

## Scotch College

March 2017



Dear Parents

Please see the instructions below regarding updating your son's medical and contact details online. Please ensure that this is completed by the requested date to enable your son to participate in the tour.

### What you need to know:

You should already have a Scotch User ID in the format of 's' and 6 digits and a password to log onto the Scotch online resources. If you do not, you can obtain one here:

Enter your email address: <https://myinfo.scotch.wa.edu.au>

Click here to view a short video demonstrating the process of obtaining your log in credentials:

<http://home.scotch.wa.edu.au/parenthelp>

### Where do I go now?

<https://connect.scotch.wa.edu.au>

You are now ready to log on using your User ID and password.

The **Medical and Information Check** form is accessed via **PORTALS** on the left hand side.

You will be presented with two categories: **Medical Information and Contact Information**. This is your opportunity to communicate changes to either Admissions or the Health Centre or both. Once the Health Centre has confirmed the details and changes required, they will update the Medical Information records for your son. Admissions Department will update the contact details accordingly.

Instructions on how to complete the form are on the attached sheet. If you experience difficulty in obtaining your User ID, please contact the ILT Tech Centre on (08) 9383 6866.

Kind regards


Administration

Scotch College | 76 Shenton Road, Swanbourne, WA, 6010

**Tel:** 08 9383 6800

[tours@scotch.wa.edu.au](mailto:tours@scotch.wa.edu.au)

## Instructions for the completion of the Medical Information form

**SCOTCH COLLEGE**  
**Medical Information Check**  
Welcome  
**Please Check All The Medical Details Below and Confirm**  
Note: All changes will need to be entered into the comments box below and submitted. Changes will require up to 10 business days to take effect.  
Student:  (The last successful submission was: **Never**)

Under Student, there is a drop down box listing all sons enrolled at Scotch. Please select the appropriate son. Siblings can be updated at any time.

At the bottom of the form you will see the following information. Please complete and click the Send button to complete the process.

You will receive a confirmation email from the Medical Centre confirming the appropriate updates to your son's profile and requesting you to verify the changes. You will need to log in once again to confirm changes are correct.

**Please Read Below**

**\* Is the above information correct?**      ☐ **Yes**      ☐ **No**

If Yes, you are agreeing that the above information is correct.  
If No, please provide the correct information to be updated, or any missing medical information for the categories above.  
The Health Centre will update the information within 10 working days and may contact you regarding any queries.  
You will also receive a confirmation email at the email address we have for you which is

**Send To Health Centre**

## Instructions for the completion of the Contact Information form



SCOTCH COLLEGE

### Contact Information Check

Welcome

Note: All changes will need to be entered into the comments box below and submitted. Changes will require up to 10 business days to take effect.

Student:

CONTACT

The first points of contact for any emergency:

Under Student, there is a drop down box listing all sons enrolled at Scotch. Please select the appropriate son. Siblings can be updated at any time.

At the bottom of the form you will see the following information. Please complete and click the Send button to complete the process.

You will receive a confirmation email from the Admissions Office.

Please Read Below

**\* Is the above information correct?** ☒ Yes ☐ No

If Yes, you are agreeing that the above information is correct.  
If No, please detail any missing or incorrect information.  
The Admissions Office will update the information within 10 working days and may contact you regarding any queries.  
You will also receive a confirmation email at the email address we have for you which is

Send To Admissions Office

ILT:Administration:Medical & Contact Online Form:Online Medical Contact Information FormRev250815.docx

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