

# ST BEDE'S COLLEGE PARENTS APP4 DIARY GUIDE

#### **Creating a new Parent/Guardian – from the web portal**

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



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

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Parent Username:			Students	Username:		
Password or Access Code:			Students	Password:		
Login			Please create a p	associate that you	will use to login t	o the system
To create a new parent/guardian for a student	Click Here		Parents	Passcode:	will use to login to	y the system.
			Reneat Parente	Passcode:		
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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).

Parents Title:		
Parents Firstname:		
Parents Lastname:		
Phone Number:		
Email Address:		
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Enter your personal information and you are now set up.



Creating a new Parent/Guardian – from a student's iPad

Start by making sure you are on the font 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/Guardia	n	Done
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	The			
	First Name			
	Last Name			
	eMail Address			
	Phone Number			
	Parent Access Code		Confirm	
ls	Emergency Contact			

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 childs 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. ••••• Telstra ? 12:12 pm ? 72%

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8	Nothing for today	
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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.

Parent	User Name:	
Password or A	cess Code:	
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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

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

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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.

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Select the App4 Parents app from your home screen.



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