



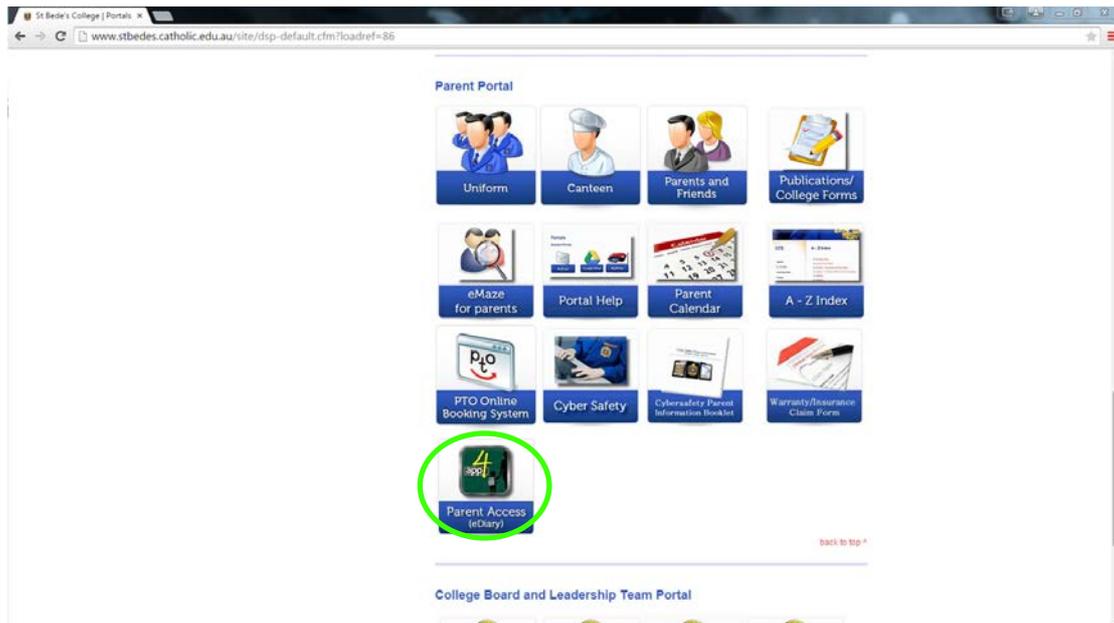
# ST BEDE'S COLLEGE PARENTS APP4 DIARY GUIDE

## 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

The screenshot shows the St Bede's College website. The 'Portals' tab is highlighted in a green circle. The website features a navigation menu with links for 'ABOUT ST BEDE'S', 'FACILITIES', 'ENROLMENT', 'WELFARE & SERVICES', 'CURRICULUM', 'CO-CURRICULAR', 'COMMUNITY', and 'NEWS & EVENTS'. The main content area includes a 'By Right Paths' section, a 'Featured News' section with two news items, and a 'Quick links' section with links for 'Online Fee Payment', 'Old Collegians Association', and 'Parent Portal / Uniform'. A 'Principal's Welcome' banner is also visible.

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



App4 Parents Portal Login	App4 Parents Portal Creation
Parent Username: <input type="text"/> Password or Access Code: <input type="text"/> <input type="button" value="Login"/>	Students Username: <input type="text"/> Students Password: <input type="text"/> Please create a passcode that you will use to login to the system. Parents Passcode: <input type="text"/> Repeat Parents Passcode: <input type="text"/> <input type="button" value="Create Account"/>
To create a new parent/guardian for a student - <a href="#">Click Here</a>	

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).

