

Updating Medical Information in PAM

All parents need to have an **email** they check **regularly** for updates and requests. Also note that during the process if your child has an **Action Plan** for a medical condition such as Anaphylaxis, Asthma, Diabetes, Epilepsy or Brain Injury you will be asked to upload it electronically. This is a mandatory request and you must upload the plan.

The process will take from 5-20 Mins per Child.

1. Login to PAM: <https://pam.jpc.vic.edu.au>
2. If you do not have your login details, contact ictsupport@jpc.vic.edu.au or call (03) 97840246.

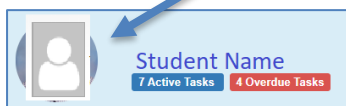
Note: If not done so already, it is critical that you verify your email, so we have your up to date email address in the system.

⚠ Your email address ICTsupport@jpc.vic.edu.au has not been verified. Please [click here](#) to verify.

If you do not see this box, you have already verified your email address.

To check your email in the system, click on the 3 bars top right of screen then click on 'My Settings'

3. Click on your Child's Image then Click on Medical Profile on the left of screen.



4. Fill in the Medical Details and confirm.

If you have any problems uploading the Action Plans, please select 'No' for the relevant section. Then bring the action plan into the College and a member of our Student Services team will scan the Action plan and upload it for you on SIMON.