Parents Gateway

A quick start guide for Parents
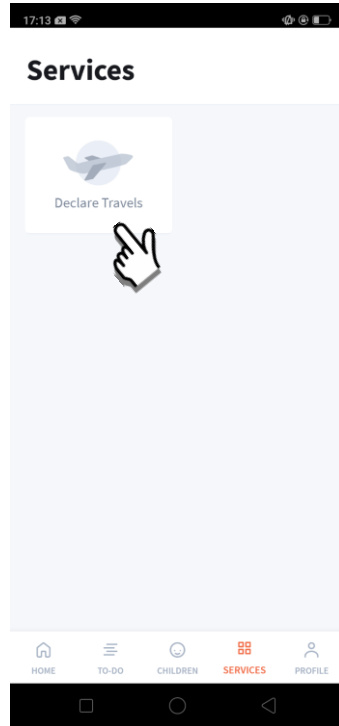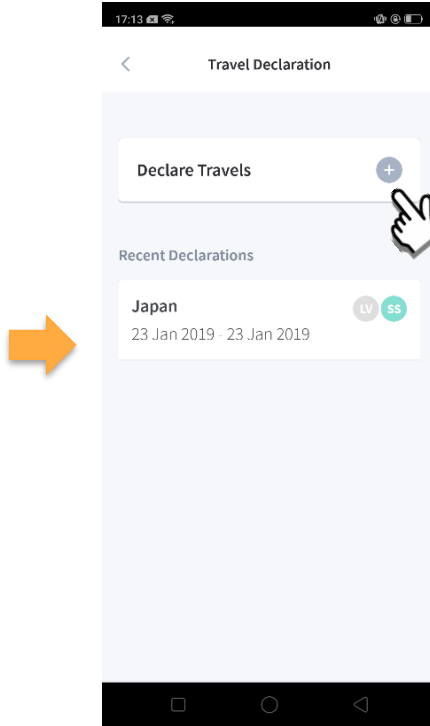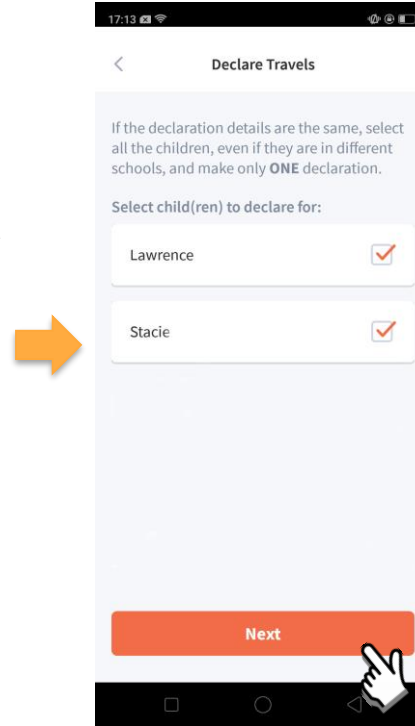
Contents

1. Declare Travel Plan

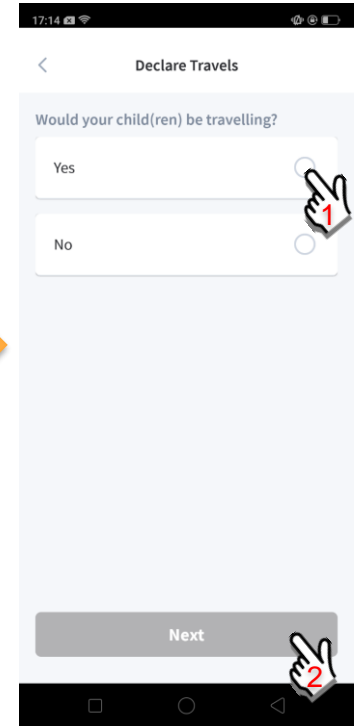# Download and Install the latest version of Parents Gateway App
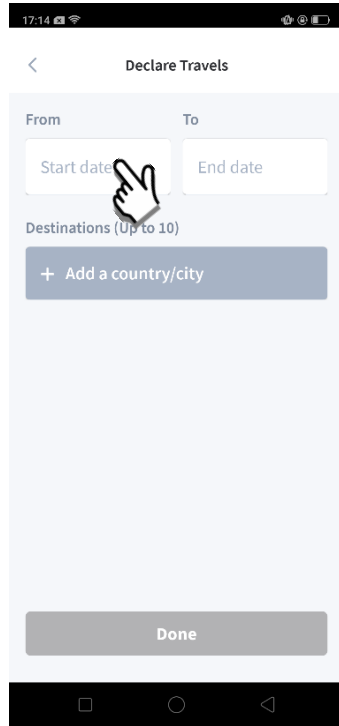