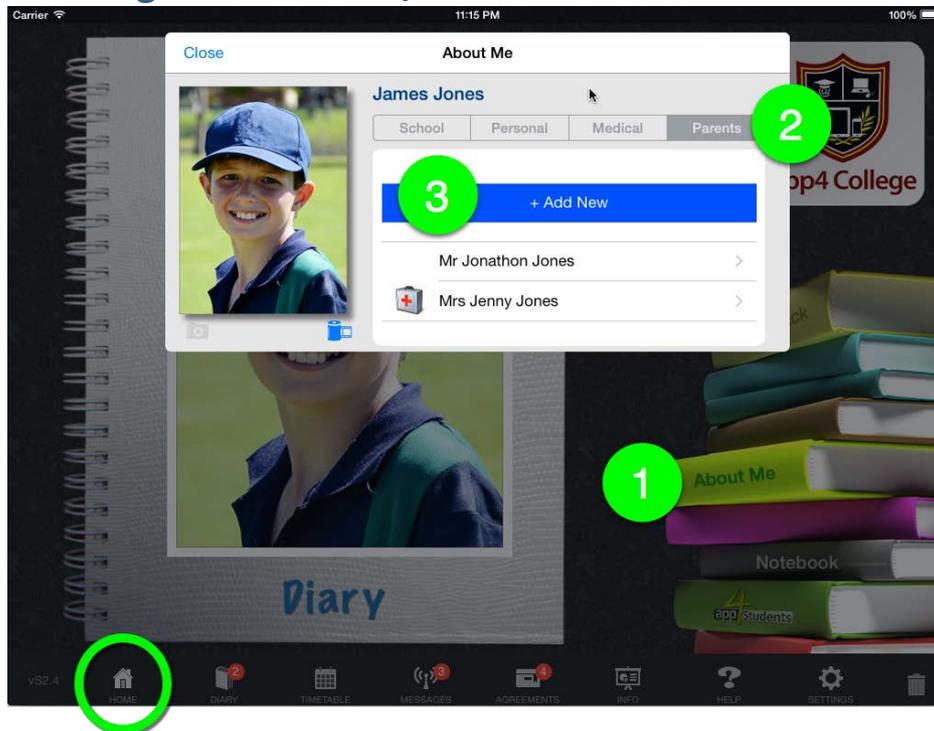
### App4 Parents Portal Login

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)

Cancel      Add a Parent/Guardian      Done

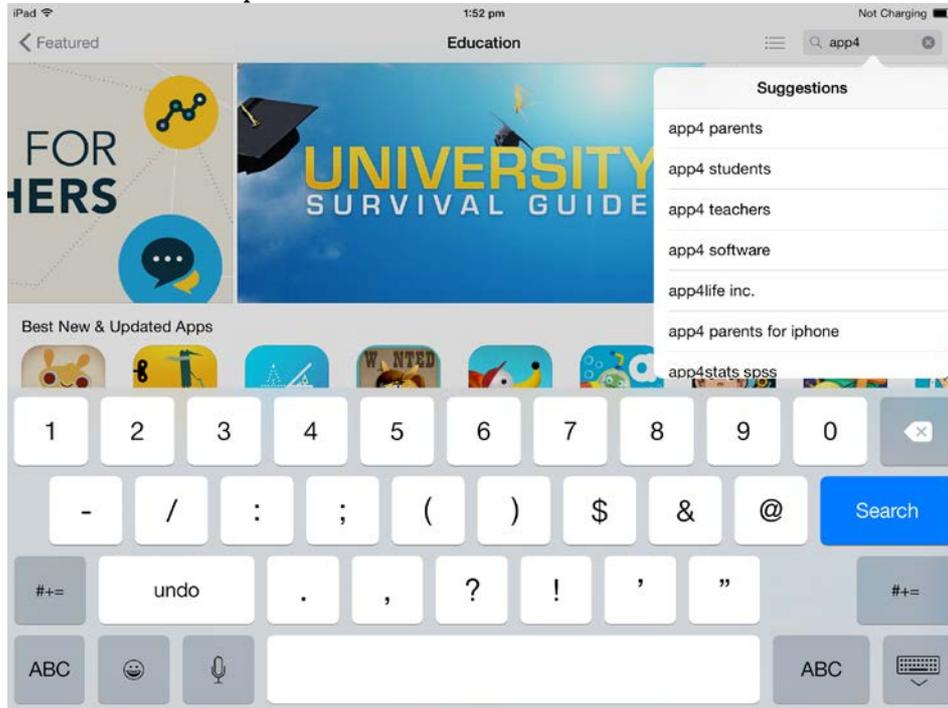
Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
eMail Address	<input type="text"/>
Phone Number	<input type="text"/>
Parent Access Code	<input type="text"/> Confirm
Is Emergency Contact	<input checked="" type="checkbox"/>

