



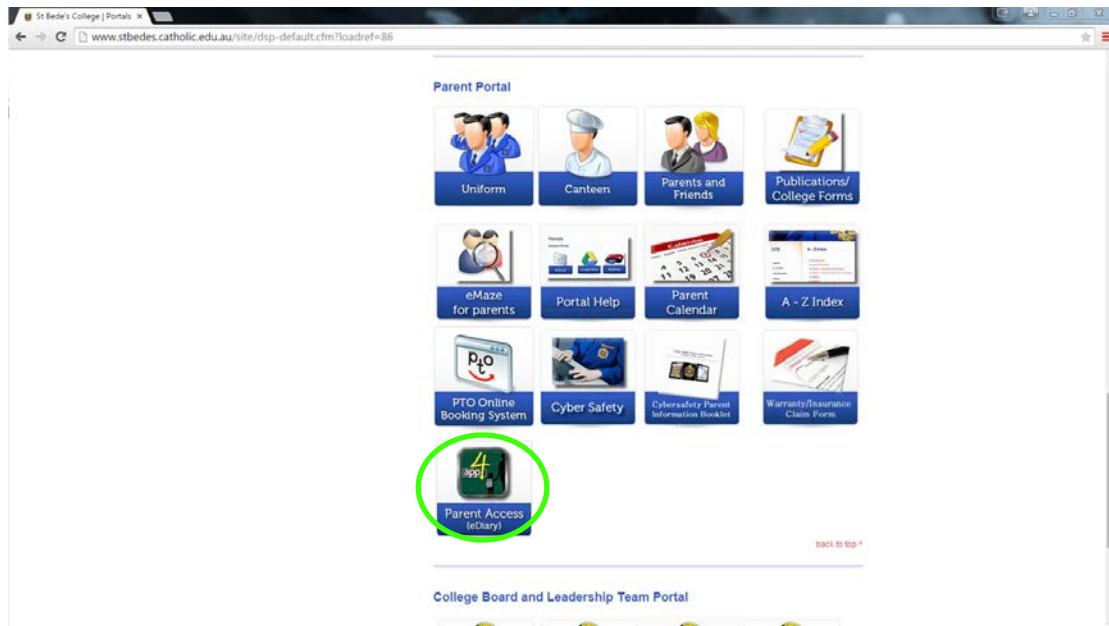
ST BEDE'S COLLEGE PARENTS APP4 DIARY GUIDE

Creating a new Parent/Guardian – from the web portal

Using a web browser go to <http://www.stbedes.catholic.edu.au/> and click on the Portals tab



Scroll down to the Parent Portal section and click on the Parent Access (eDiary) icon



App4 Parents Portal Login

Parent Username:

Password or Access Code:

To create a new parent/guardian for a student - [Click Here](#)

App4 Parents Portal Creation

Students Username:

Students Password:

Please create a passcode that you will use to login to the system.

Parents Passcode:

Repeat Parents Passcode:

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

App4 Parents Portal Login

Parents Title:

Parents Firstname:

Parents Lastname:

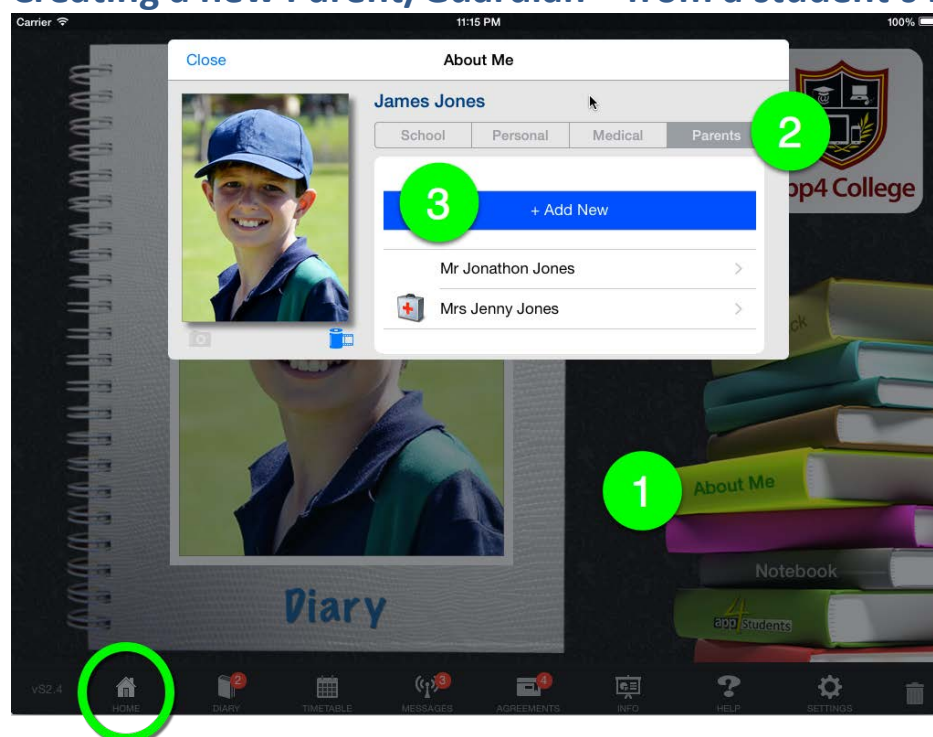
Phone Number:

