

APP4: Middle School Electronic Diary

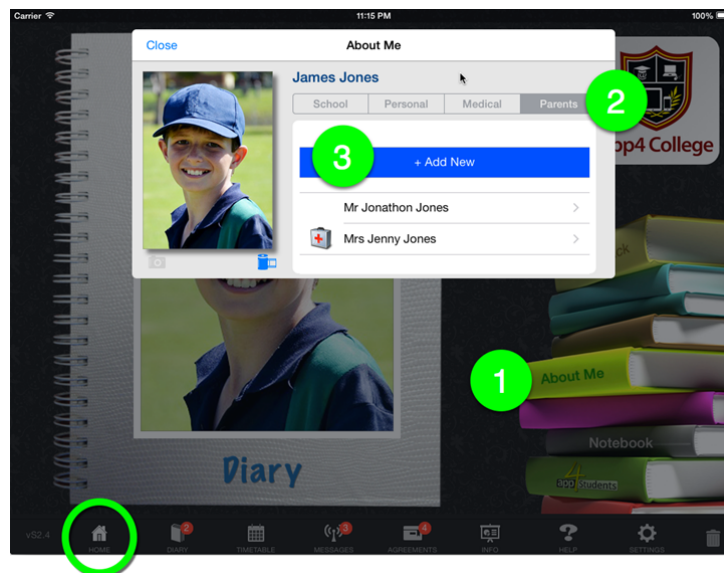
The following information will enable you to link with your child's diary, so that you will be able to keep up to date on your child's homework progress, sign-offs and more. For additional information see www.app4software.com.au

As a parent/guardian there are two alternatives in order to link yourself to your child's diary.

1. Using the Student app from an iPad/iPhone
- Or,
2. Using the web portal if using an android phone or computer

After linking your details you are ready to log into the Parent App.

Creating a link as the Parent/Guardian to your child's diary – from a student's iPad



Start by making sure you are on the front cover or home screen. Tap the "Home" icon in the bottom left corner. Then:

1. Tap the "About Me" button
2. Tap the "Parents" button
3. Tap the "+ Add New" button

Cancel Add a Parent/Guardian Done

Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
eMail Address	<input type="text"/>
Phone Number	<input type="text"/>
Parent Access Code	<input type="text"/> <input type="button" value="Confirm"/>
Is Emergency Contact	<input checked="" type="checkbox"/>

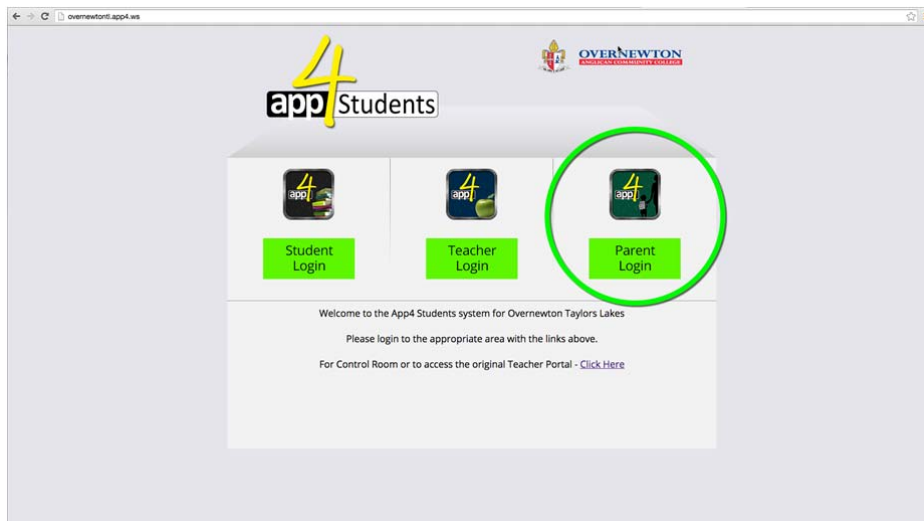
A new screen will pop up

You need to fill in all the red boxes before the "Done" button is enabled. Parents choose their own "Parent Access Code". Please do not share your "Parent Access Code" with your child.

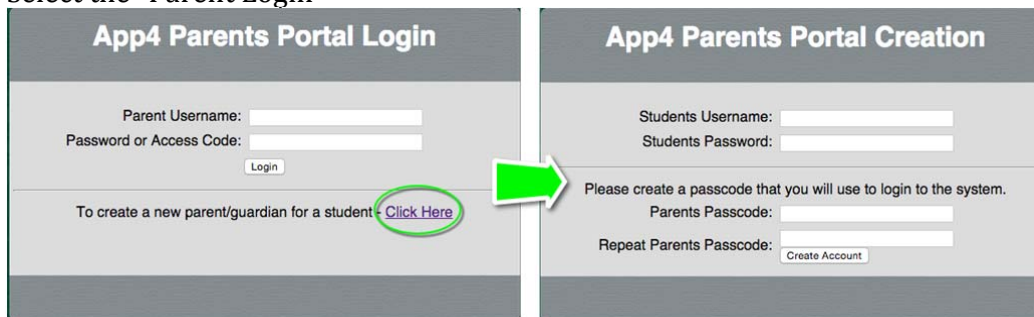
Creating a link as a Parent/Guardian to your child's diary – from the web portal