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

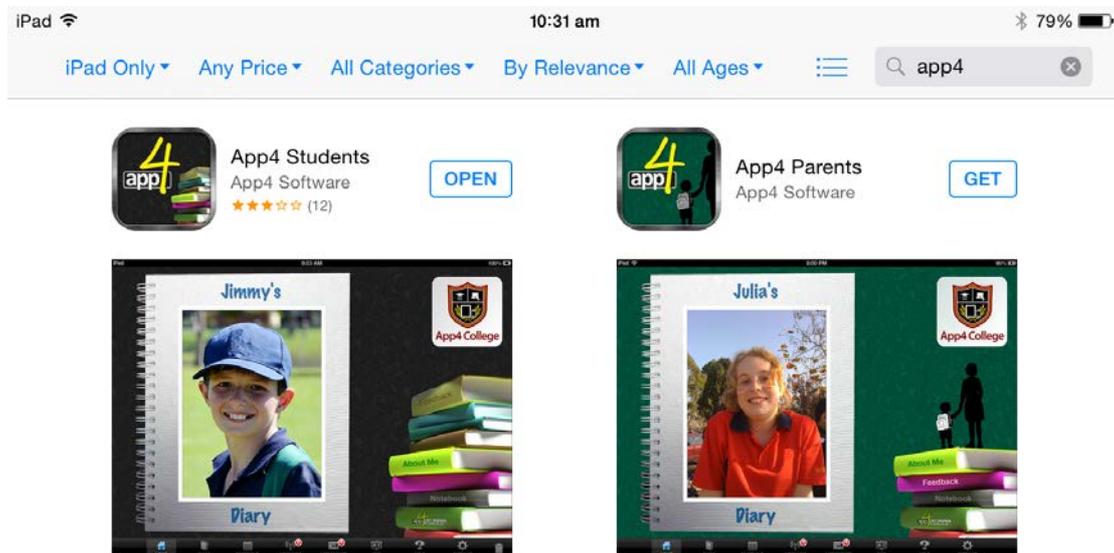
So now you are ready to log into the parent app. You will need your child's login name and your “Parent Access Code” to login.

## 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.



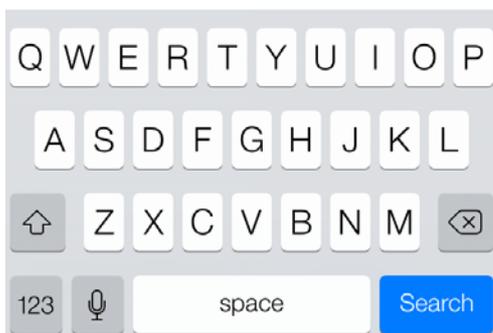
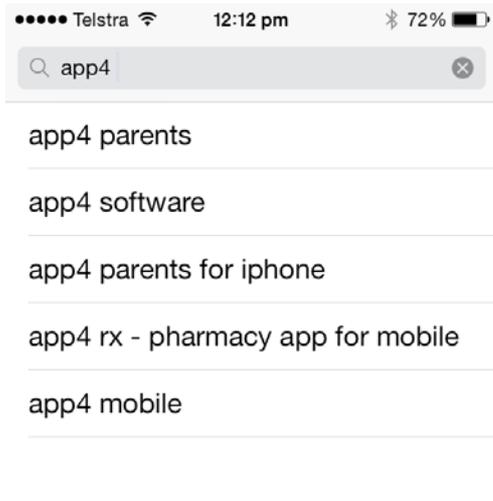
From the following results select the ‘Get’ button next to the App4 Parents app.



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.

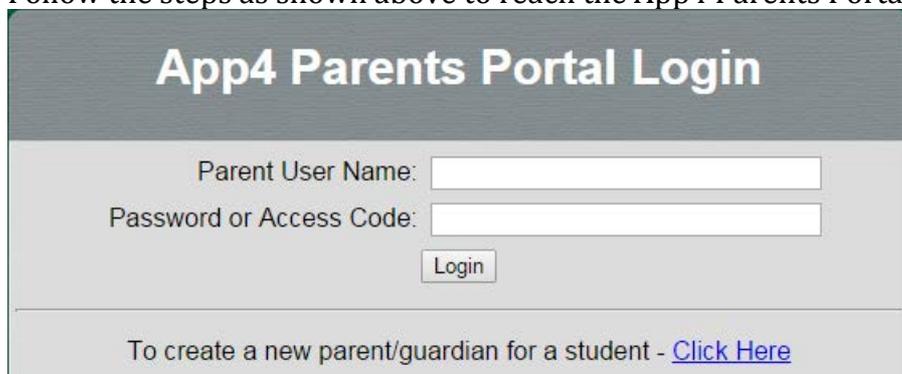


Once the download is complete you will have access to the app on your iPhone.

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.

