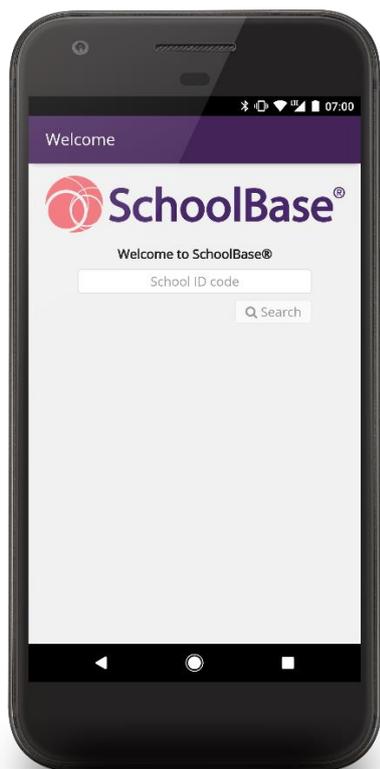


SchoolBase Mobile App

Click on the following link to download the app in iOS or Android format. Alternatively, search for SchoolBase in the App Store or Google Play.

http://www.furlongsolutions.com/news/furlong_news/schoolbase-app

App Setup Steps



When opening the app for the first time, you will be prompted for the school's **ID code**.

This is **7675**

Enter the code, and click the **Search** button.



You will be asked for your **Username** and **Password**. These will be the same as your log in details for the Parent Portal.

The app will then contact SchoolBase and you will be authenticated against your user account, meaning you do not have to enter a password each time you close and reopen the app.

Two-Step Authentication

We have enabled **Two-Step Authentication** meaning that you will be required to create a new PIN.

Your PIN is **encrypted** and stored **locally** on your device. Your device's keyboard is not used to enter it (so there is no risk of you being prompted by autocorrect – particularly on third-party keyboards) and it is *never* stored anywhere else.

Type a new 4-digit PIN and tap **Enter**.

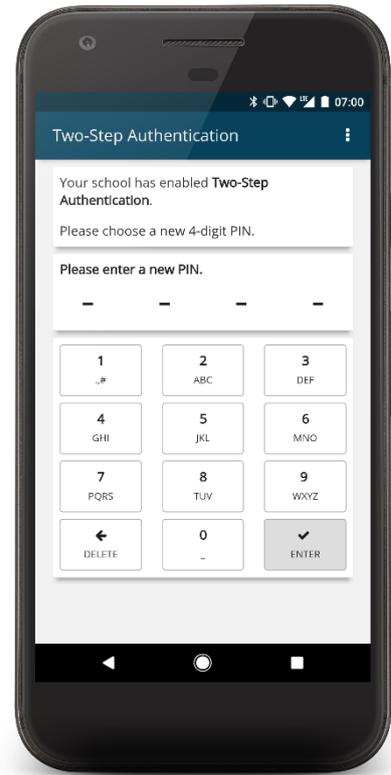
Confirm your new PIN, and you will be taken to the Dashboard.

You will need to remember your PIN for subsequent logins.

If you forget your PIN, tap the **Options** button (☰) and select **Forgot my PIN**.

You will be asked to confirm that you want to log out of SchoolBase.

You will then be required to set up a new PIN, following the steps above.



Dashboard

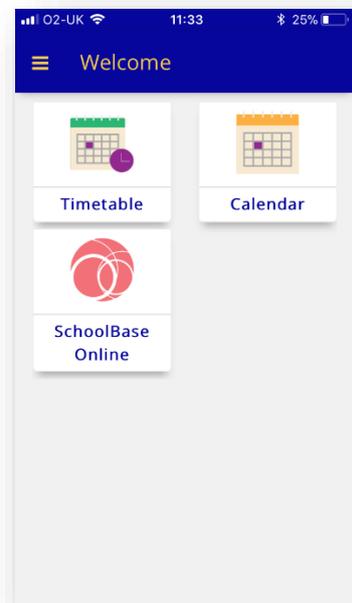
The Dashboard is similar to the **Quick Launch** gadget in SchoolBase Online.

This will give you access to:

- your child's timetable
- the school calendar
- SchoolBase Online, which will launch in your default browser. This will give you access to all of the functionality of the Portal. You will be automatically signed in.

To go to a module, tap its card.

You can return to the Dashboard, by touching your school's logo in the **Main Menu**.

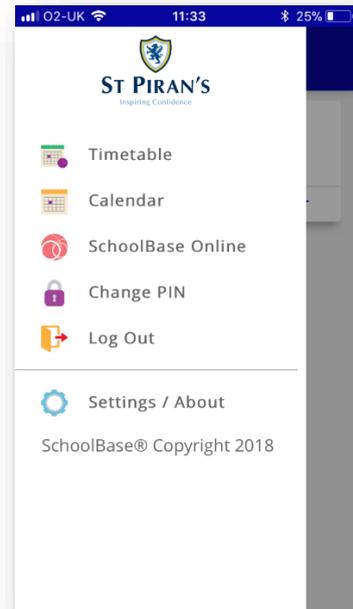


Main Menu

The Main Menu can be accessed by tapping the menu icon (☰).

