5 May 2021

Dear Parents and Caregivers,

Today you will receive an email with instructions as to how to access our new @School Parent App for St Joseph's.

This @School App will work alongside our current platform for communication, our school website www.sj.school.nz. Over the coming year we will be developing the use of this @School App as a platform for communication.

Listed below are some of the key features of the @School App. Some of the features have been opened for parents to use, and the remainder will be opened for parents through the year as they are developed by the school.

Instructions for logging in for the first time have been provided below. We will have some drop in support times available at the office, if you would like support with this process. Please bring a device with you.

Help times are:

8 - 9 a.m. Thursday, 6th May
2:45 - 3:30 p.m. Wednesday, 12th May
2:45 - 3:30 p.m. Wednesday, 19th May
8 - 9 a.m. Thursday, 20th May
2:45 - 3:30 p.m. Thursday, 20th May

If you require any further information please email office@sj.school.nz.

Thank you for your support and patience as we develop our @School App over this year.

Ka manaakitia e te Atua

Alister Bridgman
Tumuaki

Instructions for connecting to the App for the first time:

You can access the site on a computer or go to your APP store - Google PLAY or Apple App Store and search, ETAP. Then click on the orange @school APP option. We recommend having this handy on your phone.

Step 1	Look for the email that has your login information. Click on the link in the email and it will take you to a page that looks like this. Click the 'Agree' button. If you do not receive an email, please check your junk box. See the office if you cannot find this email.	Your User ID is: **9997/1661/6338** Please copy this for future reference. By clicking on the following button you are agreeing to the Wihapi School parent app terms of service and privacy statement. Agree Your temporary password will be sent to the email address recorded for you at the school. Check your email for the password. After clicking this button you will be redirected to the logon page.
Step 2	You will be directed to this Login page.	
Step 3	Shortly after you will be sent another email with your Temporary Password.	**Your @school temporary password** > Inbox × noreply@atschool.co.nz via etap.co.nz to me ▾ Your temporary password for @school App is: pizza Version 21.120 ← Reply ➡ Forward
