



Student Management System User Guide for Parents



**வென்றவேதில் தமிழ்க் கல்வி
நிலையம்
WENTWORTHVILLE TAMIL STUDY CENTRE INC.**

This document provides parents with a detailed guide on how to access, view and update WTSC's online Student Management System - *uEducateUs*.

uEducateUs can be accessed through the following methods.

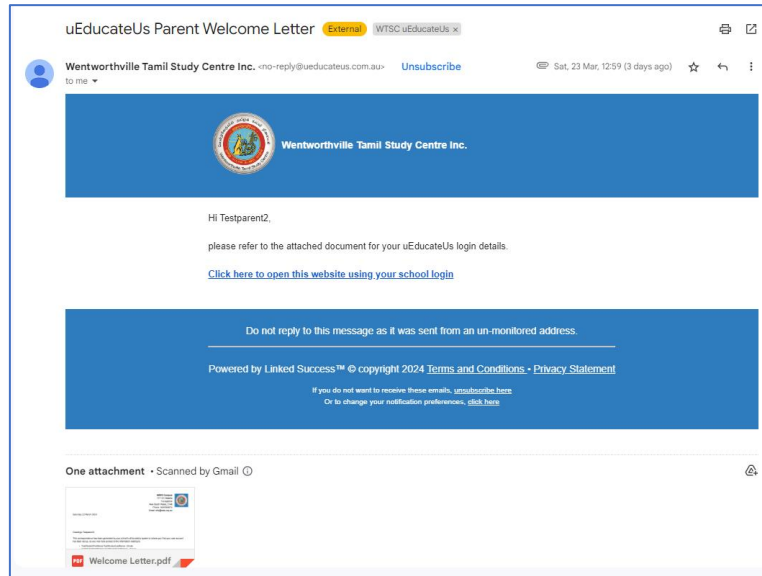
1. [Web Access \(access using a computer/laptop/tablet\)](#)
2. [uEducateUs Mobile App \(iPhone/Android\)](#)
3. [KIOSK access \(iPads located in WTSC premises\)](#)

NOTES:

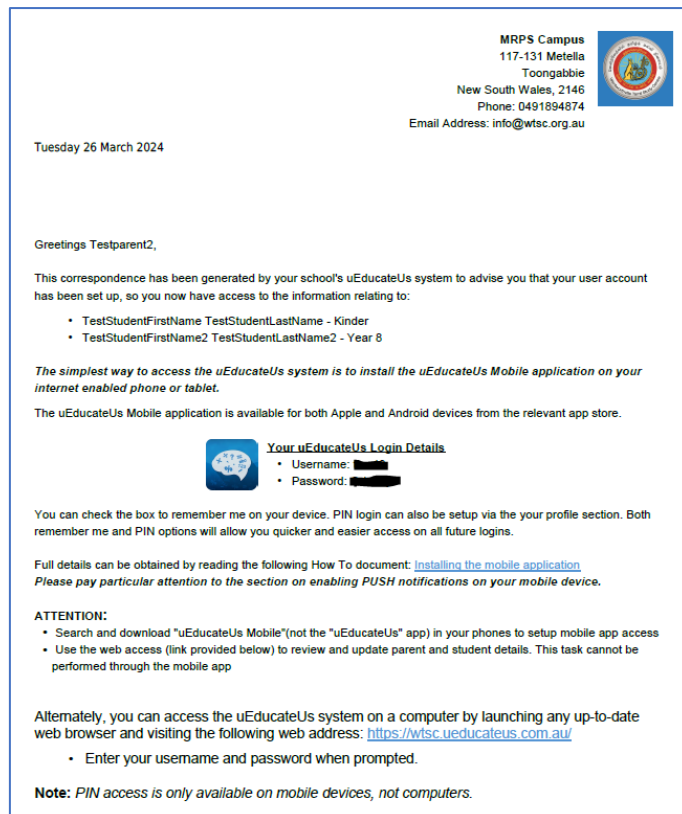
1. Before using this guide and the SMS system, you should have received an email from Student Management System (uEducateUs) containing your access details. Each Parent is eligible to access the system and should receive individual access details to their respective email addresses. If you haven't received the email, contact WTSC admin staff at one of our campuses during School operation hours.
2. Using the Mobile App, you will NOT be able to update parent's/ student's details. To update those details, please use Web Access.

ACCESS DETAILS

Following snapshot shows a sample of the welcome email you should have received from the uEducateUs (SMS) system with access details.

