How to Enter Student Medical Details Via Parent Lounge

1.

Access Parent Lounge via the button located at the top of the Mueller College website: **mueller.qld.edu.au**

» **Parent Portal**

There is also access via this direct link: **muellerparents.com** or via our online newsletter **muellerconnect.com**
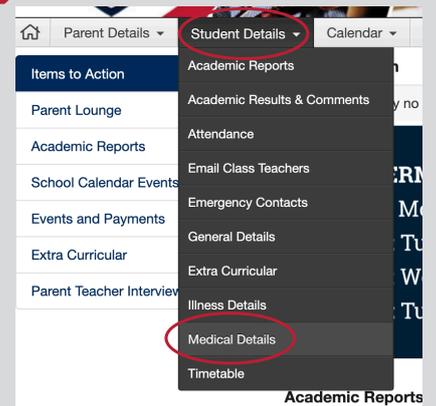
2.

Enter in your Account Number as your Username and your Password to Login.

3.

Click on "Student Details" and then from the drop down menu select "Medical Details" to enter all your student medical information.

4.

Please note the student name in the top corner is a drop down menu for parents that have multiple students. Click the "Update" button to start entering.

5.

Please work your way through each category ensuring you have entered all the details.

If you have any issues or questions when entering information please contact our School Nurse on 3897 2747 or email schoolnurse@mueller.qld.edu.au