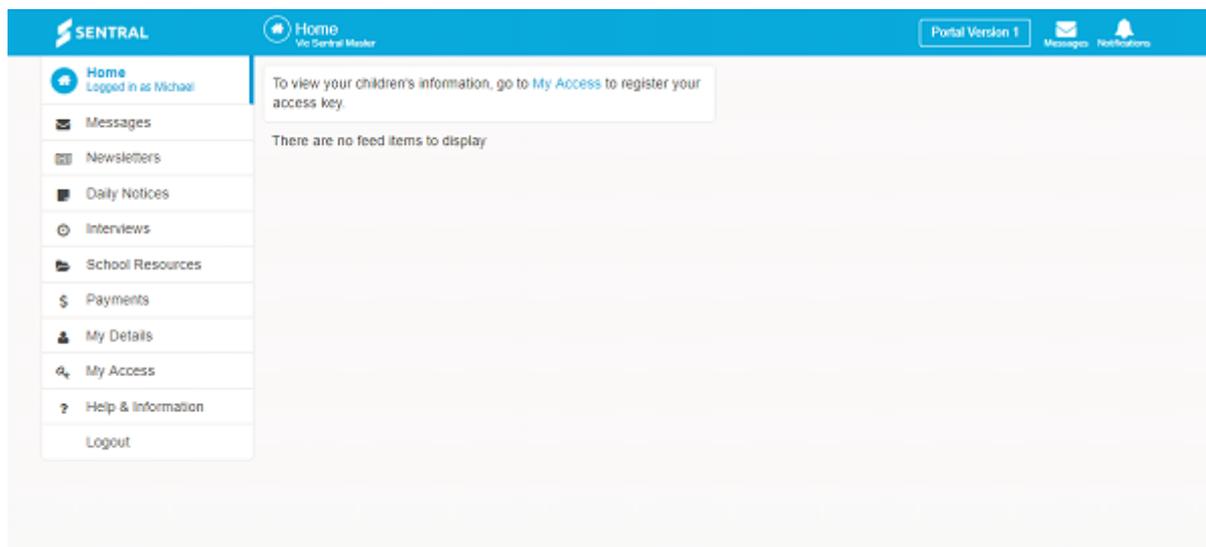


Adding Students to Portal & App

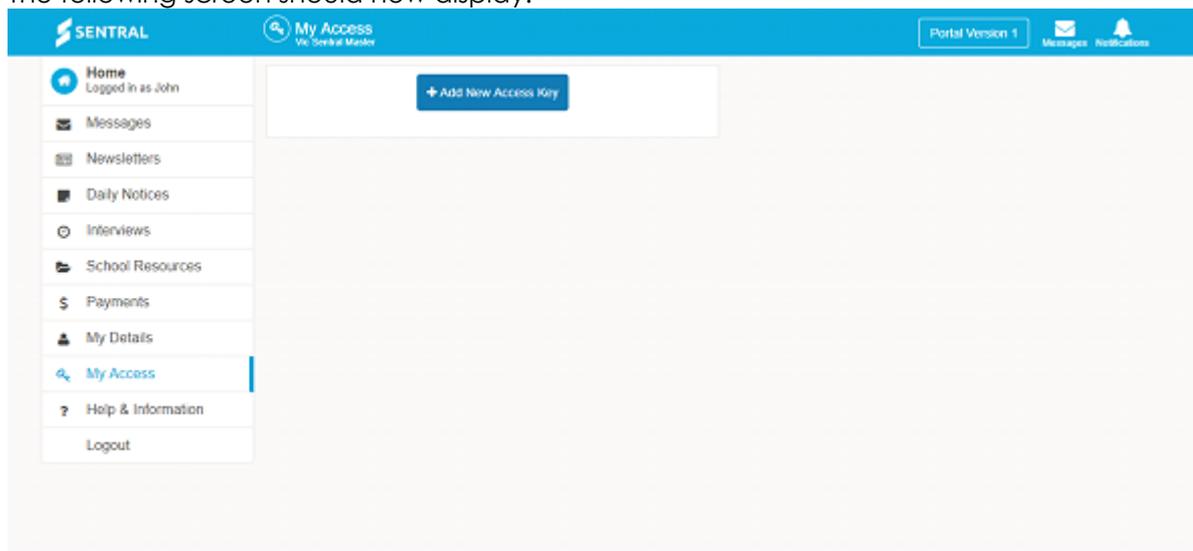
Created: 18.02.2018

Updated: 23.04.2018

From the home screen of your portal account click on go to My Access:



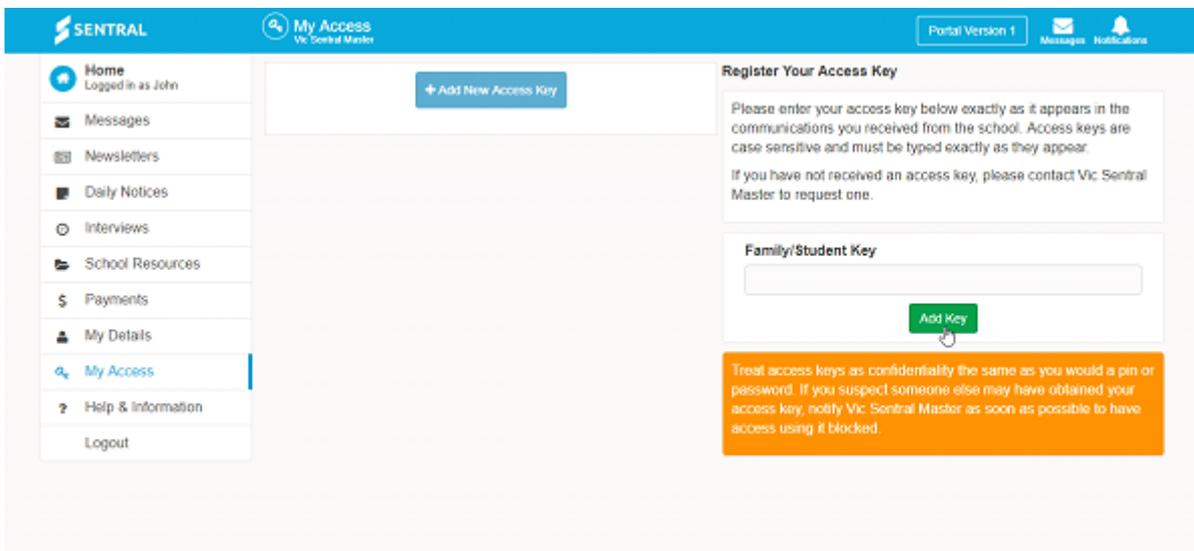
The following screen should now display:



Step 2 – Click on the blue **+Add New Access Key** button at the top of the screen.



The following screen should now appear:

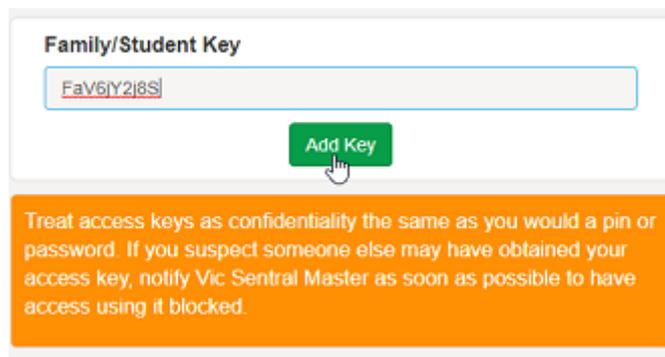


Step 3 – Fill out your Family/Student Key and then click on the green **Add Key** button. Your family/Student key can be found in the letter or email sent to you by your school:

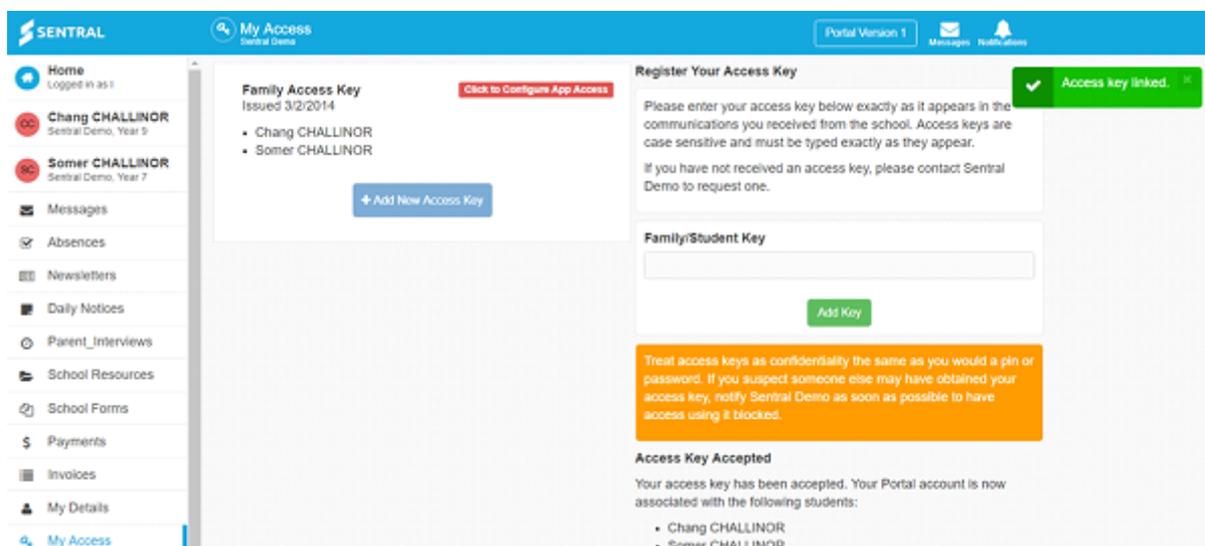
To see information from the school and to link to a specific child, please enter the access key provided.

**The access key for Stephania BALSILLIE
Rana BALSILLIE
Beverlee BALSILLIE is: FaV6jY2j8S.**

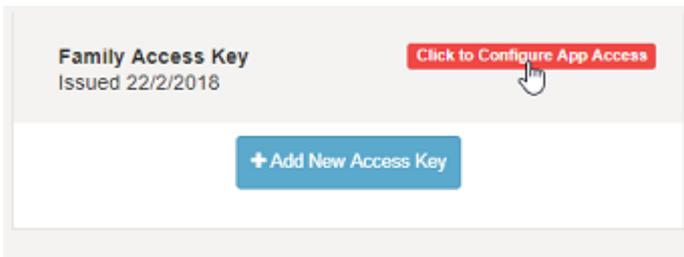
Please note that the access key is case sensitive so copy it into the box provided on screen, exactly as it appears in this letter/email.



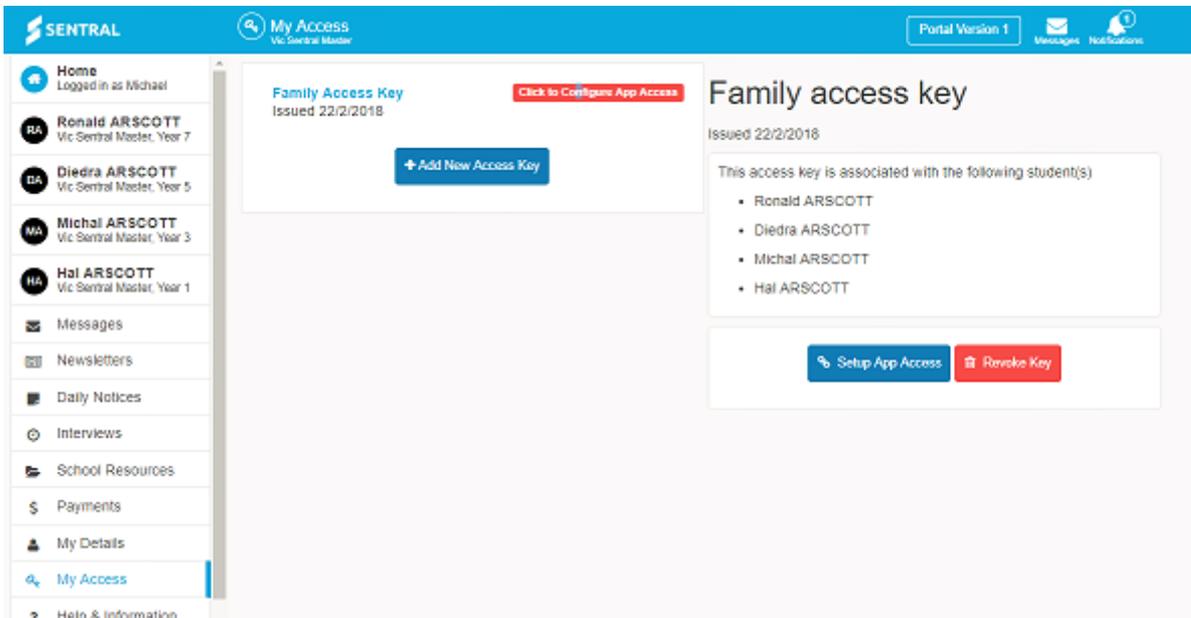
After doing this, a green box will appear in the top right corner with the text **Access key linked**, the centre panel will display the key (and the date it was issued) and the on the left-hand side menu, a list of the student/s connected to the key will now appear.