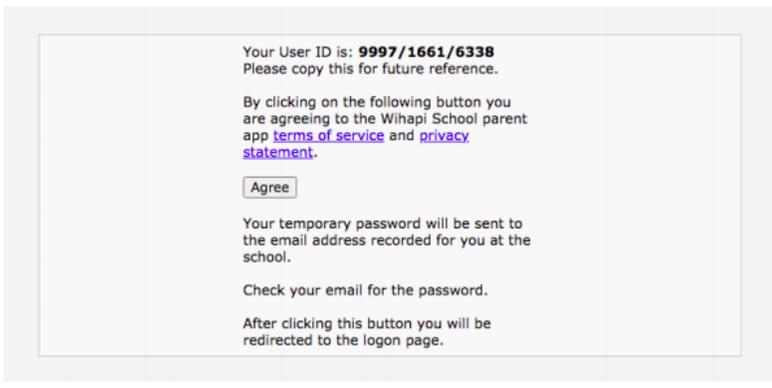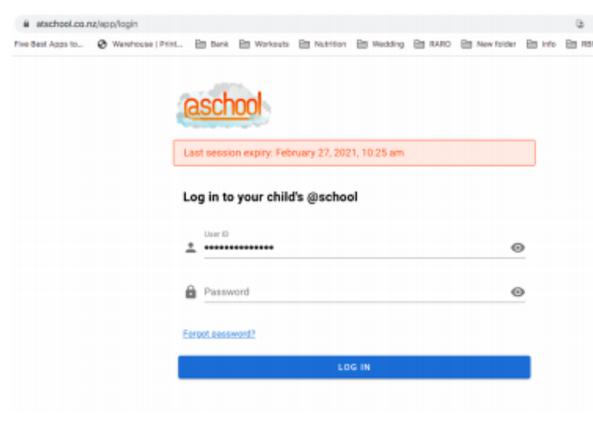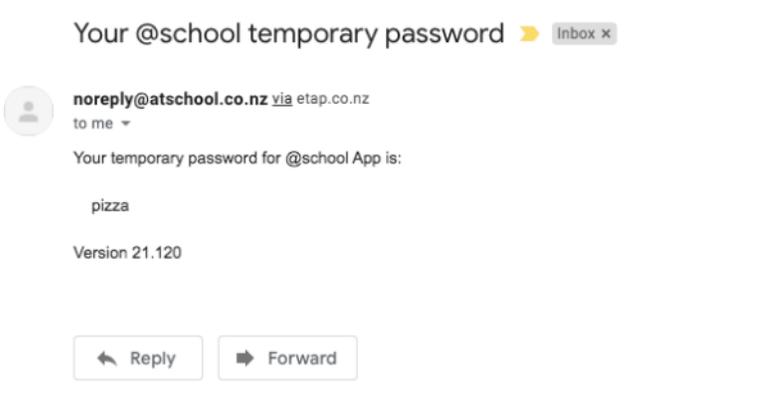
Step 4	Go back to this login screen and copy and paste the Temporary Password. Click on the blue 'Log In' button.	![aschool logo] Last session expiry: February 27, 2021, 10:25 am **Log in to your child's @school** User ID ••••••••••••• 👁 🔒 Password 👁 Forgot password? LOG IN
Step 5	You are now logged into the @School Parent Portal/App	Phillip Web Teacher Messages Completed Learning School Contact Assessments Absence School Notices Documents Reports School Website My Child Blog
Step 6	To receive Notifications/Alerts, please click the 'Settings' button.	**Settings** To 'Enable Notifications alert' ← Settings Login Information Password Click here to change your password Notification settings ☑ Enable Notifications Be notified when new content is available to view ☐ Enable Email Notifications Be notified by email when new content is available to view
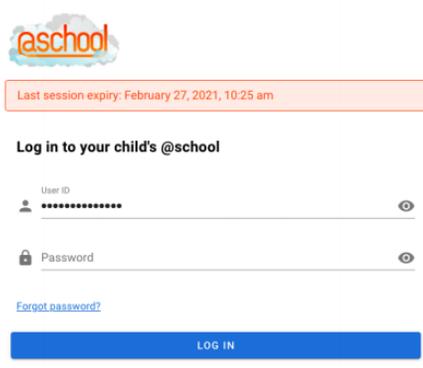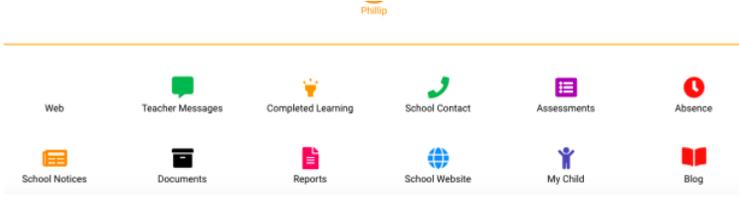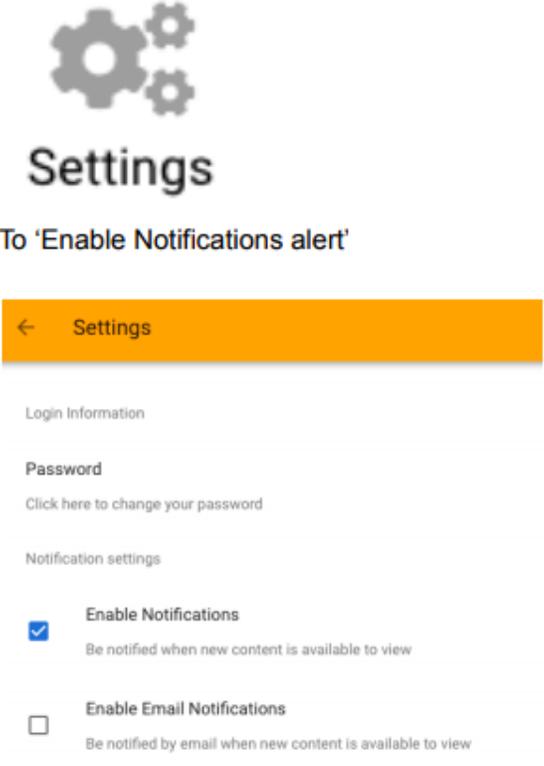
What you will find on the App:

Newsletter	Will link you to the page that our Principal Messages can be accessed.	**Absence**	Report a student absence. Both the office and classroom teacher will be notified.
Reports	Here you will access the mid year and end of year reports for your child/children.	**My Child**	Information about your child, contact details, medical information etc.
Messages	Instant messages that are sent from your classroom teacher or the school will come through here.	**School Website**	A link to the St Joseph's School website.
Calendar	Our School calendar with school wide events and dates.	**Sports Registrations**	A link to Enrolmy - our Sports Registration site.
Kindo	Make payments through Kindo for Ezi lunches.	**Accounts**	Your latest account information.
Permission Slips	St Joseph's is moving to digital permission slips. Class/team/sports trips will be using this function from Term 2.	**School Contact**	A shortcut to the school phone number and office email.
Settings	Turn your notifications on or off here.	**Spotlight**	You will be able to see snapshots of your child's learning throughout the year. This will begin at the end of Term 2.