



PERSATUAN SEKOLAH LODGE (PPP/SK/1262/74)

(LODGE SCHOOL ASSOCIATION)

P.O. Box 882, Tabuan Jaya,

93718, Kuching, Sarawak, Malaysia

Tel No.: 082-363554 Fax No.:082-362517

E-mail: info@lodgeschool.edu.my

Homepage: <https://www.lodgeschool.edu.my>

To : All Parents / Guardians
Date : Thursday, 13 July 2023
Circular Number : 07/DIR/2023

Dear Parents / Guardians,

We are delighted to inform you about the launch of our new LodgeNet Integrated School Management System (ISMS), which will be replacing Lodge Information System (LIS). The ISMS includes a parent portal that will provide you with convenient access to important information regarding your children's academic progress, examination results and fee details. Additionally, we are introducing an online payment feature, allowing you to conveniently settle your school fees through the portal.

To access the parent portal, each parent/guardian will receive an email containing your unique login ID and password. Please expect to receive this email by this evening. In the event that you do not find the email in your inbox, we kindly request you to check your spam folder. Sometimes, emails from new systems or unfamiliar senders may be automatically filtered and placed in the spam folder by your email provider. By checking your spam folder, you can ensure that you don't miss any important communications regarding the new LodgeNet Integrated School Management System (ISMS) and your login credentials.

If you locate the email in your spam folder, please mark it as "**not spam**" to ensure that future emails from the school are delivered directly to your inbox. This will help you stay updated and informed about important school-related matters.

If you have any questions or require further assistance regarding the ISMS or the parent portal, please do not hesitate to contact Ms. Jacqueline Tan, our ICT Executive. You can reach her via email at adminlodge@lodgeschool.edu.my or by calling 013-8113241. She will be more than happy to assist you with any inquiries you may have.

We have also attached a simple manual for your reference, which provides an overview of the portal and its functionalities. Please take a moment to review it, as it will help you navigate and utilize the parent portal effectively.

We appreciate your patience and cooperation during this transition. The LodgeNet ISMS and parent portal have been designed to enhance your experience with our school, providing you with easy access to your children's results and fee information, as well as a convenient online payment option.

Thank you for your continued support.

Yours Sincerely,


.....
SUH HONG AI
Director
Lodge Group of Schools



Lodge Group of Schools



LODGENET INTEGRATED SCHOOL MANAGEMENT SYSTEM (ISMS)

Parent Portal Manual

Prepared By



JBA SOLUTIONS SDN BHD

BT36, Level 7, Block B1, iCom Square, Jalan Pending

93450 Kuching, Sarawak, Malaysia.

Tel: 082-262888 / 012-8091368

Email: info@jba-solutions.com

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1 LOGIN & NAVIGATION TIPS

1.1 Secured login	
Description	The entire website is protected by https SSL encryption
Steps	Expected Result
1) Enter URL https://isms.lodgeschool.edu.my at Internet browser (Chrome, Firefox or Safari)	
2) System displays secured login site 3) Enter username and password, and click LOGIN	
4) Update profile before proceed	

First time login and every academic year parents are required to update the following personal profile:

- Phone Number
- Email
- Address

If you need to change the following personal profile please contact our Registry Office at 082-363554 or email: info@lodge.school.edu.my

- Passport Number (for non-Malaysian/foreigners)
- Marital Status
- Nationality
- Race

Update Profile

Name: Jeffrey Wiew Swee Huan (S) Title: Mr IC/Passport: 9232323232323232

Marital Status: Married Nationality: Malaysia Race: [Blank]

If you need to change the above info, please call Registry office 082-363554

Phone Number * [Redacted] Email * [Redacted]

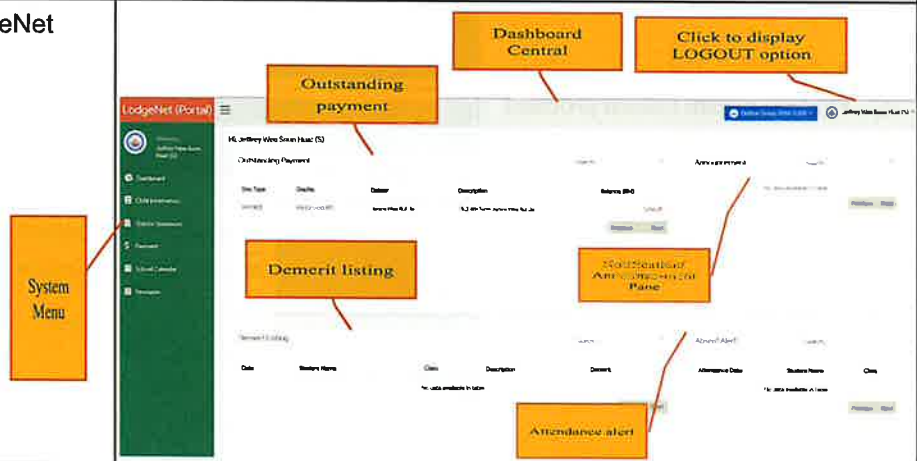
Address: [Redacted]

9335046763



Update

Please click **UPDATE** button to proceed.

