Below are instructions on how to use the 'My Detail' tab.

### Updating 'My Details'

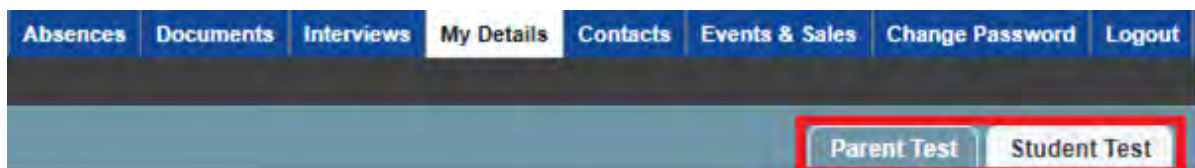
#### Step 1

Click on the "My Details" tab (menu item at the top of the page) as shown below;



#### Step 2

You will now be on the My Details page of the portal. Just below the main tabs (menu) you will see a number of tabs, each containing a member of your family, as shown below



Check/Update your Child's Personal Information.

1. Select a tab containing the name of your child.
2. You will notice that your child's personal information is displayed on this page.

**Personal**

- Personal Details
- Demographic Information
- English as an additional language

**Census Information**

- Census Information

3. Ensure that all sections including pages on the left hand side are up to date, by reviewing each section and making changes as required.
4. To make a change to a section, click on the "Edit" link at the top right of the section as shown below;

The screenshot shows a web form with several sections. The 'Name' section is at the top, followed by 'Personal Details', and 'Demographic Information' at the bottom. The 'Personal Details' section is highlighted in light yellow. An 'Edit' link is located at the top right of the 'Personal Details' section, enclosed in a red box. A large red arrow points from the bottom right towards the 'Edit' link. The form fields include: Title, Given, Given2, Surname, Suffix, Preferred Name, Preferred Formal Name, Previous Surname, Birth Surname, Date of Birth, Gender, Mobile Phone, Which mobile number do you prefer to be contacted on?, Email, Which email address do you prefer for communication, and Comment.

5. The section will now change to a light yellow colour to indicate that it is editable. You can now make any changes as required.

Once you are happy with the details that you have edited, click on the "Save" link at the top right of the section.

Check/Update your Child's Medical Information.

1. Select the tab containing the name of your child, then select the **Medical** tab on the side menu.
2. You will notice that your child's **Medical** information is displayed on this page.



**Medical**

- Medical Conditions
- Medications
- Allergies
- Ongoing Medical and General Consents

**Immunisations & HealthCare**

- Blood Type
- Medical Insurance
- Emergency Contacts
- Medical Contacts

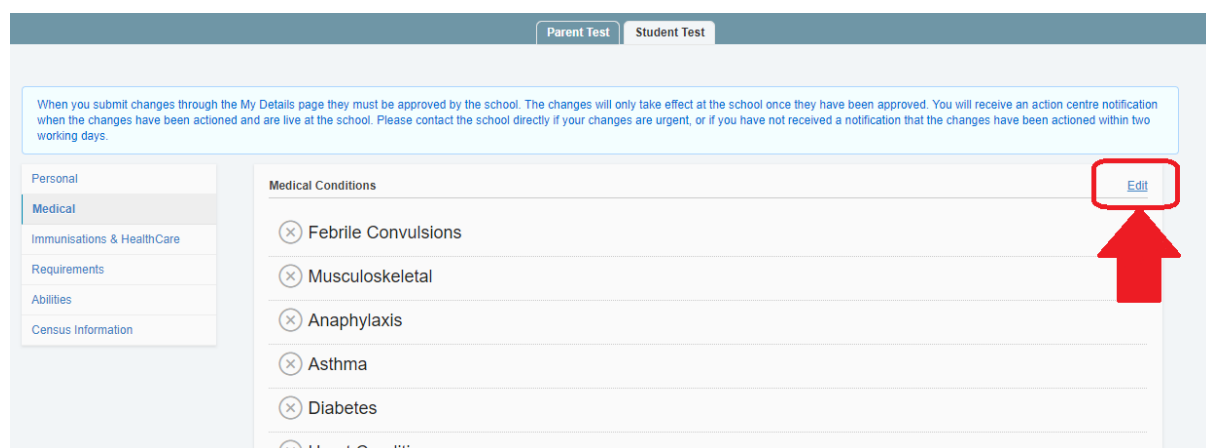
**Requirements**

- Dietary Requirements
- Physical Requirements

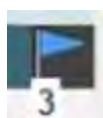
**Abilities**

3. Ensure that all sections including pages on the left hand side are up to date, by reviewing each section and making changes as required.