Go to 'SERVICES' tab and tap on 'Declare Travels'.

Tap on the '+' sign.
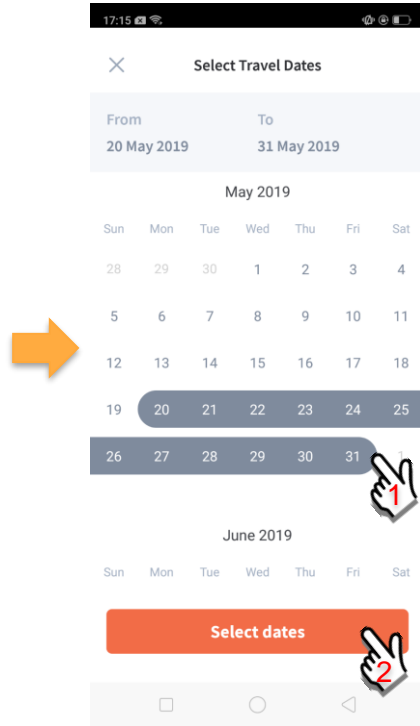
Select the child(ren) going on the trip and tap on 'Next'.
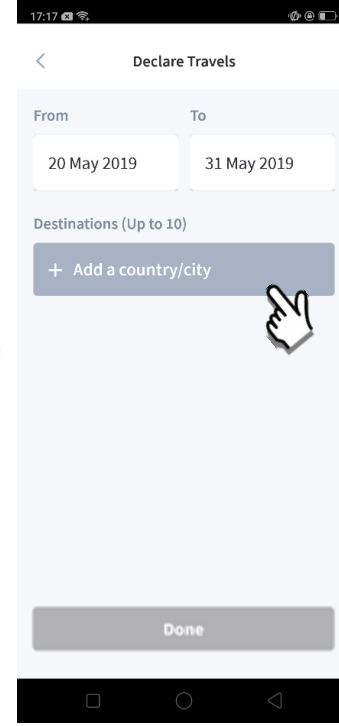
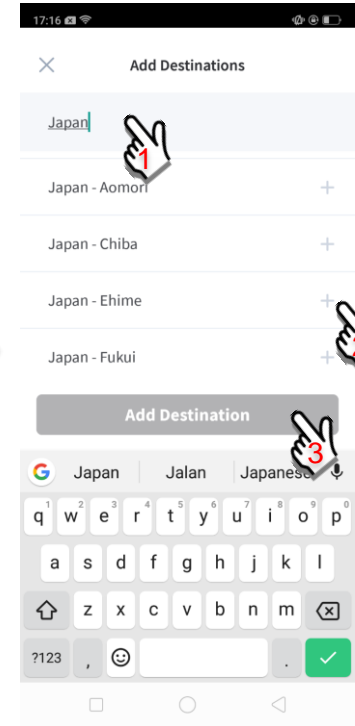Select 'Yes' for travelling and tap 'Next'.
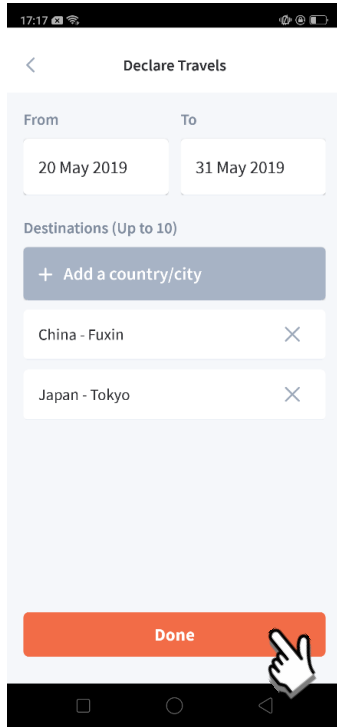
Tap on '**Start date**' to select travel dates.