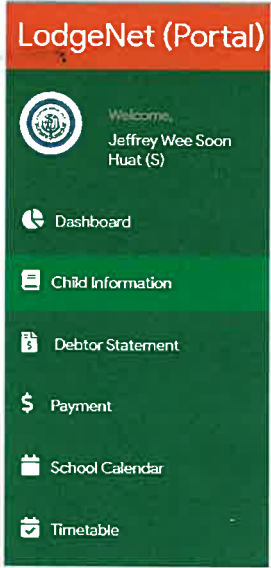
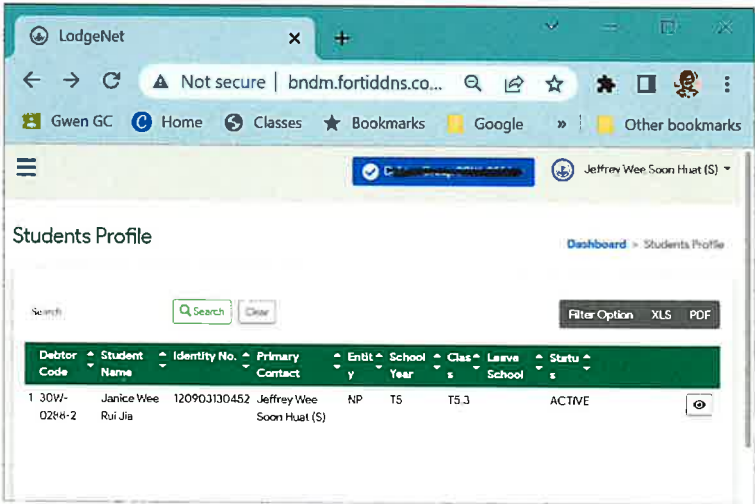

5) System displays LodgeNet landing page

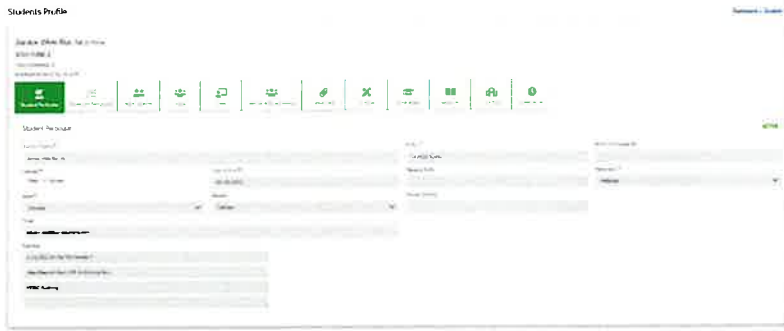


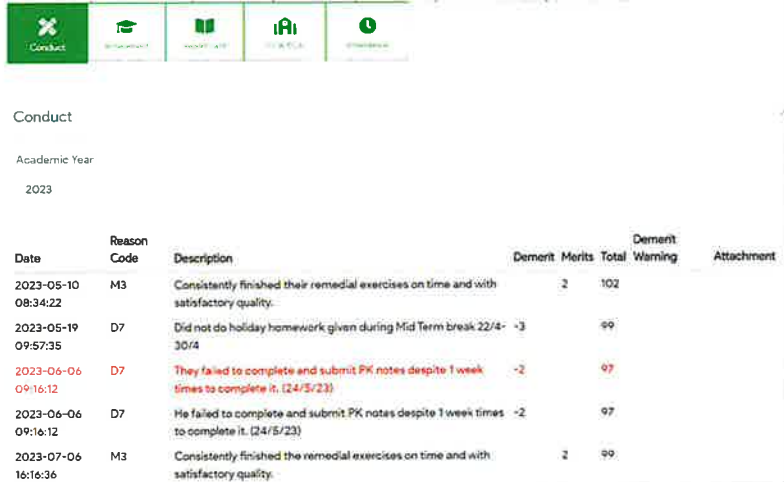
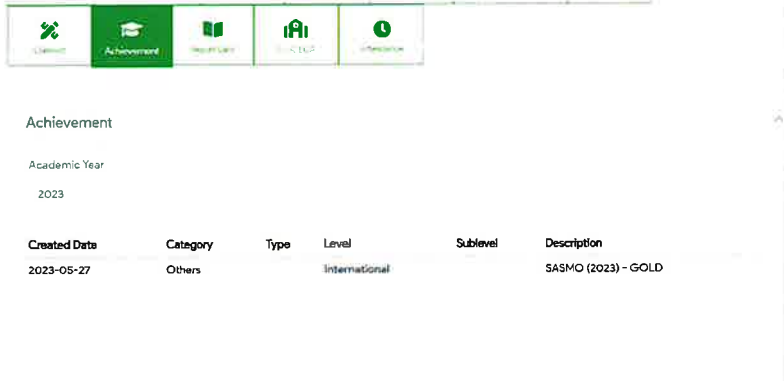