Email Address:

Enter your personal information and you are now set up.

OR

Creating a new Parent/Guardian – 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

A new screen will pop up (see below)

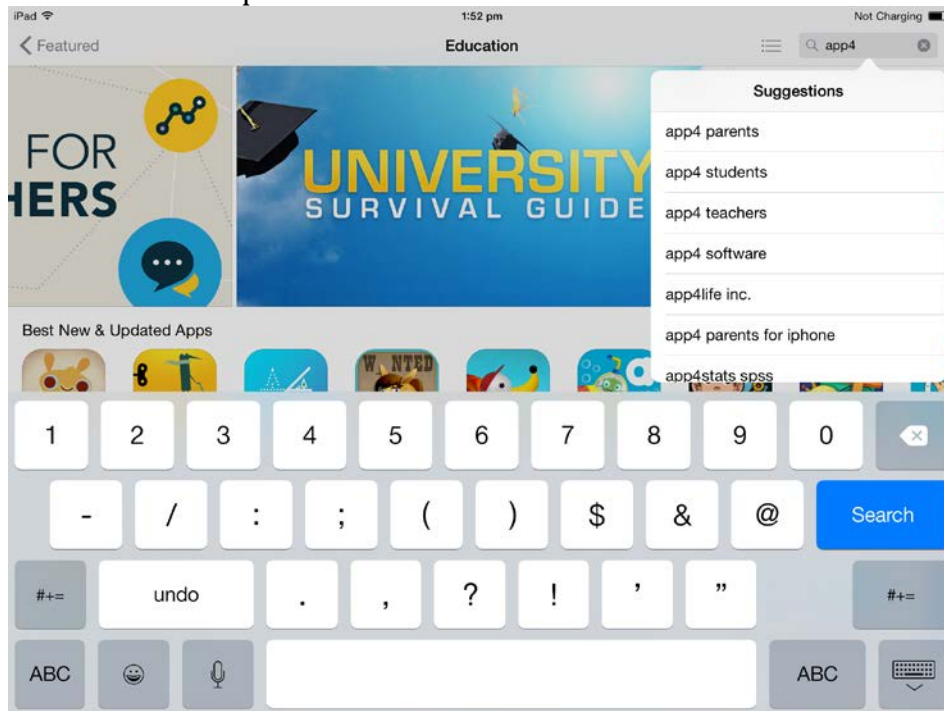
A screenshot of the 'Add a Parent/Guardian' form. The form has a title bar with 'Cancel' on the left, 'Add a Parent/Guardian' in the center, and 'Done' on the right. The form contains several input fields: 'Title', 'First Name', 'Last Name', 'eMail Address', 'Phone Number', 'Parent Access Code', and 'Is Emergency Contact'. The 'Parent Access Code' field has a 'Confirm' button next to it. The 'Is Emergency Contact' field has a toggle switch that is currently turned on. All input fields are highlighted with red borders.

You need to fill in all the red boxes before the done button is enabled. Please keep your "Parent Access Code" to yourself.