Select your travel period and tap '**Select dates**'.

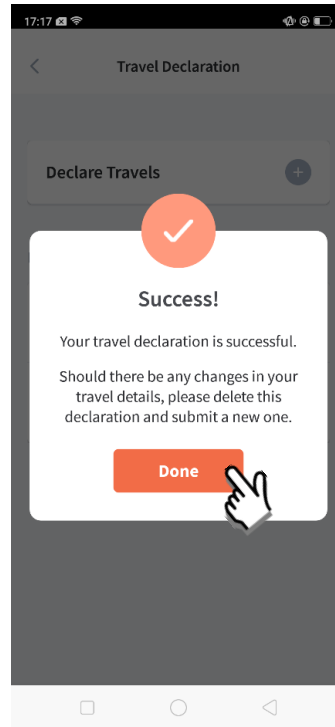Tap on '**Add a country/city**' to select the travel destination(s).

Type country name to search for the country (/city). Tap '**+**' on right of all the countries / cities you're visiting, then tap on '**Add Destination(s)**'.

Tap on '**Done**' to confirm.

Successful Declaration.
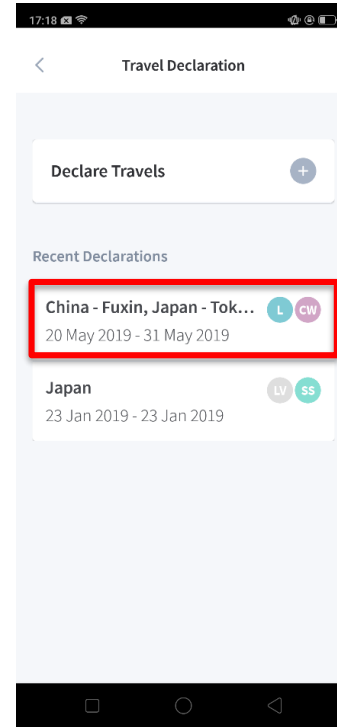
Travel Plan is shown as entered. You should delete and declare again if the details declared are not accurate.

2. Declare Not Travelling

Go to 'SERVICES' tab and tap on 'Declare Travels'

Tap on the '+' sig.
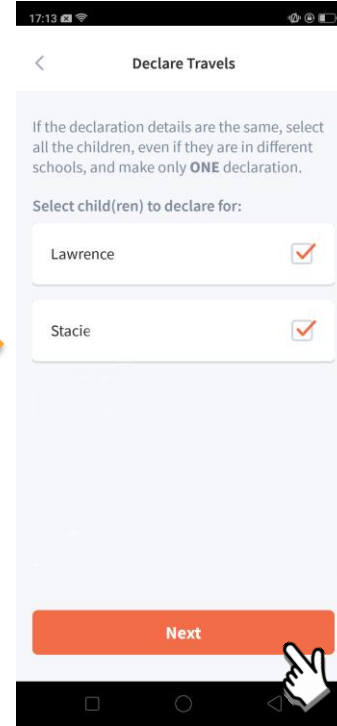
Select the child(ren) that are not travelling and tap on 'Next'.
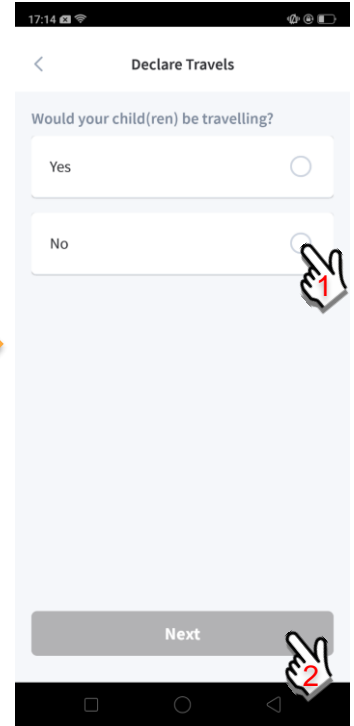
Select 'No'.