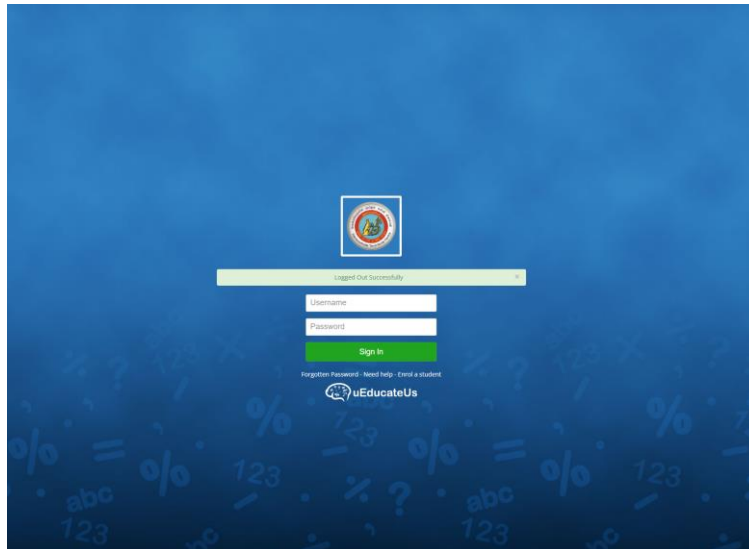


Attached PDF contains the access details (username and password)

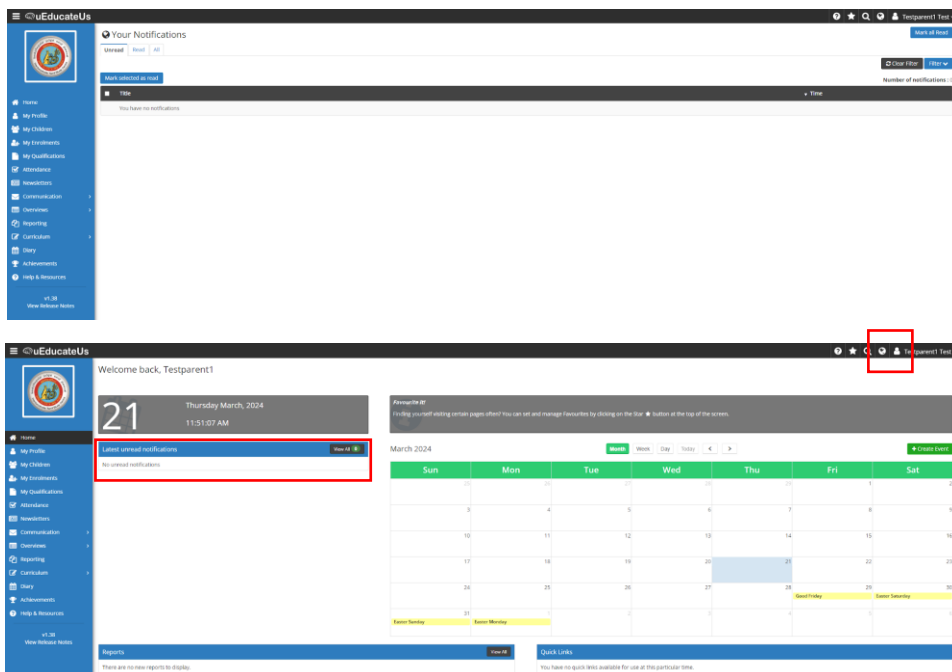


WEB ACCESS

1. Using a web browser (e.g. Chrome/Edge), access uEducateUs WTSC Portal for the Student Management System <https://wtsc.ueducateus.com.au/login>



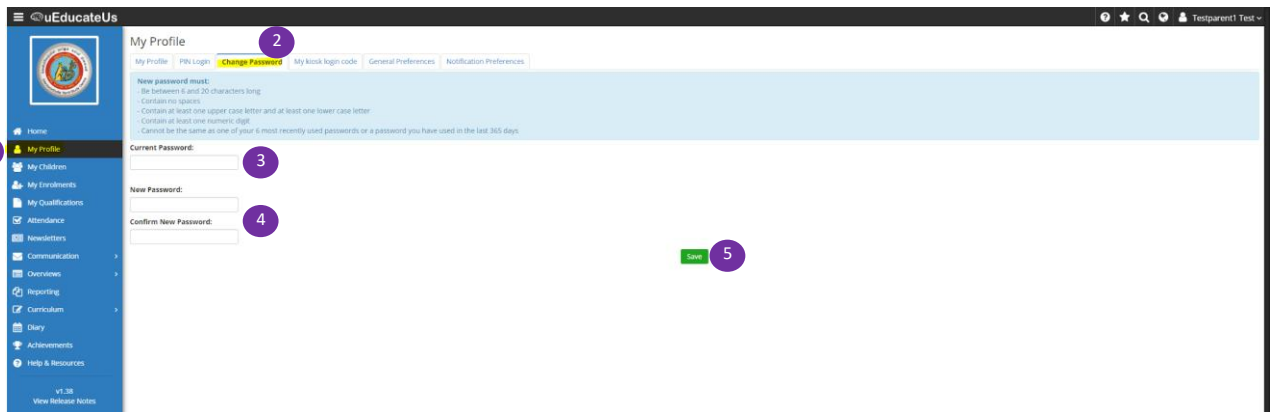
2. Use your login credentials provided in the welcome email and login, navigate to the main dashboard using the menu on the left.