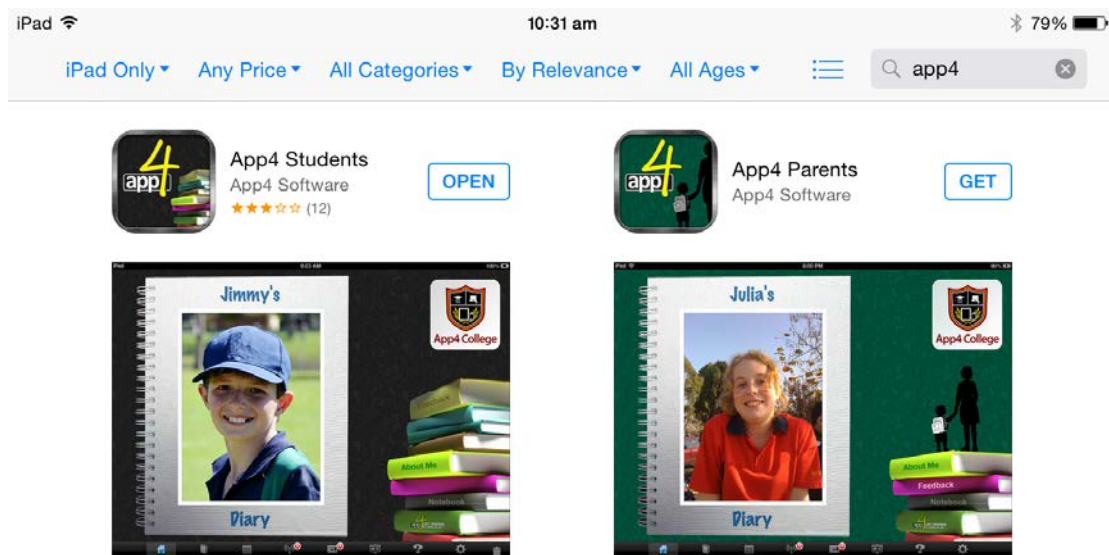
So now you are ready to log into the parent app. You will need your child's login name and your "Parent Access Code" to login.

Getting the diary for your iPad

Open the App Store and type “App 4” (without the quotation marks) into the search field then press search.



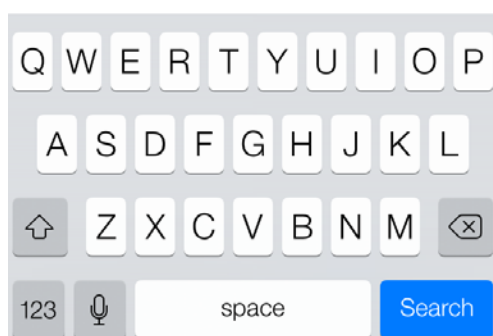
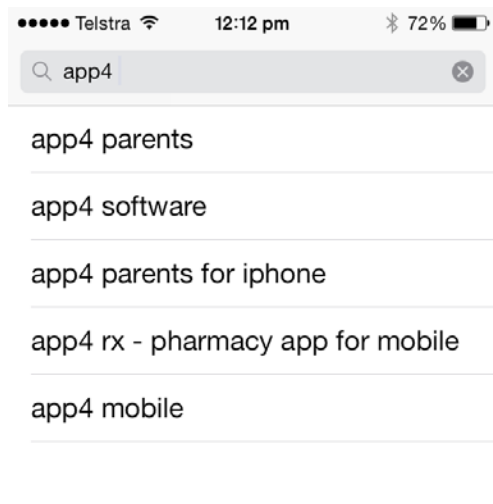
From the following results select the ‘Get’ button next to the App4 Parents app.



Once the download is complete you will have access to the app on your iPad.

Getting the diary for your iPhone

Open the App Store and type “App 4” (without the quotation marks) into the search field then press search.



From the following results select the 'Get' button next to the App4 Parents app.

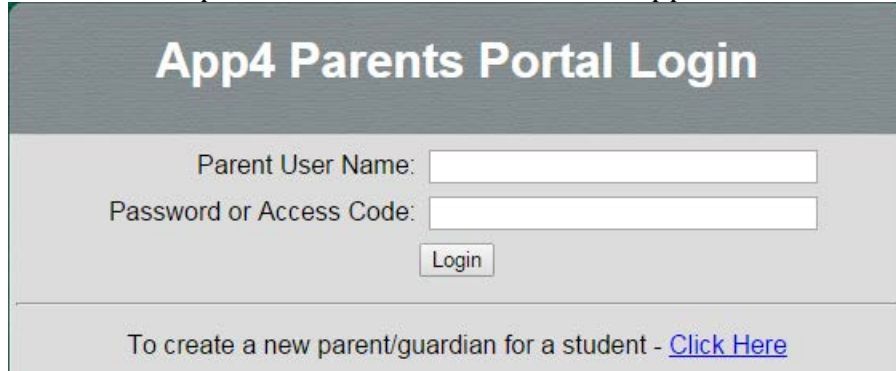


Once the download is complete you will have access to the app on your iPhone.

