## Instructions for connecting to the App for the first time:

| Step 1 | Look for the email that has<br>your login information.<br>Click on the link in the email<br>and it will take you to a page<br>that looks like this. Click the<br>'Agree' button.<br>If you do not receive an<br>email, please check your<br>junk box.<br>See the office if you cannot | Your User ID is: 9997/1661/6338<br>Please copy this for future reference.<br>By clicking on the following button you<br>are agreeing to the Wihapi School parent<br>app terms of service and privacy<br>statement.<br>Agree<br>Your temporary password will be sent to<br>the email address recorded for you at the<br>school.<br>Check your email for the password.<br>After clicking this button you will be<br>redirected to the logon page. |
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|        | find this email.  |   |
| Step 2 | You will be directed to this<br>Login page.   |   |
| Step 3 | Shortly after you will be sent<br>another email with your<br>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<br>and copy and paste the<br>Temporary Password.<br>Click on the blue 'Log In'<br>button.  | Log in to your child's @school  User ID  User ID  Password  Password  Ergot password?  LOG IN   |

| Step 5 | You are now logged into the<br>@School Parent Portal/App                   | Philip  |
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| Step 6 | To receive<br>Notifications/Alerts, please<br>click the 'Settings' button. | ф°  |
|        |  | 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 |