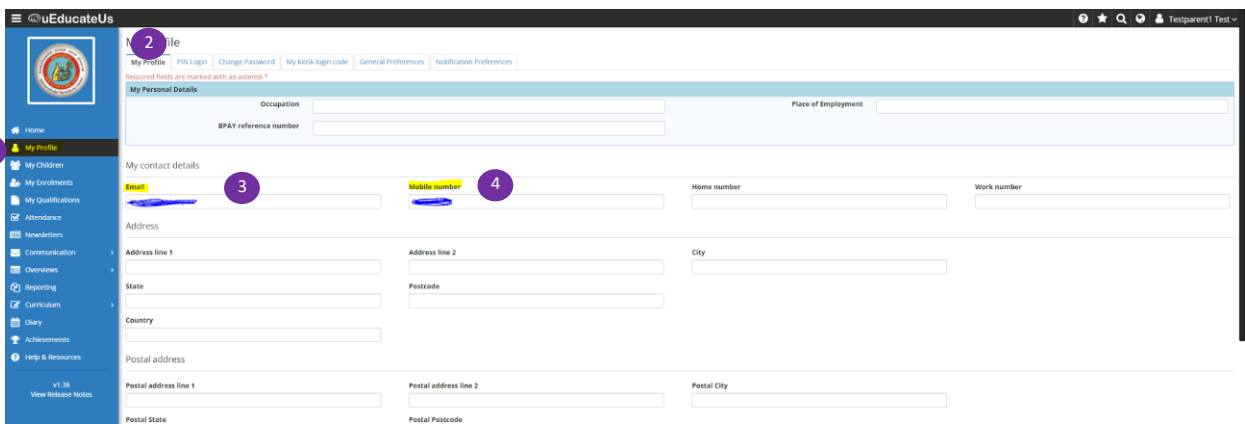
Lookout for any notifications from WTSC. They will appear in the dashboard as per the above snapshot.

Browse through other menu on the left and familiarize yourselves with the system.

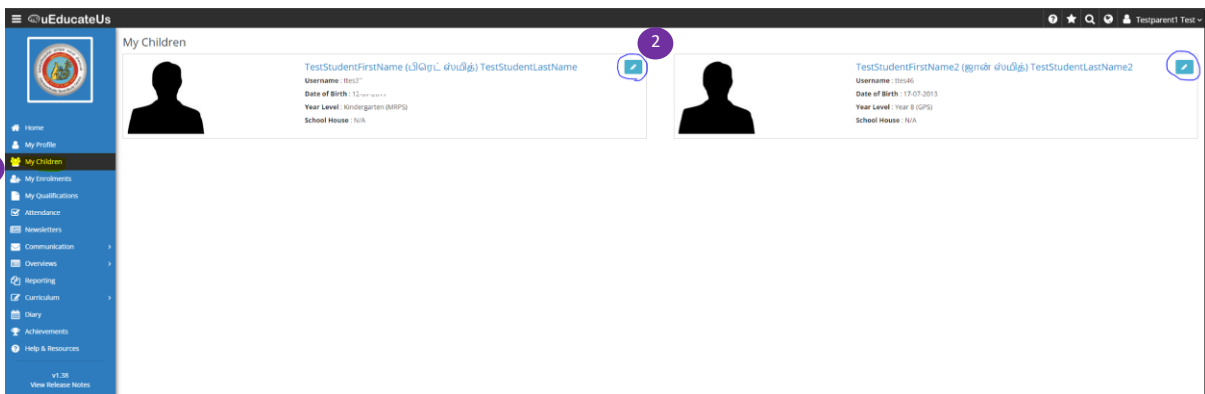
3. It is recommended to change your password using the below menu.



4. Review and update (or enter) your (Parent) **Email** and **Mobile number** details.



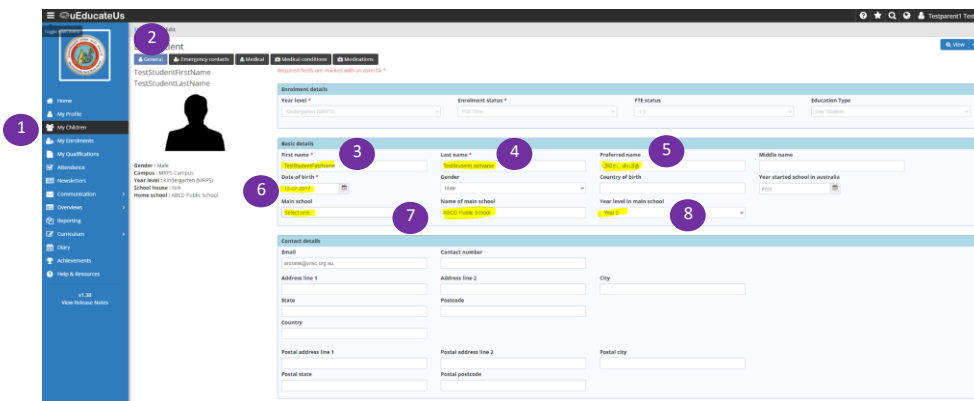
5. View your child(ren)'s details and update them following snapshots below.