For students attending Taylors Lakes Middle School type into the web browser <http://overnewtonl.app4.ws>

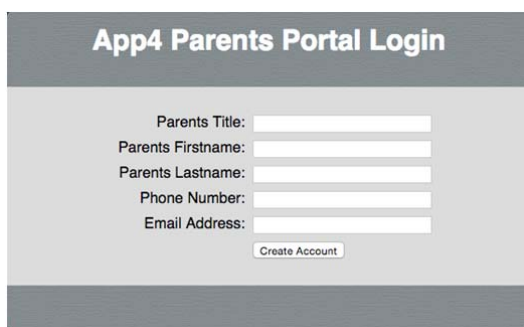
For students attending Keilor Middle School type into the web browser <http://overnewtonk.app4.ws>



Select the “Parent Login”



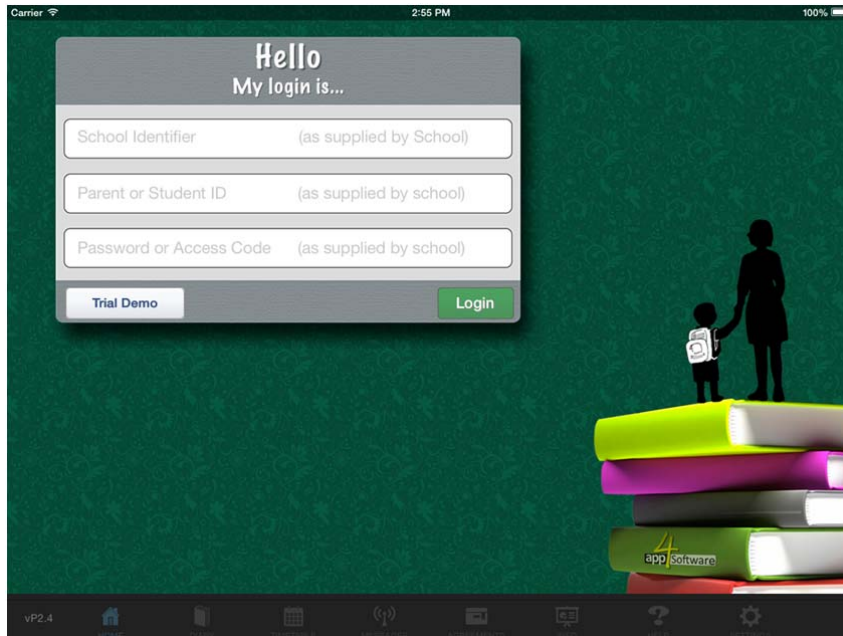
Then click the “Click Here” to create a new parent/guardian record. Enter your child's username and password and create your parent passcode (please keep the passcode a secret).



Enter the remaining information and you are now set up.

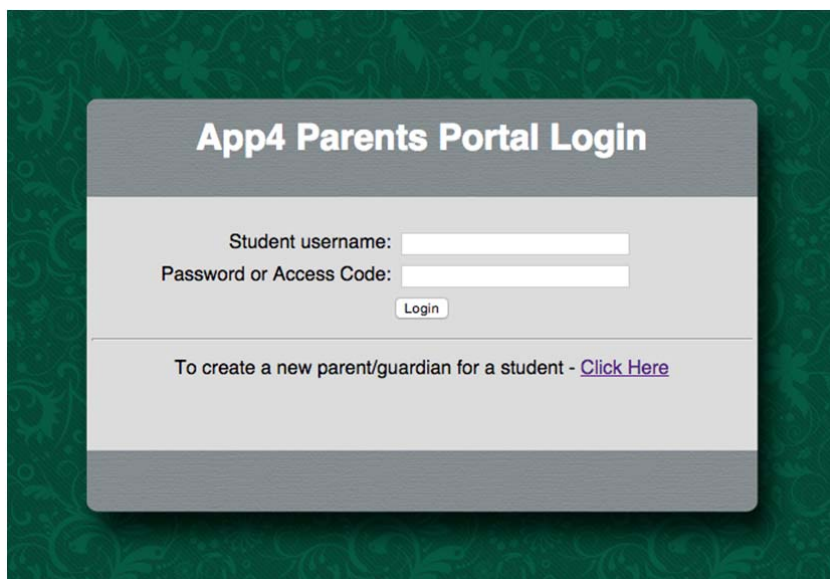
Logging into the Parent App and/or Web Portal

Now you have set up your “Parent Access Code” you can log into the parent app or web portal whenever you need to access your child’s diary.



In the Parent App you will need:

- School identifier – Taylors Lakes Middle School is **overnewtonl**
- Keilor Middle School is **overnewtonk**
- Your child’s Student ID
- The “Parent Access Code” you created



In the Web portal you will need:

- Your students ID
- The “Parent Access Code” you created