2 CHANGE TEMPORARY PASSWORD

2.1 Changing Temporary Password	
Description	Change the temporary password to the personal password.
Steps	Expected Result
1) Click at your Name 2) Drop down list choose change password	 A screenshot of a user profile menu. At the top, there is a blue button with a white checkmark and the text 'Debtor Group'. To its right, the user's name 'Jeffrey Wee Soon Huat (S)' is displayed next to a profile icon. Below the name, there are two menu items: 'Change Password' and 'Log Out'.
3) Type in New password and repeat New Password 4) Click CHANGE PASSWORD	 A screenshot of a 'Change Password' form. The form has a title 'Change Password' at the top. Below the title, there are two input fields: 'New Password' and 'Repeat New Password'. Each input field has a small lock icon to its left. At the bottom of the form, there is a blue button labeled 'Change Password'.

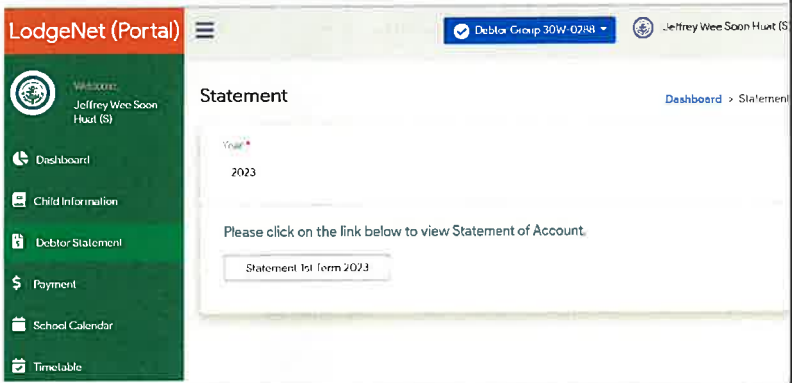
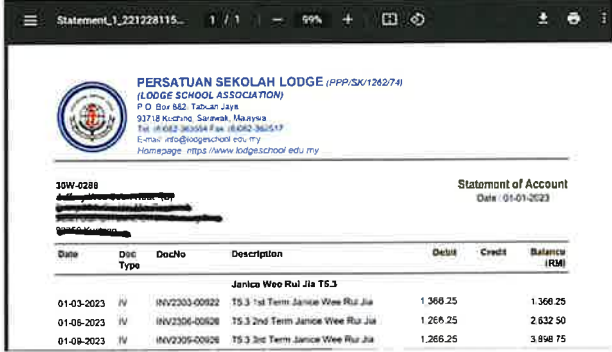
3 CHILD INFORMATION

3.1 Child information	
Description	To provide you with convenient access to important information regarding your children's academic progress, examination results,
Steps	Expected Result
1) Click at System Menu: Child Information	
2) System list your child/children name	
3) View individual child information	




<p>4) Student profile will be displayed</p>																																																	
<p>Student's Admission and Application Profile</p>																																																	
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<p>3. Student Results & Report Card</p> <p>Select by year</p> <p>Select the Exam name</p> <p>Select View Result or View Report Card</p>	
<p>4. Student Co-curricular and Extra-Curricular activities</p>	
<p>5. Student Attendance by month</p>	