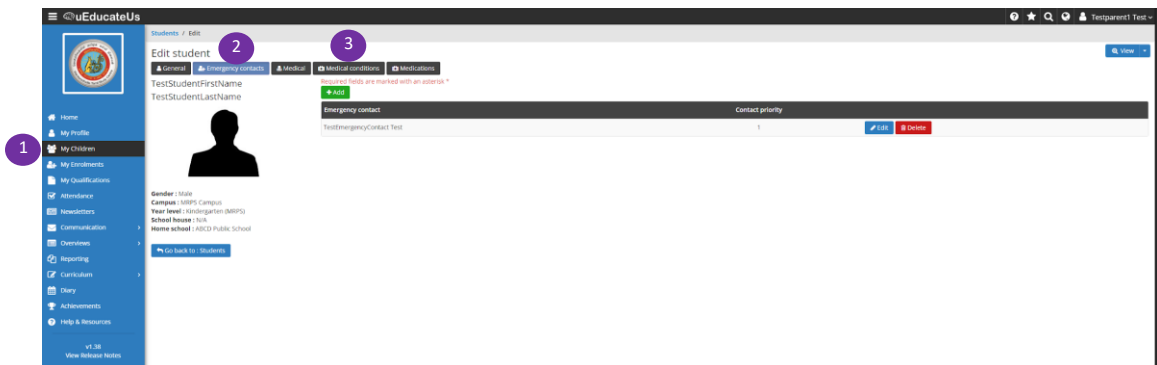
It's important to review your child(ren)'s details and update for efficient operation of our School in line with the community language school's guidelines.

The following 'Mandatory' information is to be updated by the Parents.

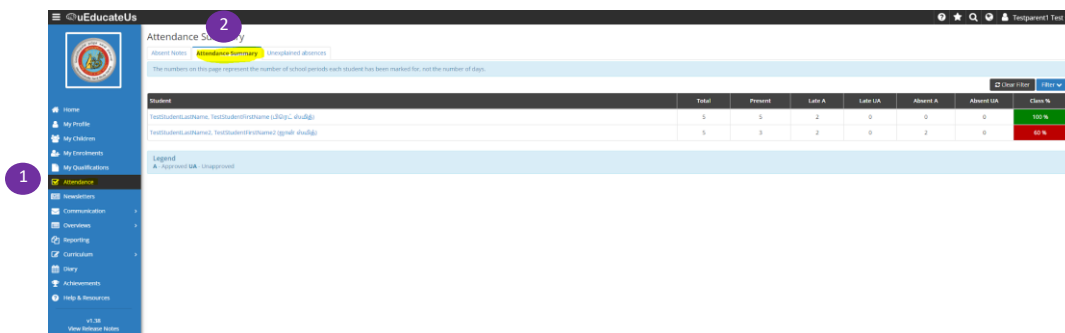
- **First Name**
- **Last Name**
- **Preferred Name (Full name in Tamil)**
- **Date of birth**
- **Mainstream School** (select via dropdown and if missing, type in the text box next to it)
- **Mainstream school Year level.**



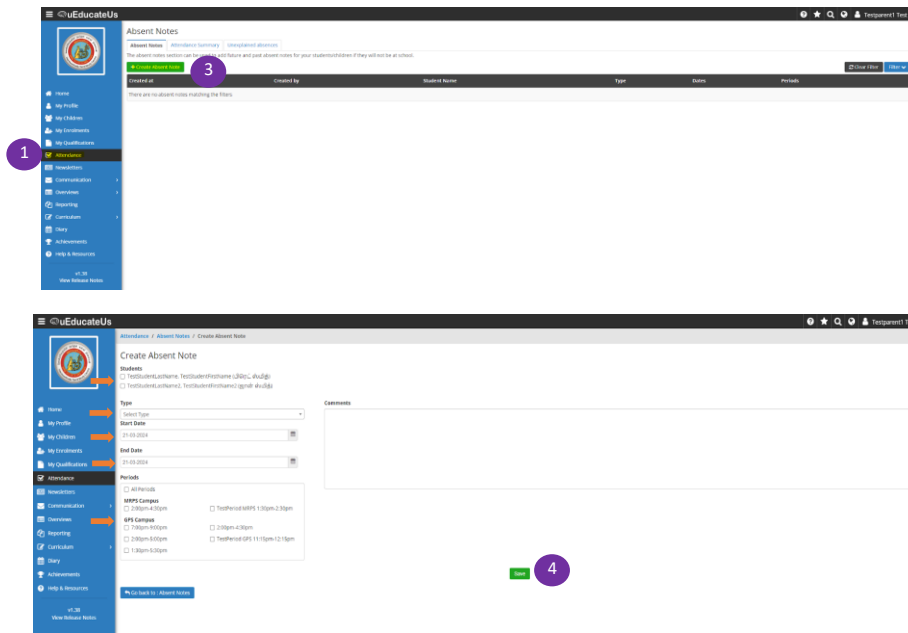
- **Update Emergency Contacts** and **Medical** details if applicable.



