



# SNAAPP SCHOOL NOTIFICATION & ATTENDANCE APP PARENT GUIDE

## Installation Guide

1) If you are using an **iPhone**, go to  App Store and if you are using an **Android Phone**, go to  Play Store to download snaapp app.

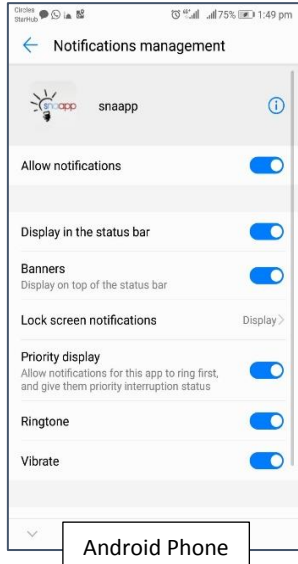
Enter '**snaapp**' in the search bar and find the app  school notification and attendance app and download.

2) If you are using Desktop, use **Google Chrome** to go: <https://snaapp.mggsoftware.com/app/#/>

## Enable Notifications for Snaapp

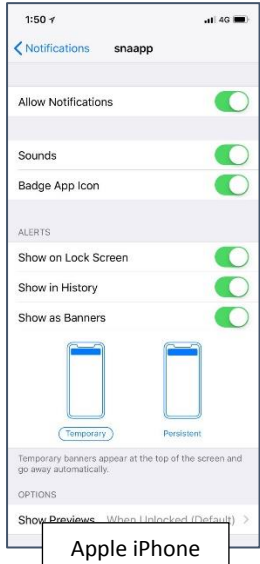
To receive notifications for snaapp, please enable your notifications in your phone. Please see the instructions below.

**Android Phone Users, go to your phone settings:**  
> Settings  
> Apps & Notifications  
> Apps  
> Snaapp



Android Phone

**Apple iPhone Users, go to your phone settings:**  
> Settings  
> Notifications  
> Snaapp



Apple iPhone

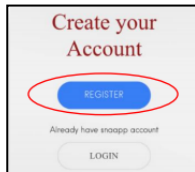
*\*Please note that your notifications screen may vary from the pictures shown above due to different android phone models\**

## Create Account

To create an account, please see the following steps below.

1) Open  snaapp

2) To create your account, click **Register**



3) Key in your details and click **Register**

Username & Password is:

- Case-sensitive
- Must be 8-15 alphanumeric numbers
- Symbols allowed: -, #, @, \*!, ?

4) At the Terms & Conditions screen page:

- Toggle the '**I Agree**' button and click **Continue**



5) Fill in all the blanks (Name, Email, Mobile, Password & Gender) and click **Submit** and your account is successfully created

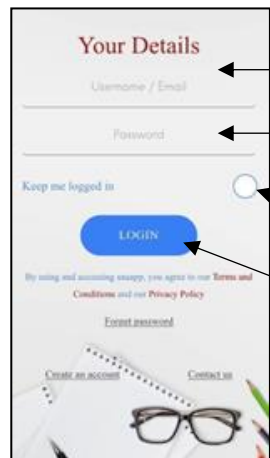
## Login into Your Account

To login into your account, please see the following steps below.

1) Key in Username / Email and Password

Check '**Keep me logged in**' so that you will not be logged out. You will be logged out if you restart your phone or login from another device

2) Click **Login**



Type **Username / Email**

Type **Password**

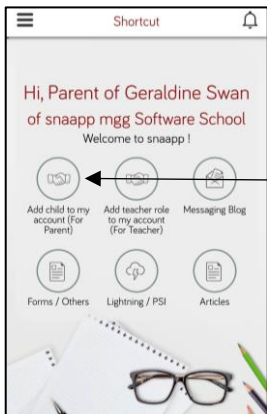
Check **Keep me logged in**

Click **Login**

### Add Child

To be able to communicate with teachers via 'Messaging Blog' and to access and acknowledge letters and forms send by the school via 'Forms / Others', you need to add your child to your account. Please see the following steps below.

1) Click 'Add child to my account' to register as parent of a child in snaapp.



Click Add child to my account (For Parent)

- 2) Fill in all the blanks in this order:
- Select **Child's School** from the drop down list
  - Type **Child's Name** in full (as stated in your child's Birth Certificate / FIN / NRIC)
  - Type the **last 4 digit number and alphabet** of your Child's Birth Certificate Number / FIN / NRIC  
Example: T0123456A >> 3456A  
G9876543Z >> 6543Z

3) Click **Submit**

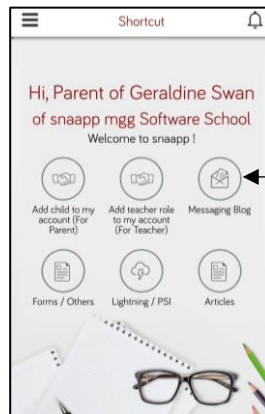
- Select **Child's School**
- Type **Child's Name**
- Type **last 4 digit number and alphabet**
- Click **Submit**

### Messaging

Parents can only reply to messages that were sent out by teachers. Please note there are 3 types of messages:

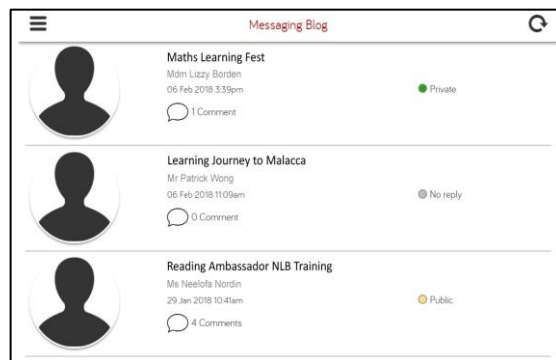
- Public Reply (Reply to All)
- Private Reply (Reply to teacher only)
- No Reply

1) To check messages and to communicate with teachers, click 'Messaging Blog'



Click Messaging Blog

2) To view, click on the title of the message



3) If the message allows you to reply, click the **Reply button (For Public & Private Reply only)** located below the message. You can also leave a comment by clicking on the **Comment button (For Public & Private Reply only)**.



4) You can download attachments (if any) by clicking the **Download button** located at the top-right hand corner of the message details.



### Forms & Letters

1) To access the forms or letters send by the Teachers or School, click 'Forms / Others'



Click Forms / Others

2) Click on the Form or Letter title, choose the options shown

3) Toggle the **Acknowledgement button** and click the **Submit button**



4) **Sign (finger-drawn)** on the Signature pad to acknowledge that you have read and understood the contents of the form / letter and click the **Submit button**. You will see a pop-up message that says 'Successful' and click the **OK button**