This will give you access to:

- your child's timetable
- the school calendar
- SchoolBase Online, which will launch in your default browser. This will give you access to all of the functionality of the Portal. You will be automatically signed in.
- the option to change your PIN
- the option to log out. Logging out of SchoolBase will delete your authentication token and return you to the Login screen. You will need to log in with your **username** and **password** before you can continue using the app.



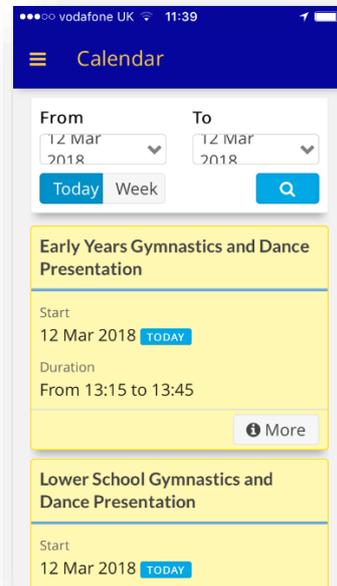
Calendar

The Calendar module shows all the events from your calendar, for a chosen date range.

To lower mobile data usage, the default is to load **today's** events. There is a toggle switch to quickly flip between **Today** and **Week**. Alternatively, you can set your own date range by updating the **From** and **To** fields, and then clicking the **Search** button.

Those events occurring today appear in a **yellow** card, and if the event starts or ends today, this is indicated with a badge (**TODAY**).

More details about an event can be seen by tapping the **More** button.

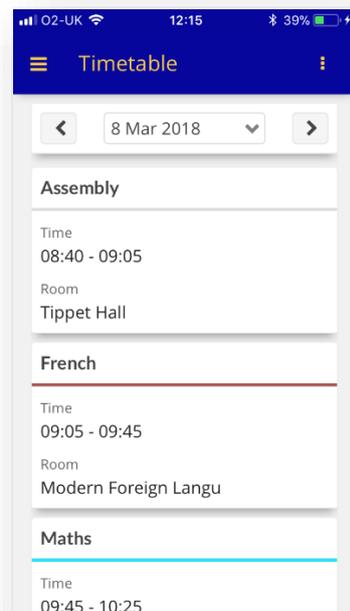


Timetable

The Timetable module shows your child's timetable.

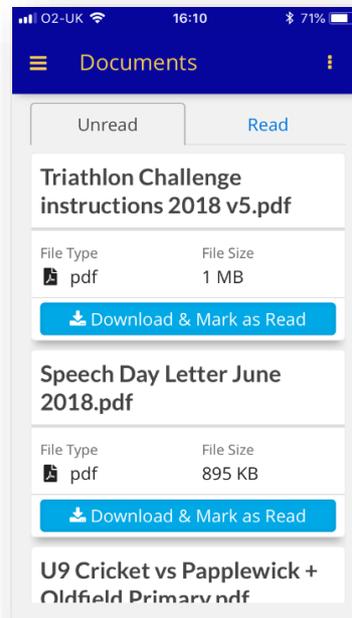
To switch between children, if you have more than one child at the school, tap the **Options** button (☰) and select the other child.

You can move forward/backward in time, one day at a time, by tapping the arrow buttons, or you can choose a date from the date picker.



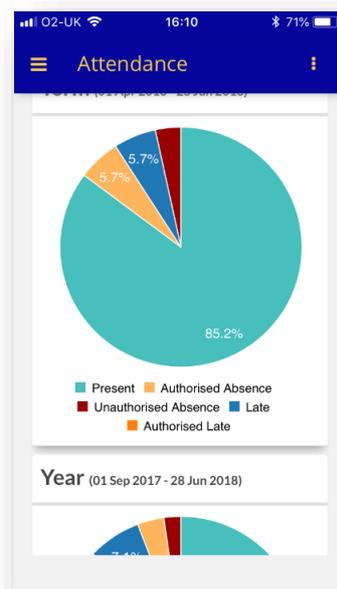
Document Viewer

You are able to view and download any documents that are sent to you. Documents are split into two sections- **'Read'** and **'Unread'**- and show the document title, file size, file type and a button to enable **'Download & Mark as Read'**. Once you have read your document it will be available to you in the Read section.



Attendance Statistics

The Attendance Statistics tool creates pie charts of attendance by **Term** and by **Year**.



SchoolBase Online

SchoolBase Online will launch in your default browser. This will give you access to all of the functionality of the portal.

You will be automatically signed in.