6. View attendance summary of your child(ren).

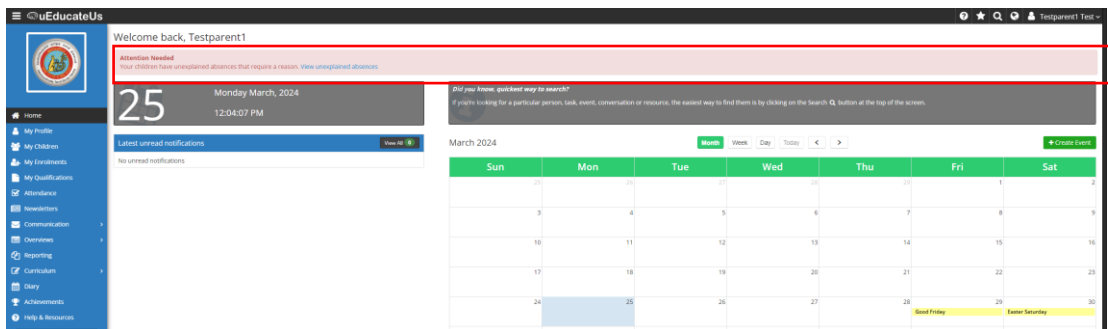


7. Create Absent Notes if your child is going to be absent from a scheduled class.

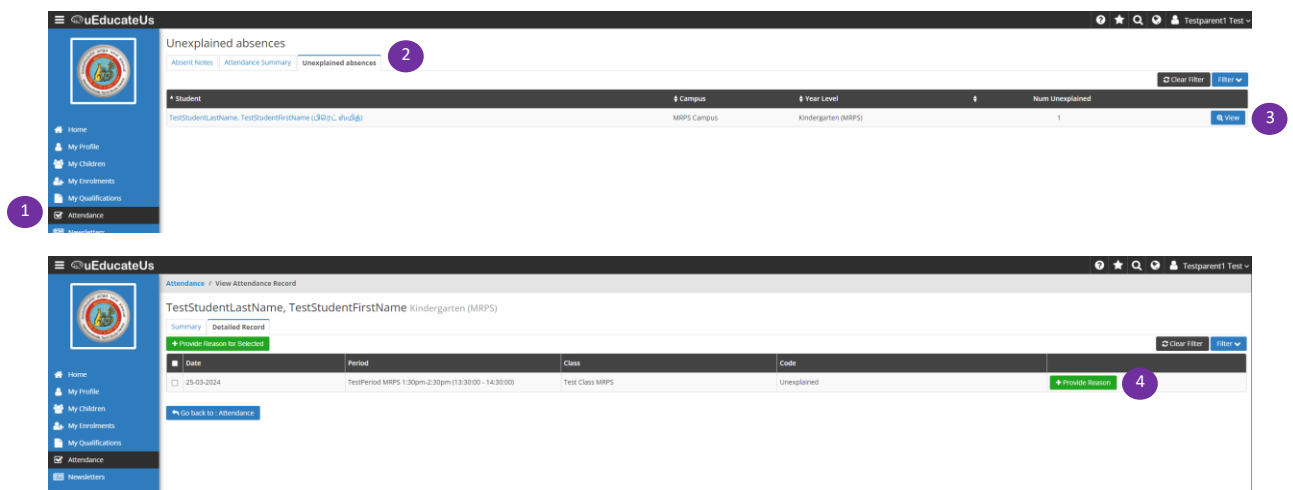


8. Provide reason for previously unexplained absences.

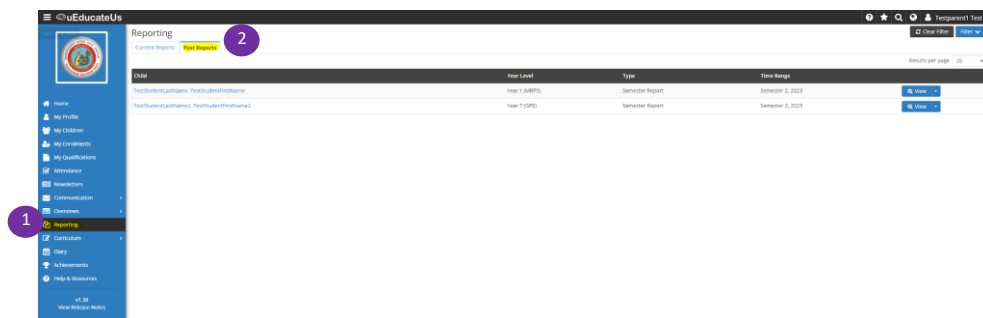
Following notification/warning may appear if you have unexplained absence for your child(ren) in the past.



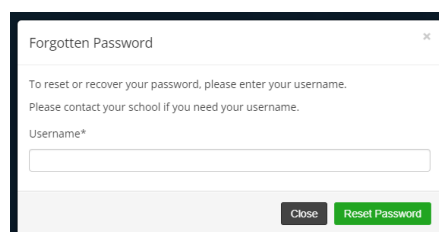
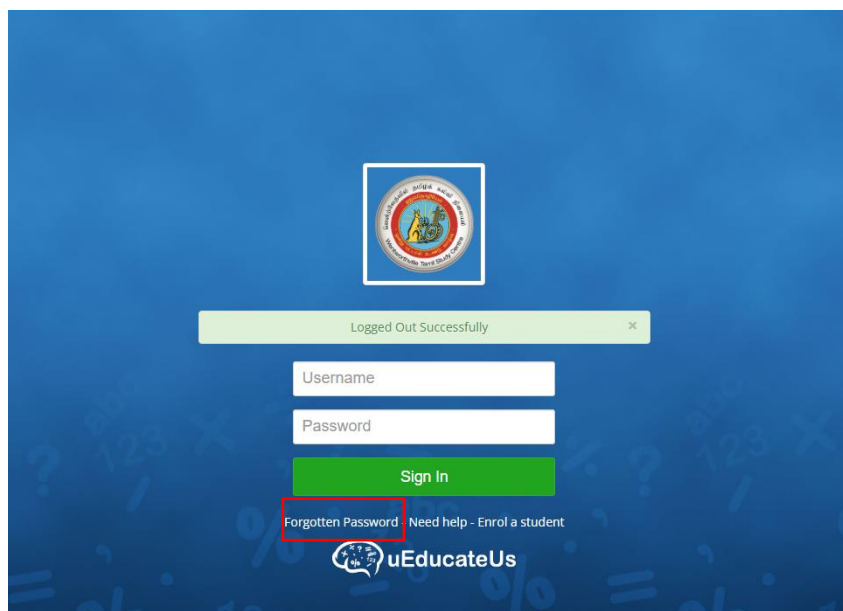
Go into the section and add reasons for each unexplained absence entry.