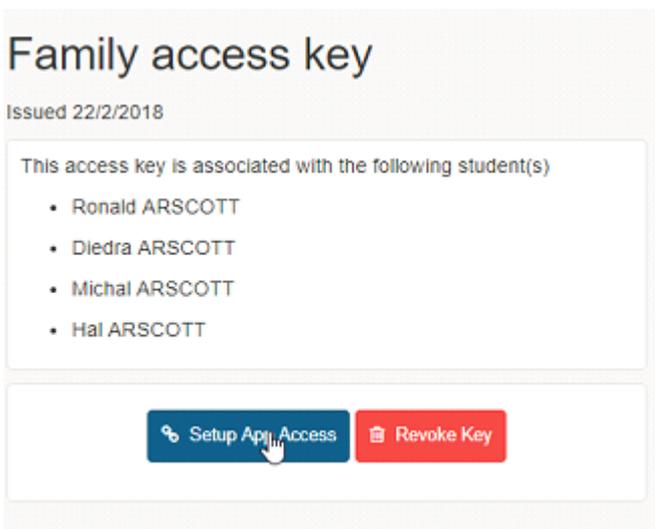
Step 4 – Click on the red '**Click to Configure App Access**' button in the middle panel next to the key.



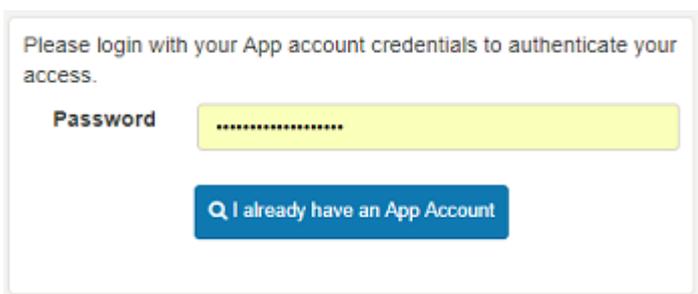
The screen will change to display the following:



Step 5 – Click on the blue 'Setup App Access' button.

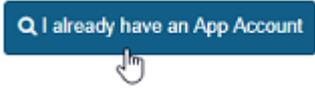


The panel will change to display the following:

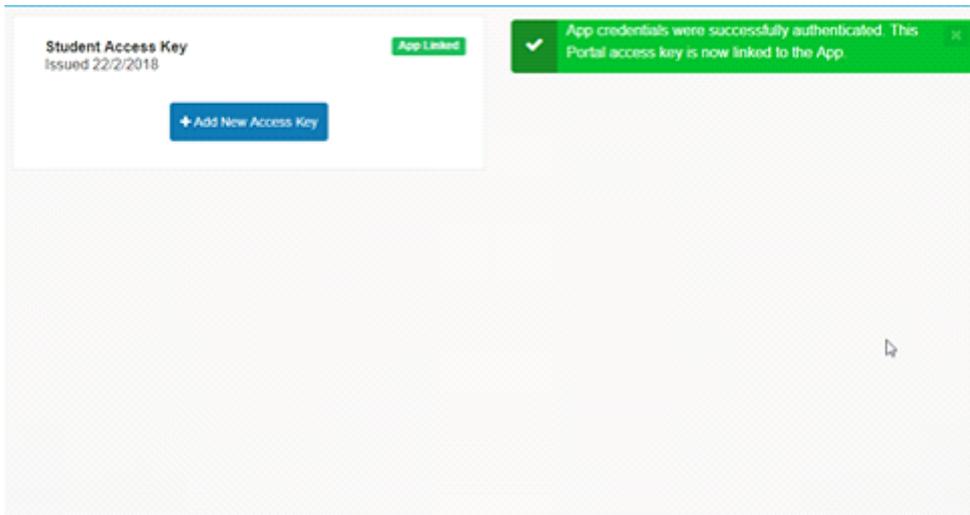


Note: you registered for the app at the start of the process.

Step 6 – Type in your APP password and then click on the blue 'I already have an App Account'.



The following screens will appear confirming that your student's access has been connected to the app.



Step 7 – Repeat these steps for any keys the school have given you.