

PARENT UPP

Step 1.

On your mobile device, download and install the **Parent Upp** on the **Google Play store** (for smart phone), or on the **App Store** (for iphone).



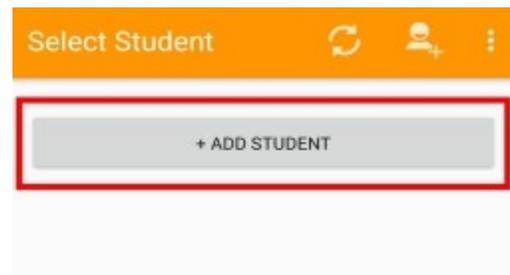
Step 2.

Open the **Parent Upp**.



Step 3.

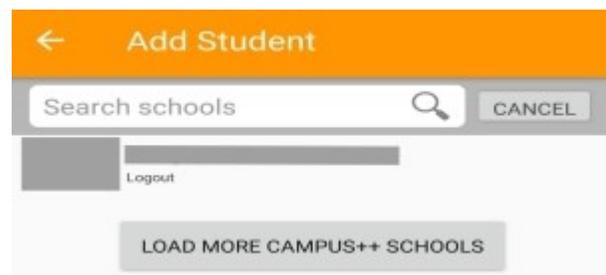
Click the **Add Student** button.



Step 4.

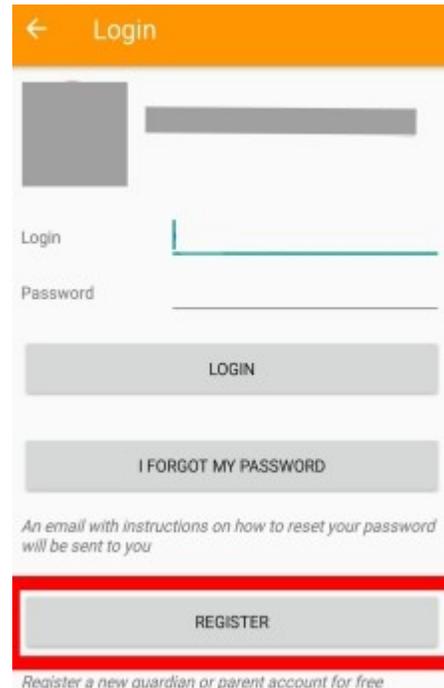
Search and select the **school** of the student.

*If you cant find the school, **swipe down** the page to refresh the list.



Step 5.

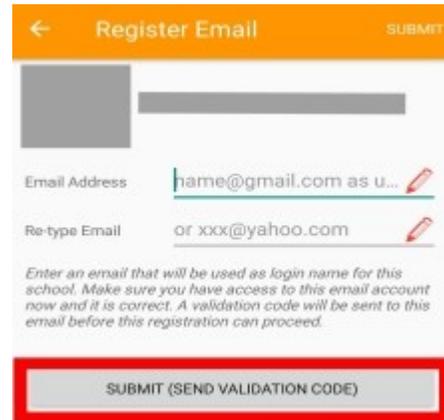
Click the **Register** button.



The screenshot shows a mobile application interface for a login page. At the top, there is an orange header with a back arrow and the text "Login". Below the header, there are two input fields: "Login" and "Password". A "LOGIN" button is positioned below these fields. Below the "LOGIN" button is a button labeled "I FORGOT MY PASSWORD". At the bottom of the page, a "REGISTER" button is highlighted with a red rectangular border. Below the "REGISTER" button, there is a small line of text: "Register a new guardian or parent account for free".

Step 6.

Provide a working **Email Address**, then click the **Submit** button.



The screenshot shows a mobile application interface for a "Register Email" page. At the top, there is an orange header with a back arrow, the text "Register Email", and a "SUBMIT" button. Below the header, there are two input fields: "Email Address" and "Re-type Email". The "Email Address" field contains the text "hame@gmail.com as u..." and the "Re-type Email" field contains the text "or xxx@yahoo.com". Below these fields, there is a paragraph of text: "Enter an email that will be used as login name for this school. Make sure you have access to this email account now and it is correct. A validation code will be sent to this email before this registration can proceed." At the bottom of the page, a "SUBMIT (SEND VALIDATION CODE)" button is highlighted with a red rectangular border.

Step 7.

The system will send an **email** to your **email address** containing the **Code** to verify that the provided email address is **active**.



Step 8.

Type in the **Code**, then click the **Submit** button.

← Validate Email SUBMIT

Image Input

Email Address Input

Code 130667

Enter validation code or One-time Passcode sent to this email to validate and continue with the registration.

SUBMIT (CONTINUE)

Step 9.

Fill in all the fields, then click the **Done** button below.

