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).
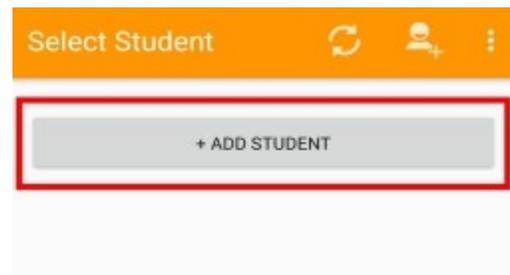
Step 2.
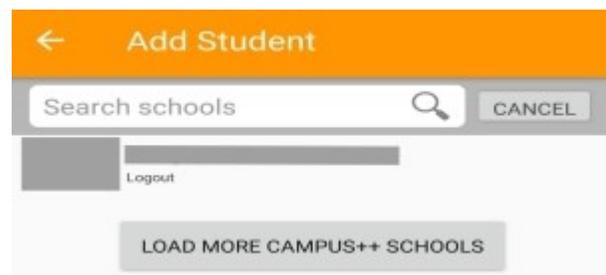
Open the **Parent Upp.**

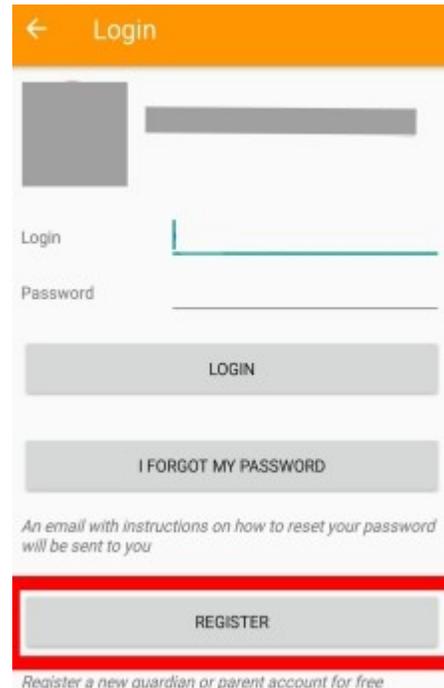Step 3.

Click the **Add Student** button.

Step 4.

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

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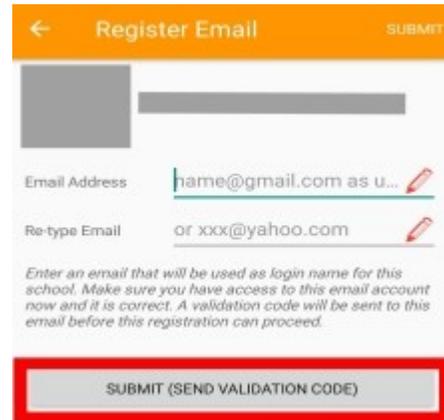page to refresh the list.

Step 5.

Click the **Register** button.

Step 6.

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

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.

Step 9.

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

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.
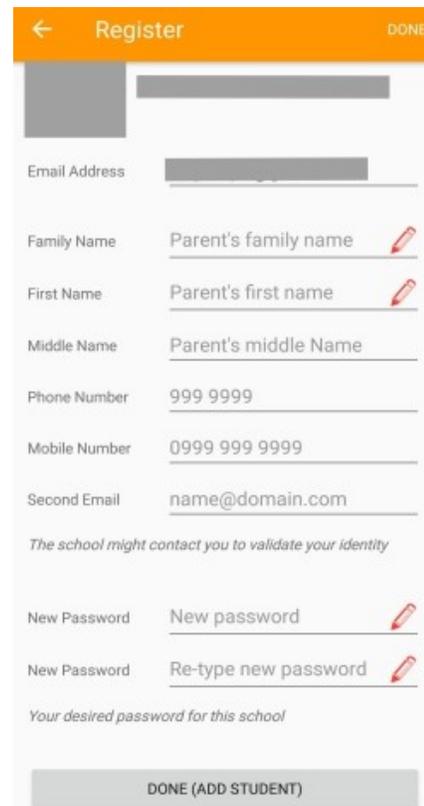
Step 11.

Click the **"Done (Add Student)"** button below to add more students or click the **arrow back** button to go back to the main page.
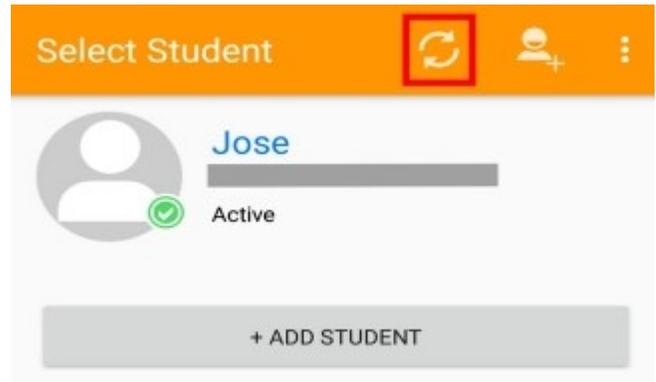
Please wait for the school personnel to activate your request.

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