4. To make a change to a section, click on the "Edit" link at the top right of the section as shown below;



Completing the 'My Details' Section



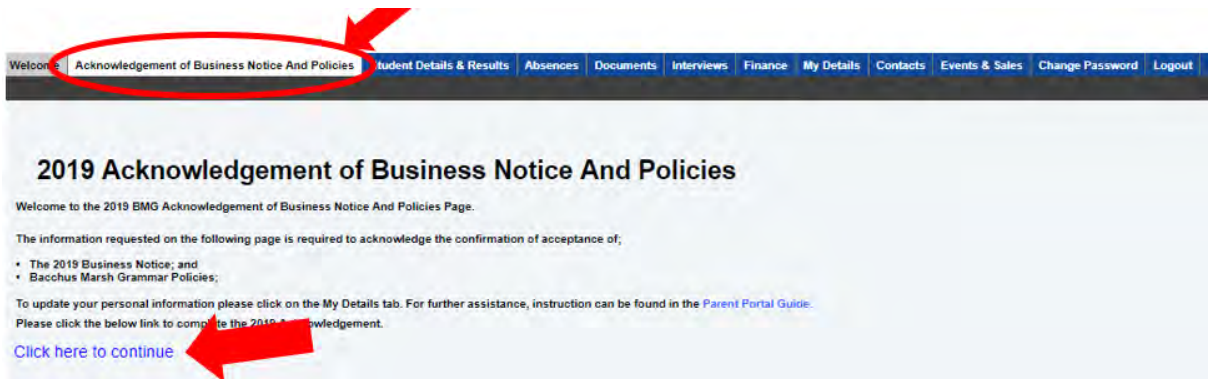
When you submit changes through the My Details page they must be approved by the school. Once approved by the School a flag will show on the top right hand corner of your Portal screen as shown to the left. Please contact the school directly if your changes are urgent.

## 2019 Acknowledgement of Business Notice and Policies Tab

Parents are required to acknowledge the 2019 Business Notice and the current School Policies on this page.

Step 1

Click on the “Acknowledgement of Business Notice and Policies” tab (menu item at the top of the page) as shown below;



Step 2

Click on “Click here to continue”



## Step 3

Once you have checked all information is correct, click on "Submit".

Welcome Acknowledgement of Business Notice And Policies Student Details & Results Absences Documents Interviews Finance My Details Contacts Events & Sales Change Password Logout

### 2019 Acknowledgement of Business Notice And Policies

Carefully read each question and respond accordingly to your requirements.

#### Payment Arrangements

Further Information relating to Payment Methods will be provided in January 2019, and will be available for selection from 7 January until 25 January 2019. Parents / Guardians will be requested to update their preferred payment method via the Finance Tab at that time.

#### Medical Details

- Janelle Waite understands that the School will not hesitate to call an ambulance where deemed necessary. Parents / Guardians will be required to cover the cost either through their family Ambulance Cover or personally.
- Janelle Waite has reviewed and updated our student(s) medical and emergency information, and provided relevant documentation, through the My Details tab.

#### Travel Arrangements (Private Bus)

These questions are only applicable to students who will be traveling by private bus for 2019, please leave unchecked if this does not apply to you.

- I / We will require Private Bus in 2019 for my child/ren in the following areas:  
Werribee, Hoppers Crossing, Wyndham Vale, Tarneit, Derrimut, Point Cook, Altona, Hillside, Caroline Springs, Watergardens, Cairnlea, Sunbury/Gisborne, Eynesbury and Sanctuary Lakes
- Janelle Waite has read the Bus Code of Conduct (families utilising the private bus service only). [Click here](#) to view Bus Code of Conduct

#### Acknowledgement of Parents/Guardians

Please click the blue text to view and read the policy. For further assistance please refer to the myBMG Parent Portal Guide.

- Janelle Waite has read and acknowledge the following the Bacchus Marsh Grammar Policies [Conditions of Enrolment](#) ; Community Code of [Conduct Policy](#) ; Student [Bullying and Harassment Policy](#) ; Student [Discipline Policy](#) ; Student [School Uniform and Dress Code Regulations](#) ; Bacchus Marsh Grammar [Privacy Policy](#), and the [Student Technology Handbook](#) ;
- Janelle Waite has referred to the 2019 Business Notice in relation to the Late Notice Penalty. [Click here](#) to view a copy of the Policy
- Janelle Waite has updated our information through the My Details tab.
- Janelle Waite understand and agree to be bound by the Business Rules as set out in the 2019 Business Notice and the Policies available on the myBMG Parent Portal, including the policies referred to above, for all of my/our children who are to be enrolled at Bacchus Marsh Grammar in 2019.
- Janelle Waite gives permission for their student(s) to attend all approved camps and excursions relevant to their student's year level.
- Janelle Waite gives permission for the School to utilise multimedia (as defined as photography, video, audio) of my child/ren for School publications and communication including weekly newsletter, Yearbook, website content, social media and advertising.