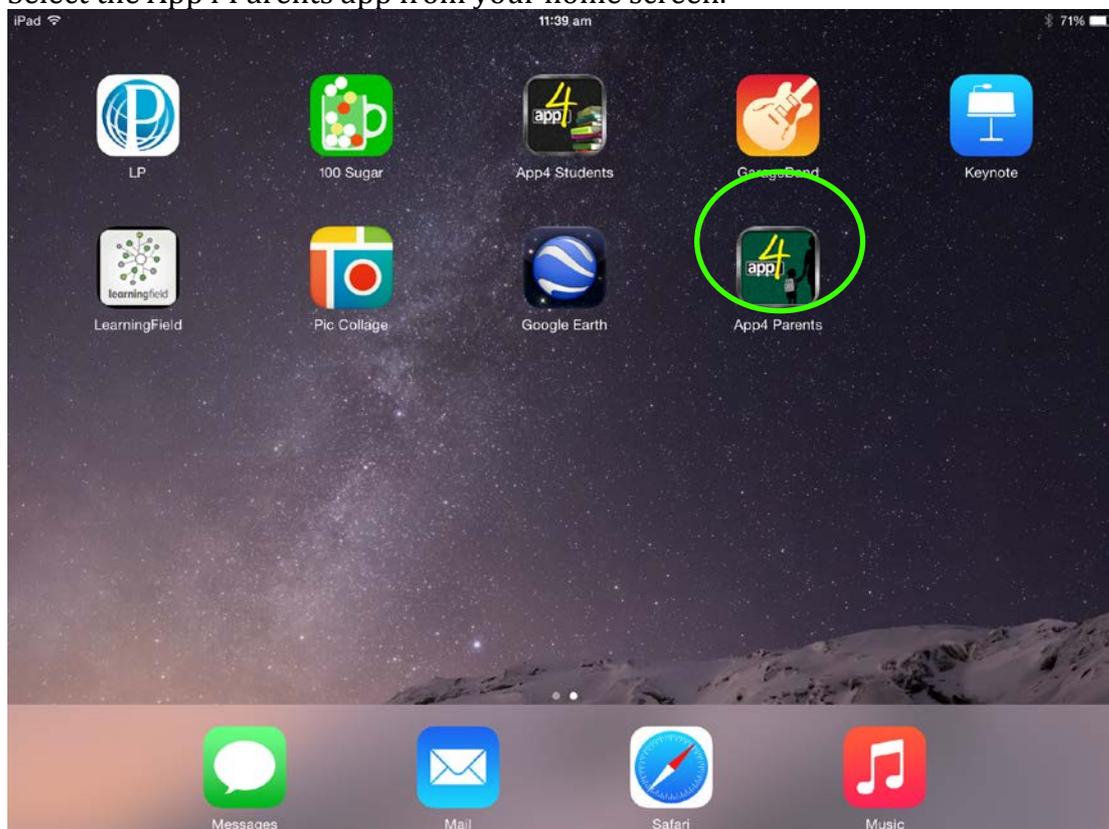


The screenshot shows a web browser window with the title "App4 Parents Portal Login". Below the title, there are two input fields: "Parent User Name:" and "Password or Access Code:". A "Login" button is positioned below the second field. At the bottom of the page, there is a link that says "To create 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