Pick the School Holiday period and tap on '**Done**'.
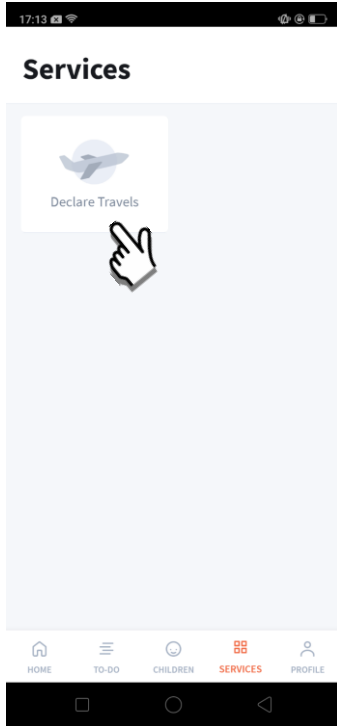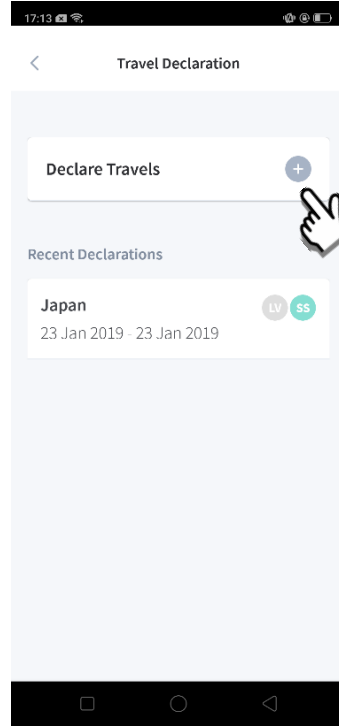
3. Edit Travel Declaration

Delete the existing travel plan and create a new plan
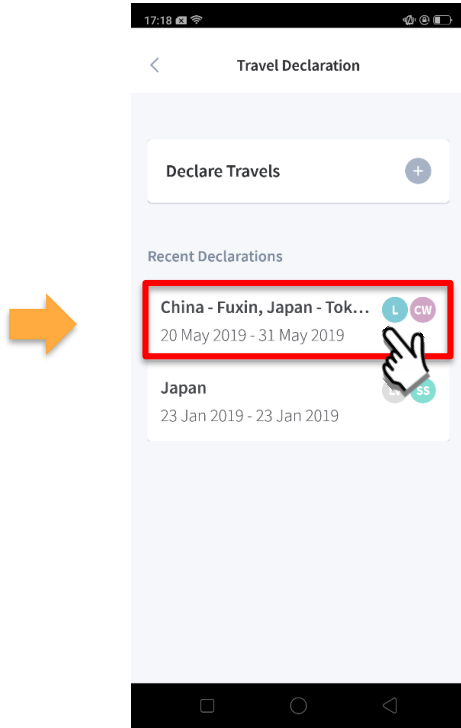
Tap on the travel plan to be changed.
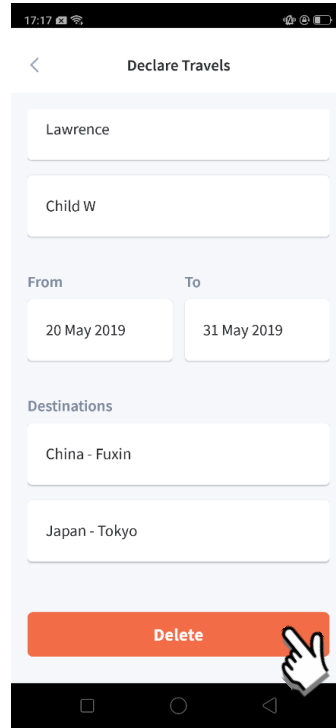
Tap on 'Delete' to delete the plan.