Use one of the following three methods to access the App:

1. Logging into the Web App

Follow the steps as shown above to reach the App4 Parents Portal Login.

A screenshot of the App4 Parents Portal Login page. The page has a dark grey header with the title "App4 Parents Portal Login" in white. Below the header is a light grey form area. It contains two input fields: "Parent User Name:" and "Password or Access Code:". Below these fields is a "Login" button. At the bottom of the form area, there is a link: "To create a new parent/guardian for a student - [Click Here](#)".

App4 Parents Portal Login

Parent User Name:

Password or Access Code:

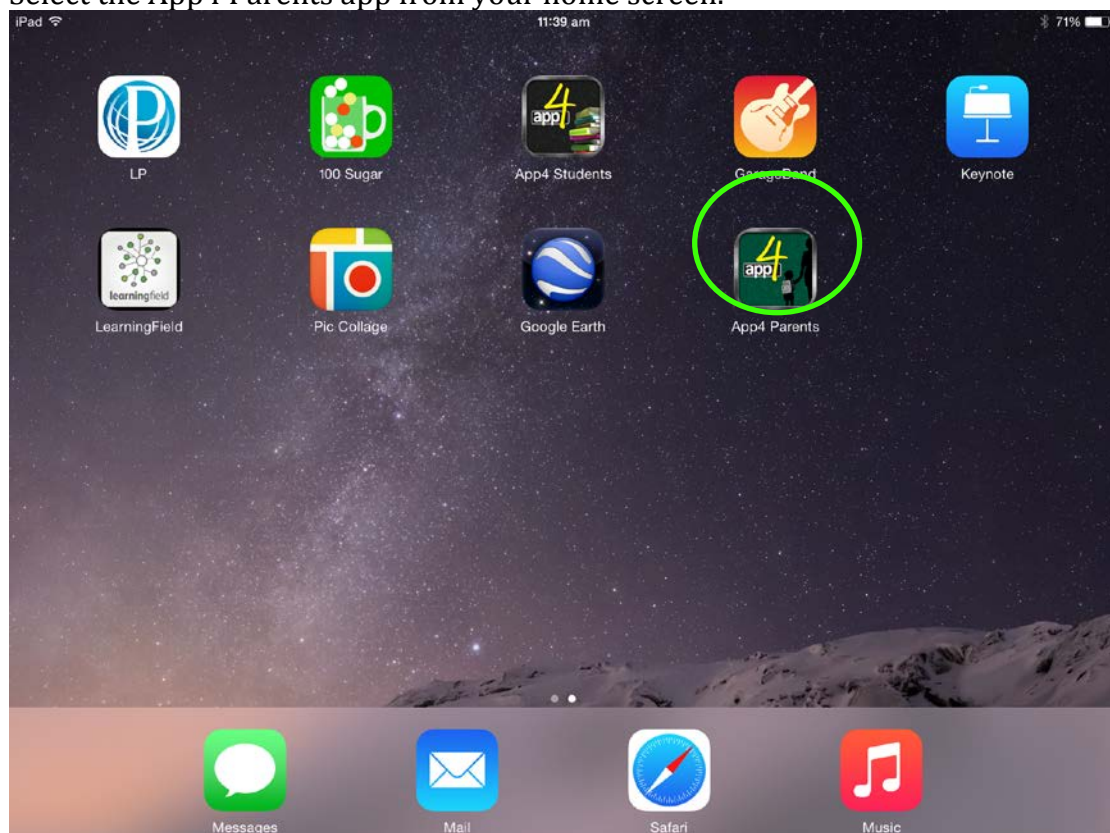
Login

To create a new parent/guardian for a student - [Click Here](#)

Enter your son's school username and the parent passcode you just created in the previous step.