Family Name Parent's family name

First Name Parent's first name

Middle Name Parent's middle Name

Phone Number 999 9999

Mobile Number 0999 999 9999

Second Email name@domain.com

The school might contact you to validate your identity

New Password New password

New Password Re-type new password

Your desired password for this school

DONE (ADD STUDENT)

Step 10.

Add Student: Type in the **Student no**, **Family name**, **First name**, **Middle name**, and the **Nickname** of the student. The information of the student must be present so that the school personnel (registrar) can evaluate if the student is under the user's custody.

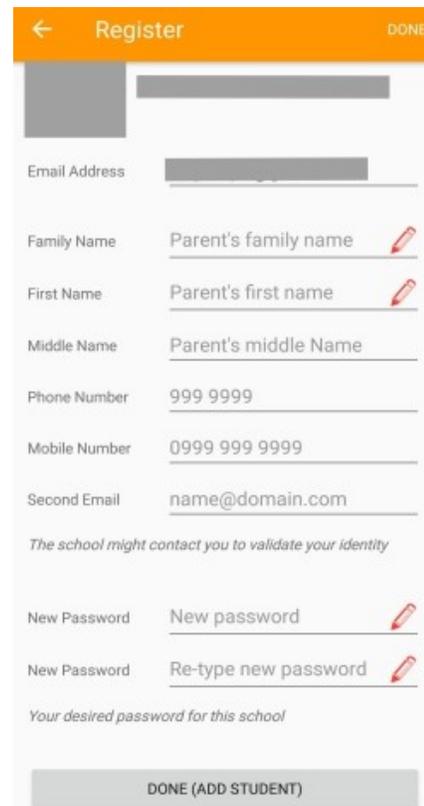


The screenshot shows a mobile application interface for adding a student. At the top, there is an orange header with a back arrow, the text "Add Student", and a "DONE" button. Below the header, there are several input fields: "Student No." with a placeholder "ID number or student n...", "Family Name" with a placeholder "Student's family name", "First Name" with a placeholder "Student's first name", and "Middle Name" with a placeholder "Student's middle Name". Each of these fields has a red pencil icon to its right. Below these fields, there is a note: "The school will activate this student based on the credentials you provide here." Further down, there is a "Nickname" field with a placeholder "Assign short nickname" and a red pencil icon. Below this is another note: "The nickname is for your own use only and may be changed anytime". At the bottom of the form, there is a large grey button labeled "DONE".

Step 11.

Click the **“Done (Add Student)”** button below to add more students or click the **arrow back** button to go back to the main page.

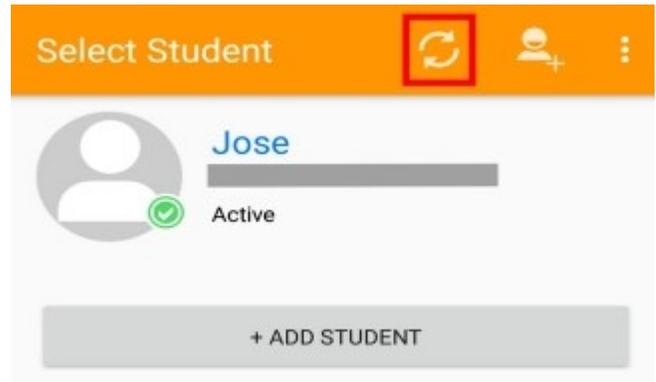
Please wait for the school personnel to activate your request.



The screenshot shows a mobile application interface for registering a parent. At the top, there is an orange header with a back arrow, the text "Register", and a "DONE" button. Below the header, there are several input fields: "Email Address", "Family Name" with a placeholder "Parent's family name", "First Name" with a placeholder "Parent's first name", "Middle Name" with a placeholder "Parent's middle Name", "Phone Number" with a placeholder "999 9999", "Mobile Number" with a placeholder "0999 999 9999", and "Second Email" with a placeholder "name@domain.com". Each of these fields has a red pencil icon to its right. Below these fields, there is a note: "The school might contact you to validate your identity". Further down, there are two "New Password" fields: "New Password" with a placeholder "New password" and "New Password" with a placeholder "Re-type new password". Each of these fields has a red pencil icon to its right. Below these fields, there is a note: "Your desired password for this school". At the bottom of the form, there is a large grey button labeled "DONE (ADD STUDENT)".

Step 12.

The list of students will appear on the Main page of the Parent Upp **once your request has been activated**. Click the **refresh** icon on top to update the list.



Step 13.

Click the name of the student from the list to show the menu:

- Profile
- Grades
- Schedules
- Assessments
- Ledger
- Promissory
- Clearance
- Messages
- Website
- Fetcher/Gate