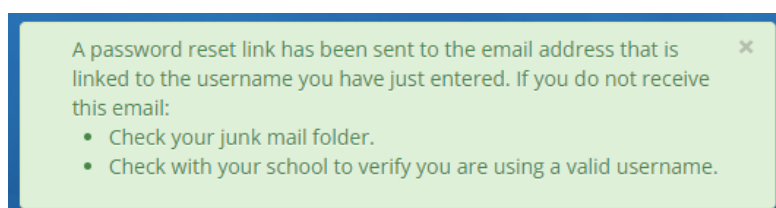
9. View past and present semester reports of students (**Note:** uEducateUs System is in use since 2023 Term4, hence reports from 2023 Semester 2 will be available to access)



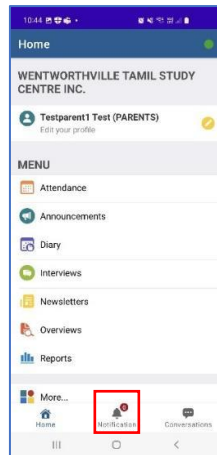
10. If you forgot your password to web or mobile app access, you can use this option to change password.



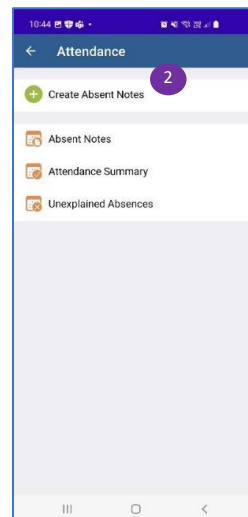
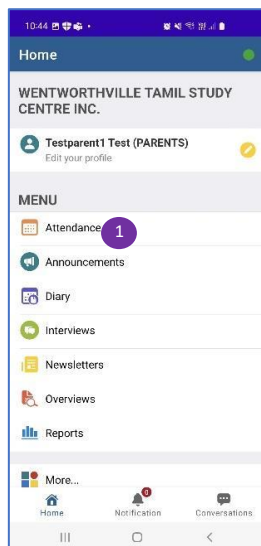
Once you enter your username, password reset link will be emailed to you. Follow instructions to change your password.



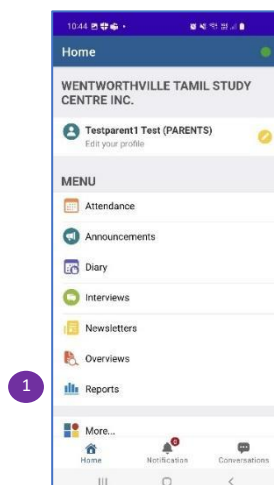
3. Browse through the menu and familiarize yourselves. Lookout for any notifications in the highlighted area. Ensure your mobile settings are correctly set to allow notifications to be received for uEducateUs Mobile app. You can refer to a generic guide [here](#).



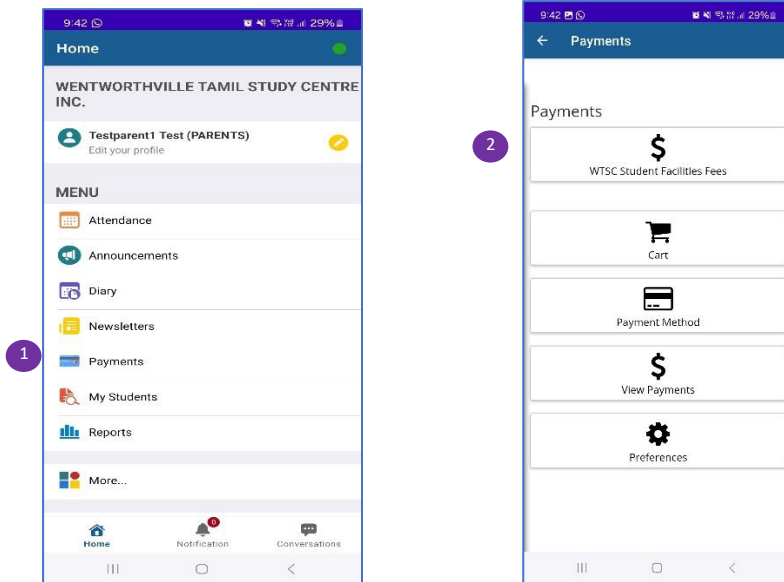
4. You can view the Attendance summary and create absent notes.