2. Logging into the iPad App

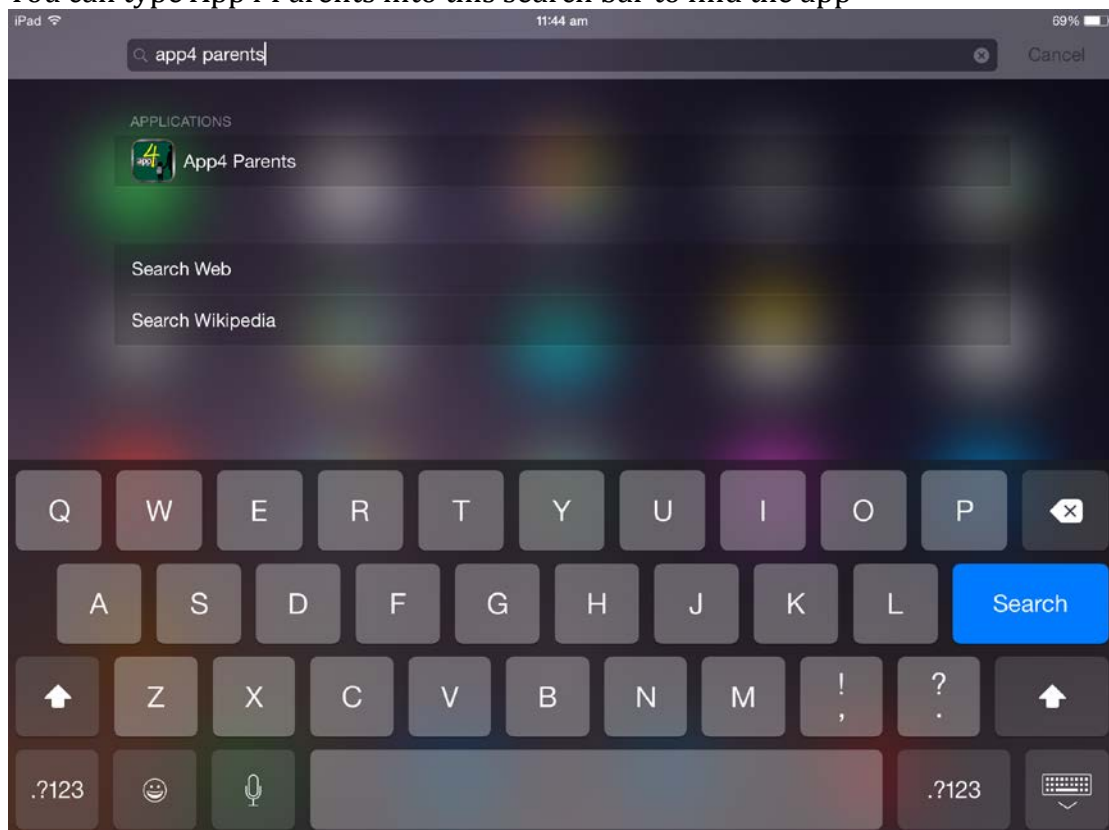
Select the App4 Parents app from your home screen.



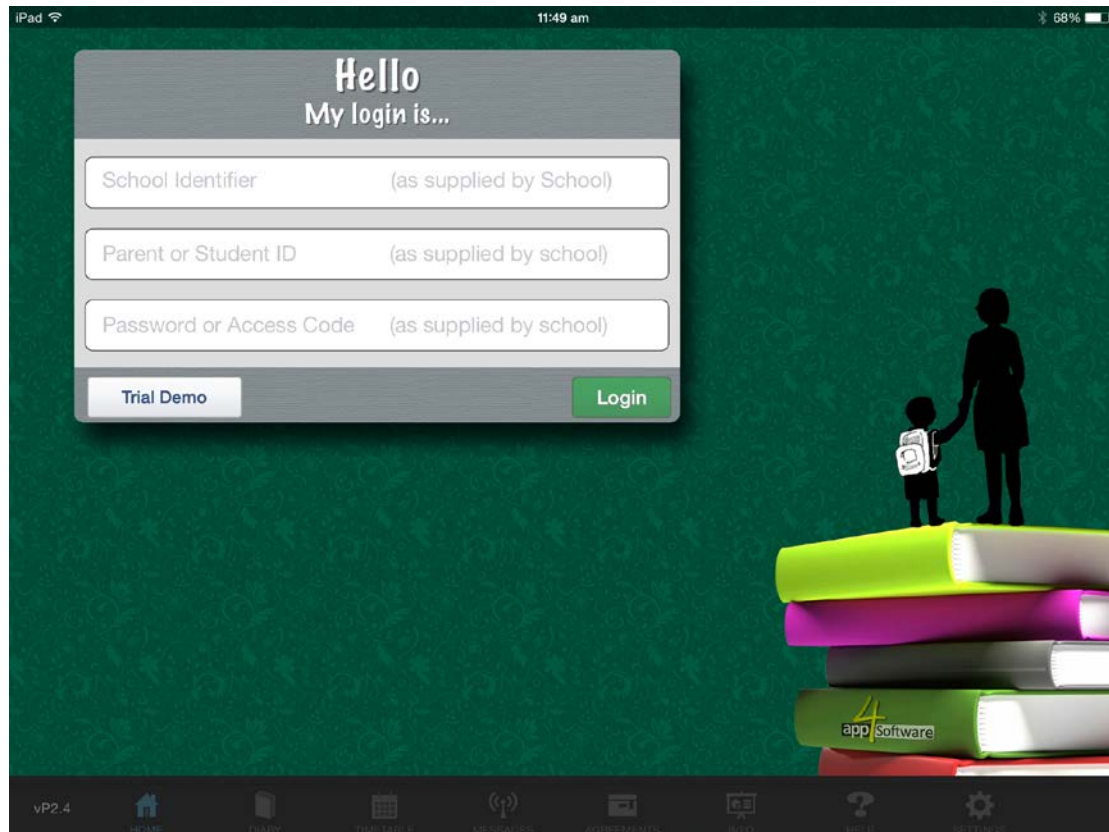
If you cannot find the App4 Parents app you can hold your finger on the screen for a second then drag down to bring up the iPad's search function