4 DEBTOR STATEMENT

4.1 Debtor Statement of Account																													
Description	To provide you the information on the statement of account,																												
Steps	Expected Result																												
1) Statement by year																													
2) Click Statement List to see details	 <table border="1"> <thead> <tr> <th>Date</th> <th>Disc Type</th> <th>DocNo</th> <th>Description</th> <th>Debit</th> <th>Credit</th> <th>Balance (RM)</th> </tr> </thead> <tbody> <tr> <td>01-03-2023</td> <td>IV</td> <td>INV2003-00922</td> <td>T5.3 1st Term Janice Wee Rui Jia</td> <td>1,368.25</td> <td></td> <td>1,368.25</td> </tr> <tr> <td>01-06-2023</td> <td>IV</td> <td>INV2006-00928</td> <td>T5.3 2nd Term Janice Wee Rui Jia</td> <td>1,268.25</td> <td></td> <td>2,632.50</td> </tr> <tr> <td>01-09-2023</td> <td>IV</td> <td>INV2009-00928</td> <td>T5.3 3rd Term Janice Wee Rui Jia</td> <td>1,268.25</td> <td></td> <td>3,994.75</td> </tr> </tbody> </table>	Date	Disc Type	DocNo	Description	Debit	Credit	Balance (RM)	01-03-2023	IV	INV2003-00922	T5.3 1st Term Janice Wee Rui Jia	1,368.25		1,368.25	01-06-2023	IV	INV2006-00928	T5.3 2nd Term Janice Wee Rui Jia	1,268.25		2,632.50	01-09-2023	IV	INV2009-00928	T5.3 3rd Term Janice Wee Rui Jia	1,268.25		3,994.75
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5 PAYMENT OF OUTSTANDING FEES

5.1 Payment of Outstanding fees with FPX facilities	
Description	Parents can pay outstanding fees through the parent portal.
Steps	Expected Result
1) Screen will show outstanding fees.	
2) Tick <input checked="" type="checkbox"/> to select the amount you want to pay.	
3) Click PAY NOW	<p style="color: red; font-weight: bold;">Please select the invoices/DN.</p> 

4) Select the Bank and click NEXT to proceed payment



Payment Gateway

Payment Method



Payment Details

Payment amount (RM)

1,266.25

Select Bank

Please Select Bank and click Next to proceed payment.

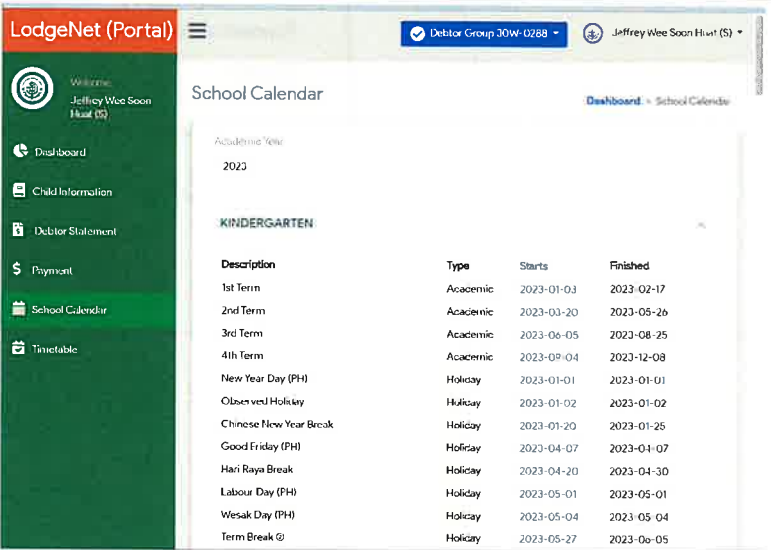
Remaining : 4mins 50sec

Please Select

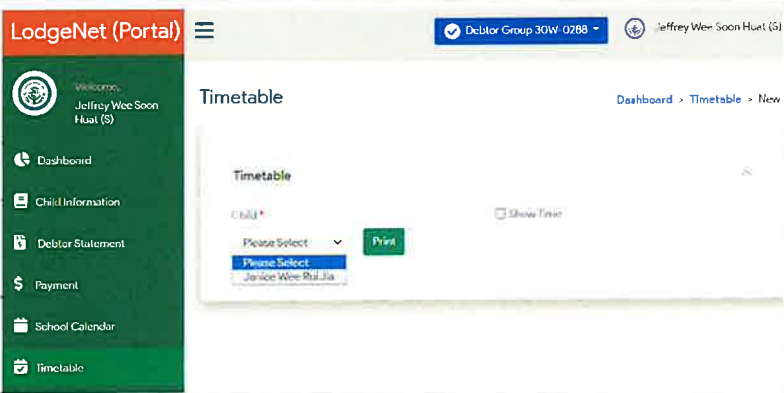
BY Clicking on Next button, you agree to [FPX's Terms and Conditions](#).

Next Cancel

6 SCHOOL CALENDAR

6.1 List of Public Holidays and School Holidays																																																					
Description	Display the list of important dates in School Calendar																																																				
Steps	Expected Result																																																				
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7 CHILD/CHILDREN TIMETABLE

7.1 Child/Children Timetable	
Description	Display individual child's timetable
Steps	Expected Result
1) Choose the child's name to display their individual timetable	
2) The child timetable will be displayed and if you want to print, click the PRINT button.	