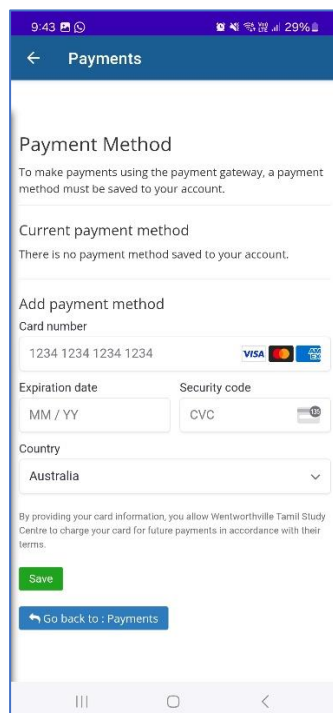
5. You can view Semester Reports and many more.



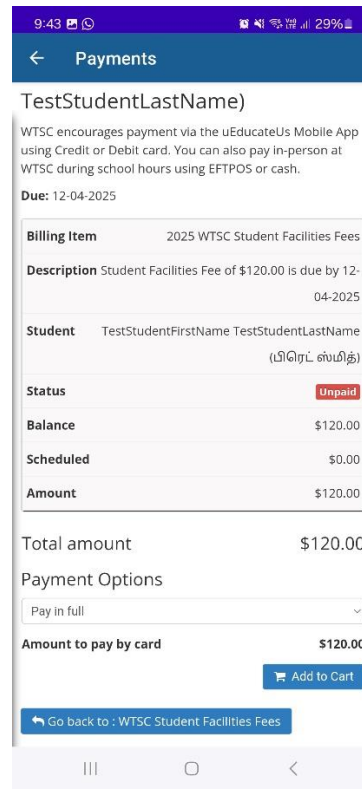
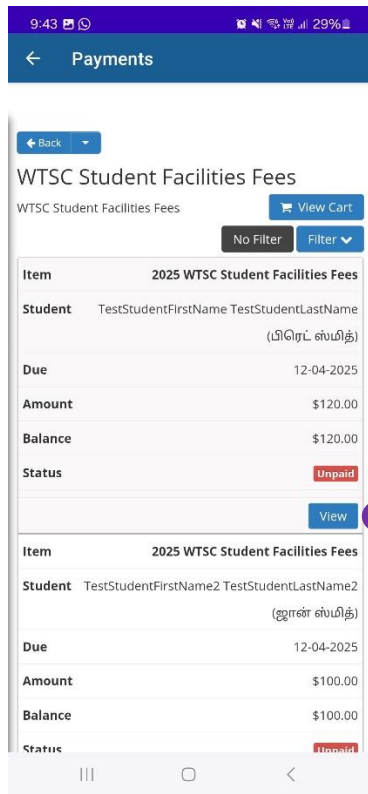
6. You can make online payments via the uEducateUs mobile app Payment menu. You will receive an email notification once WTSC student facilities fee related invoice is made available. For your convenience, you can make the payment directly via the app.



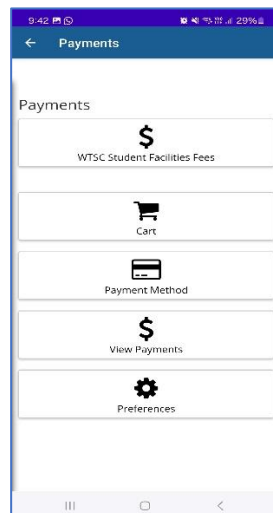
7. Using “Payment Method” menu, add your Credit/Debit card details and save. This card will be used to process payments later.



8. Select relevant payment items and add to your shopping cart



9. Once items are added to your cart, from the main **Payment** menu navigate to **Cart**. Validate the items you've selected and finally click "**Process Payment**" to pay for the items using the card you stored in Step 7



10. You will get an email confirming whether card payment is successful

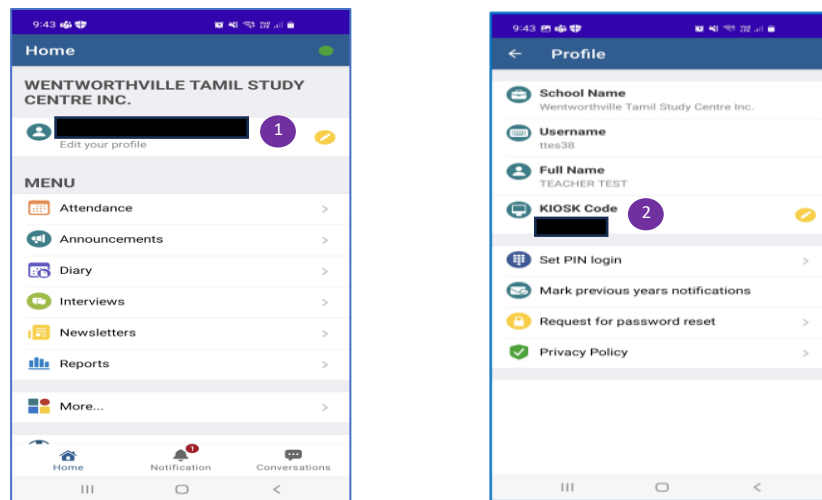
11. You can view your receipt by going into **View Payments** menu **2**