You can type App4 Parents into this search bar to find the app



After opening the app type 'stbedes' into the School Identifier space. Type your son's school username into the Parent or Student ID space and then type your parent passcode into the Password of Access Code space.

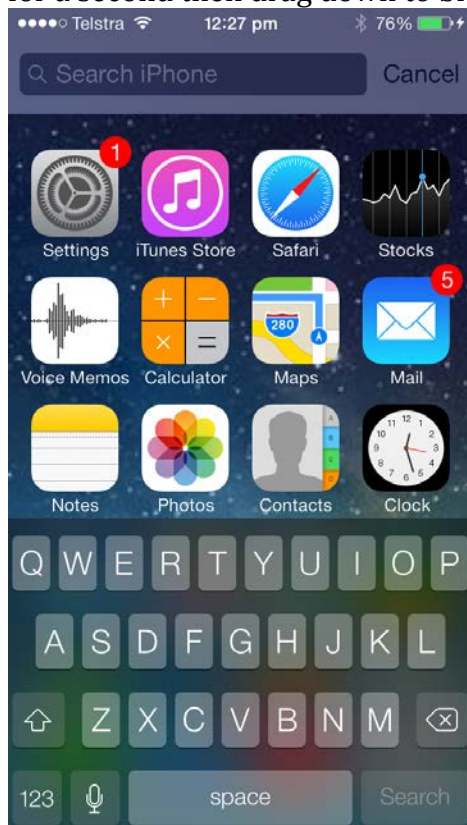


3. Logging into the iPhone App

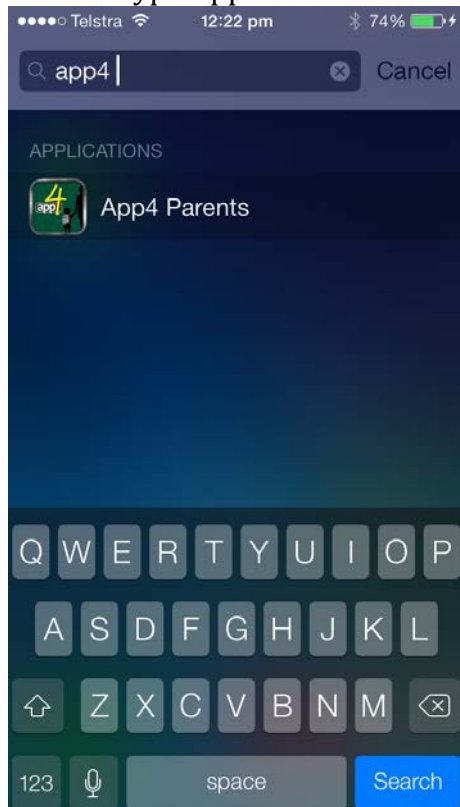
Select the App4 Parents app from your home screen.



If you cannot find the App4 Parents app you can hold your finger on the screen for a second then drag down to bring up the iPhone's search function



You can type App4 Parents into this search bar to find the app



After opening the app type 'stbedes' into the School Identifier space then type your son's school username into the Parent or Student ID space and then type your parent passcode into the Password or Access Code space.

Connect to School

Trial Demo

Login