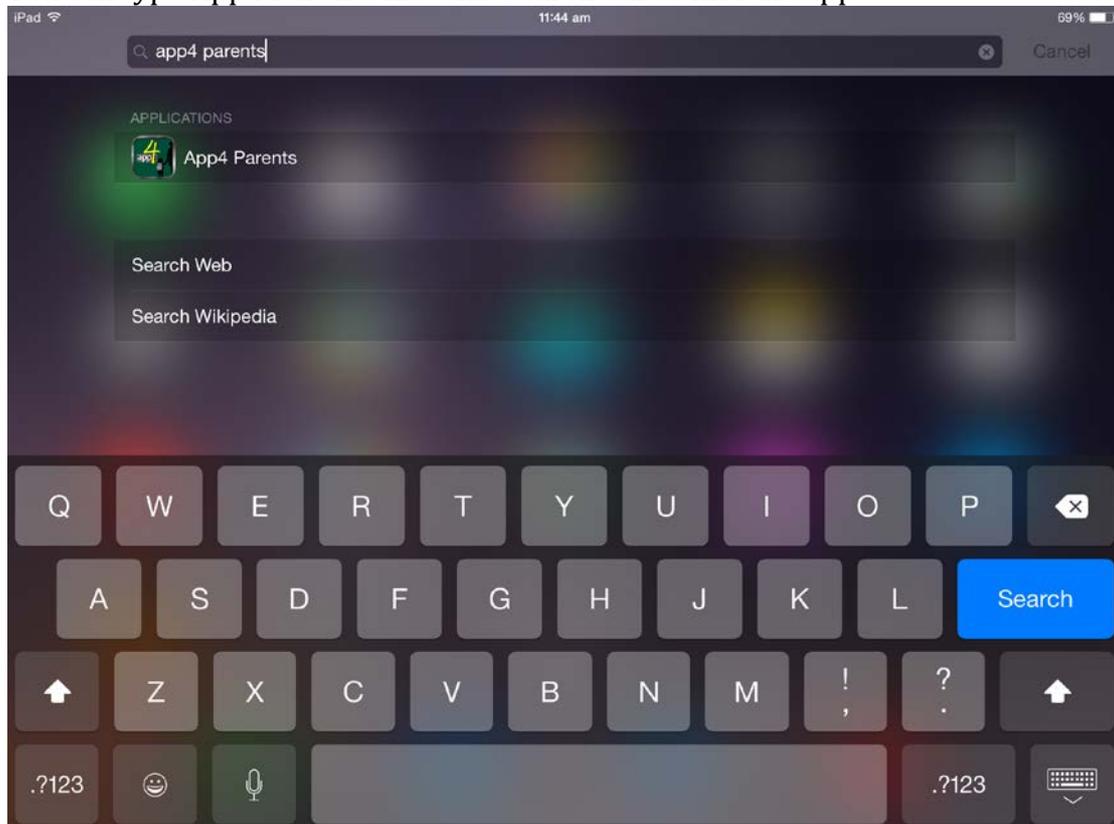
Select the App4 Parents app from your home screen.



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

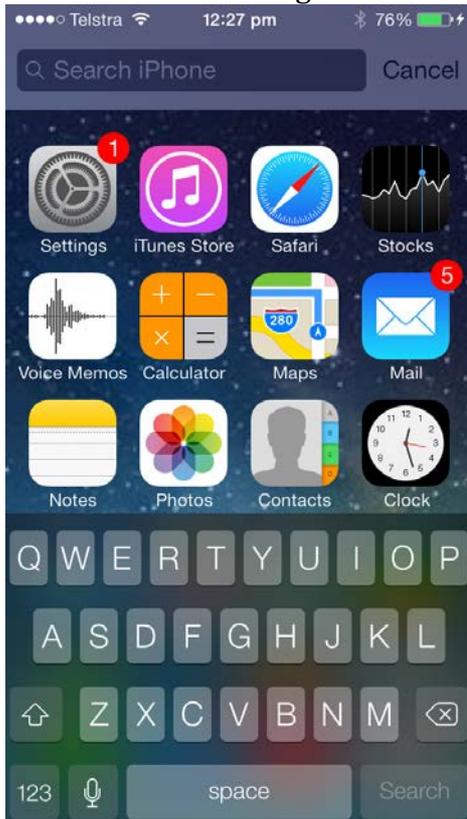


You can type App4 Parents into this search bar to find the app

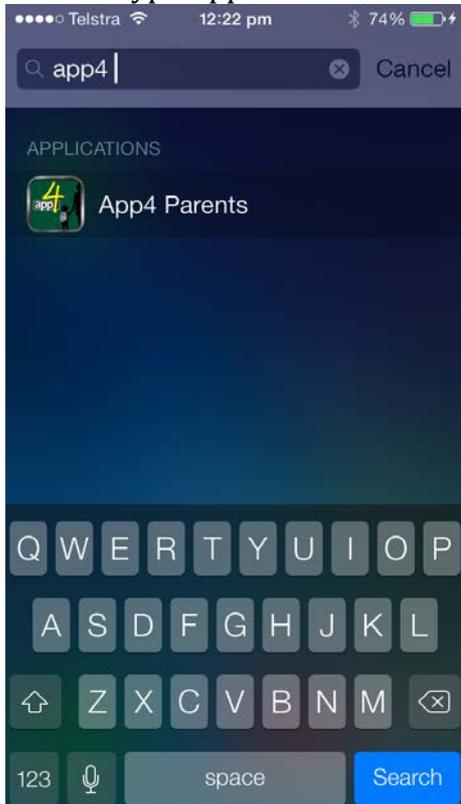




If you cannot find the App4 Parents app you can hold your finger on the screen for a second then drag down to bring up the iPhone's search function



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 of Access Code space.

### Connect to School

Trial Demo

Login