I/We acknowledge and agree that by selecting "Submit" I/we am/are signing this agreement electronically, and will be legally bound by the terms and conditions of this agreement, contained in the 2019 Business Notice and the policies referred to above.

[Submit](#) [Cancel](#)

Once submitted, this form can no longer be edited until further information is sent in the following year.

## Student Details & Results Tab

This contains information including tutor group, house and teachers of your child's subjects.

## Absences Tab

This shows absentee events for your child.

## Documents Tab

**Letters and forms** - This contains copies of documentation sent to parents including excursion notes and event information.

**School Documents** – This contains your child's reports in a PDF format.

## Interviews Tab

Bookings for Parent Teacher interviews can be made here. Letters are sent home to parents to notify you of dates this will be available. Bookings can be made by clicking on the avail link for the time and teacher you would like to book the interview for. Also there is an Interviews Map so that you know the location of your interview is on the school grounds.

**Parent Teacher Interviews**  
Bookings are confirmed once booked unless contact is made by the school to make alternate arrangements.  
Please print your appointments for your records.

**Senior Interviews**

**Interviews Map**

**Print your appointments**

**Year 12 Parent Teacher Interviews (21/11/2017 from 3:30pm to 5:00pm)**

	3:30pm	3:40pm	3:50pm	4:00pm	4:10pm	4:20pm	4:30pm	4:40pm	4:50pm	
<b>Mrs Jennifer Colquhoun</b> English, class 12A	avail	avail	avail	avail	avail	avail	avail	avail	avail	Mrs Jennifer Colquhoun
<b>Mr David Adams</b> Mathematics, class 12A & B	avail	avail	avail	avail	avail	avail	avail	avail	avail	Mr David Adams
<b>Mr Andrew MacKinnon</b> Tutor Group	avail	avail	avail	avail	avail	avail	avail	avail	avail	Mr Andrew MacKinnon
<b>Mr Michael Mackenzie</b> Addressing the 12A & B. Responsible for 12A & B	avail	avail	avail	avail	avail	avail	avail	avail	avail	Mr Michael Mackenzie
<b>Ms Ann Page-Thornton</b> Tutor Group 12A & B	avail	avail	avail	avail	avail	avail	avail	avail	avail	Mrs Ann Page-Thornton

**Back to top** **Back to top**

**Print your appointments**

## Finance Tab

This tab allows you to pay your School Fees and Other Fees associated with Overseas Trips, Camps, etc. It also enables you to view all your financial information including: current balance, invoices, statements and receipts.

It also contains PDF forms that can be downloaded if you need to update your credit card or bank account information on file. **NOTE:** This is only applicable to parents on an approved Instalment Agreement.

Mr T Test / School Fees  
Mr T Test / After School Program  
Mr T Test / Other Debtors

This menu on the left side of the screen enables you to switch between your active accounts.

**Note:** You will only see accounts, which are active for you specifically.

The screenshot shows the Finance Tab interface for 'Test Test'. At the top right, a 'Make a Payment' button is highlighted with a red box and a red arrow. Below the account name, the 'Total Owing/Overdue' is \$0.00. There are links for '2017 Business Notice', 'Change of Credit Card Information Form', and 'Change of Bank Details Form'. Below this is a 'Receipt & Statement History' section. The 'Receipt History' table has columns for Date, Receipt no, Amount, Payment Method, and Transaction description, with 'No receipts found.' below it. The 'Statement History' table has columns for Date, Statement no, Due date, Balance, Statement description, and Last viewed, with 'No statements found.' below it. A 'Last statement' button is at the bottom left.

To make a payment towards your balances, select the associated account and then click the **“Make a Payment”** button on the top right of the screen. Follow the prompts to complete payment by credit card. If you wish to pay an amount which is different to that of your outstanding balances, you can override the amount in the payment screen as shown on the right.

The 'Make a Payment' form shows a dropdown menu for 'Linked Account Name' with 'Mr T Test / School Fees' selected. Below this, the 'Total Owing/Overdue' is 0.00. The 'Payment Amount' field is set to 0.00, and the 'Total' is also 0.00. There is an 'Additional Information' text area. At the bottom, there are 'Cancel' and 'Next' buttons.

## Contacts Tab

This tab contains staff names and departments for easy reference should you need to contact them for any particular reason.

## Events & Sales Tab

From time to time parents will be required to confirm their child's participation in an activity through the Tab. Letters are sent home to parents to notify you of dates this will be available.