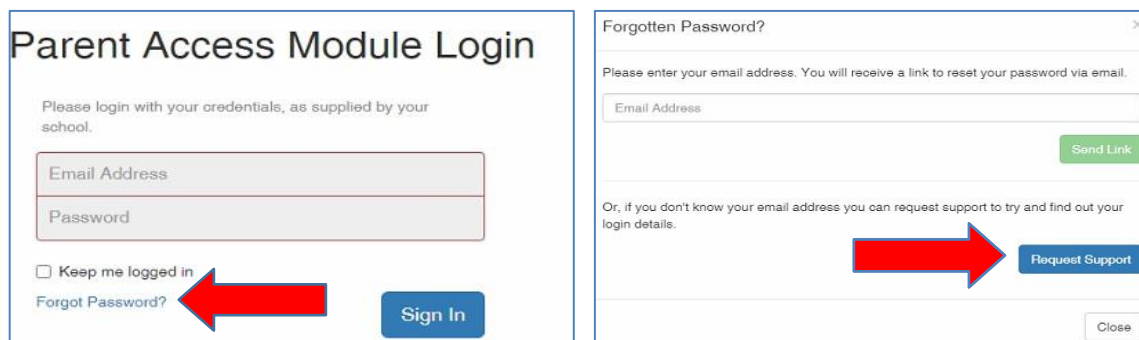


PARENT ACCESS MODULE (PAM) via a website

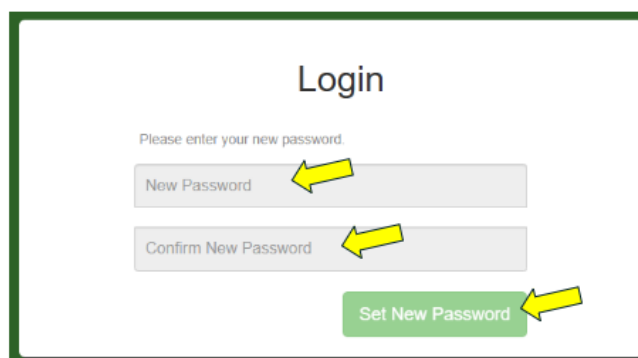
(SIMON Everywhere is currently unavailable)

PAM can be accessed through the following link: <https://pam.olshmerbein.catholic.edu.au/>. All PAM accounts have been reset, and users will need to create a new password to gain access to PAM if you have already done so.

- Select 'Forgot Password?' to receive a password reset link.
- Enter your email - You will be sent an email; it may take a few minutes to arrive. The email will be titled "Password Reset"



- Open this email and click on the link to open the password reset webpage.
- Enter your new, unique password into the “New Password” field. The password complexity and requirements are as follows:
 - Minimum of 12 characters
 - Must contain at least 1 upper and 1 lower case letter
 - Must contain at least 1 special character
 - Moving forward you will not be able to use either of your last two passwords
- Retype your new password into the “Confirm New Password: field
- Click on Set New Password



- You will now be taken to the PAM Login Screen where you will be asked to enter your email address and newly created password. Click on ‘Sign in’
- You will then be asked to enter a six-digit authentication code which will be sent to the email address associated with your account. Once you have received and entered the code select “Continue”.
- Select your child/ren’s profile, you will need to confirm each of your child's Medical Profile and upload any new documents.