KIOSK ACCESS

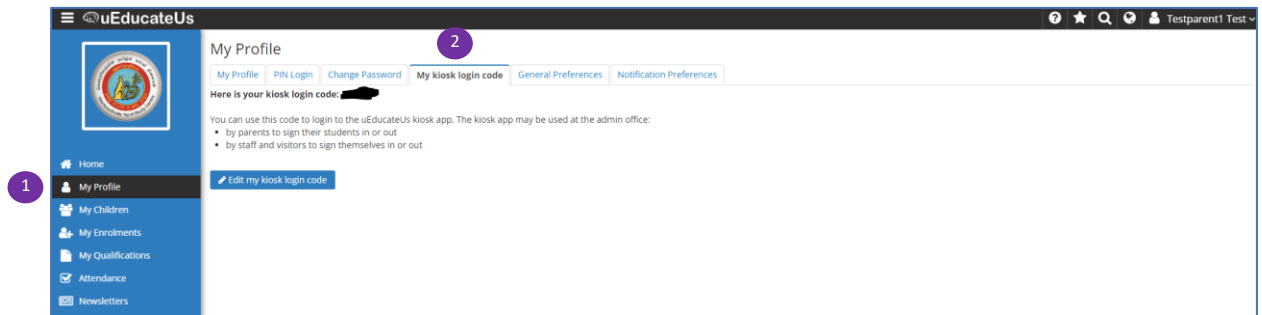
uEducateUs iPad KIOSK can be used by parents to submit **Late Arrival** or **Early Departure (Early Note)** requests.

1. Know your KIOSK pin code.

Option-1: In your uEducateUs Mobile App, click your profile.



Option-2: In your Web Access, go to “My Profile”.

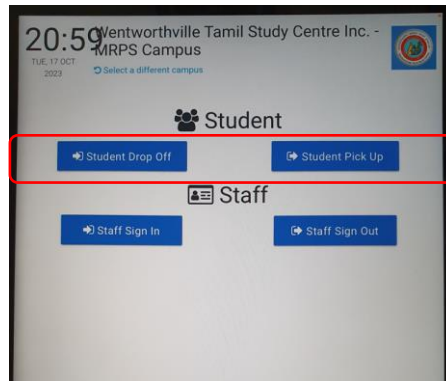


2. Submitting **Late Arrival** or **Early Departure** requests.

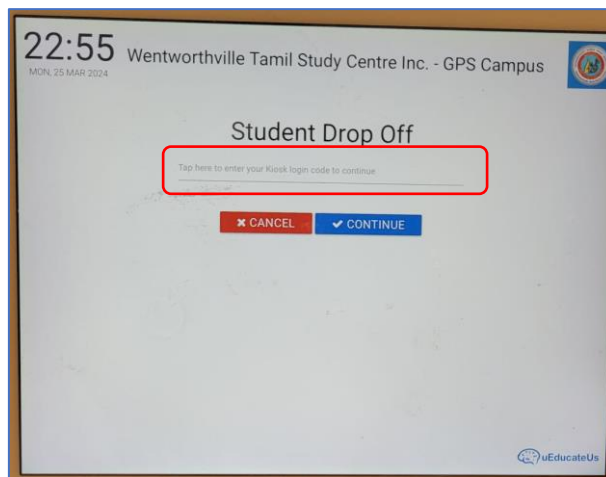
- Get access to a KIOSK iPad at WTSC campus.
- Use the highlighted options in the snapshots below as a guide.

Select appropriate option.

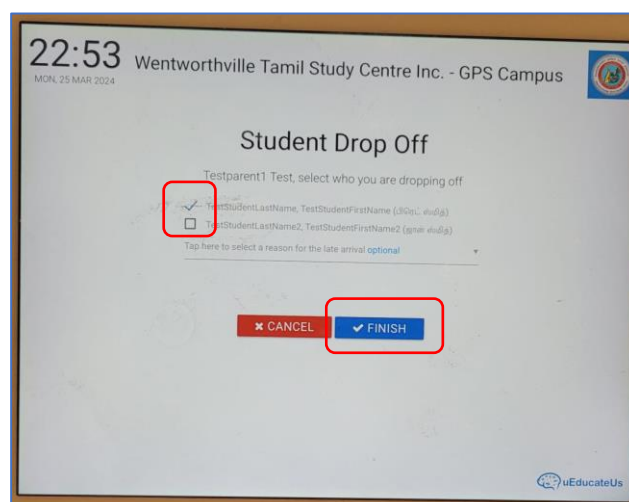
- Late Arrival → “Student Drop Off”
- Early Departures → “Student Pick Up”



Enter your KIOSK code to login when prompted (below snapshots are for a Late Arrival entry)



Select the child (ren) as per snapshot below.



Once the request is submitted, teachers will be notified of the Late arrival.