Create a new travel plan. (Refer to 1. Declare Travel Plan)

4. Update Your Contact Details

Tap on '**PROFILE**' then your name.

Update your contact details (must have at least 1 phone/contact number), then tap on '**Save**'.

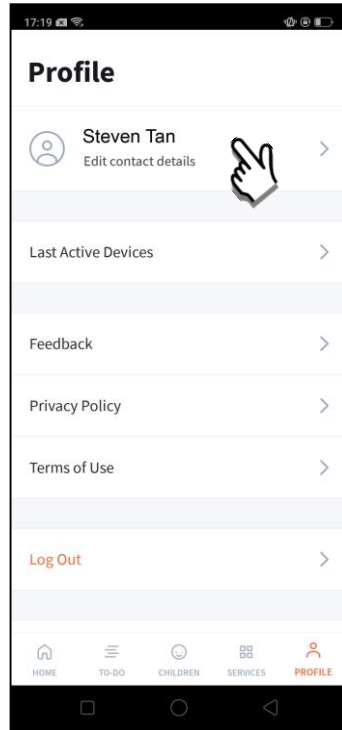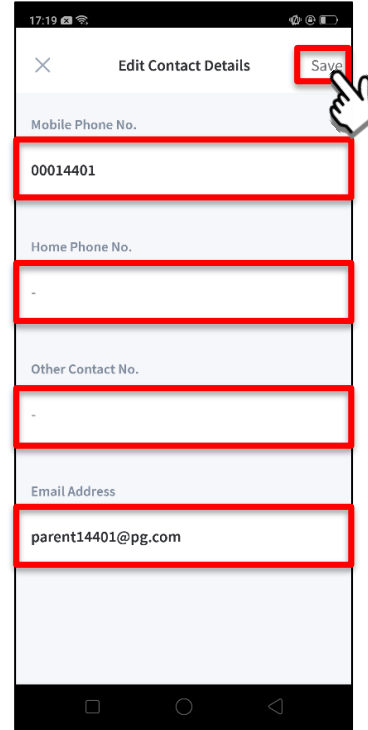| Subject	Body
Contact Details Updated	Dear Parent, Your contact details were recently updated. When: **[DD Mmm YYYY, HH:MM am/pm** (e.g. 8 May 2019, 9:02 am - no leading zero for Day and Hour)**]** Device used: **[Device Model/OS (if no Device Model)]** If you did not make this change, please contact your child's school for help. To undo this change, go to [Profile > Edit contact details]. Cheers, Parents Gateway Team pg **Parents Gateway** *This is an auto-generated e-mail. Please do not reply directly to this email.*

Parent / Legal Guardian will receive this *Email Notification* when they have updated their contact details in PG App.

This is an added safety measure to the current "Update Contact Details" feature whereby parents can update their mobile, residential/other contact numbers and change of email address.
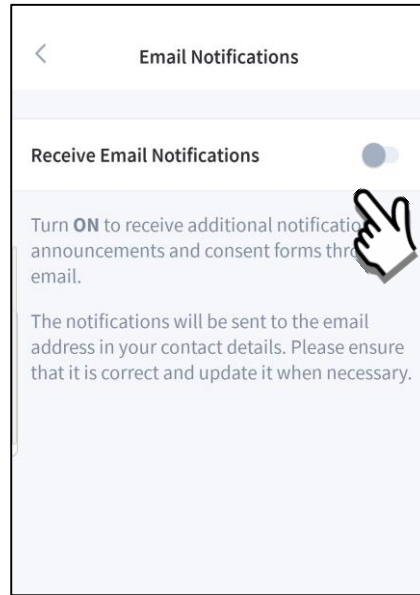
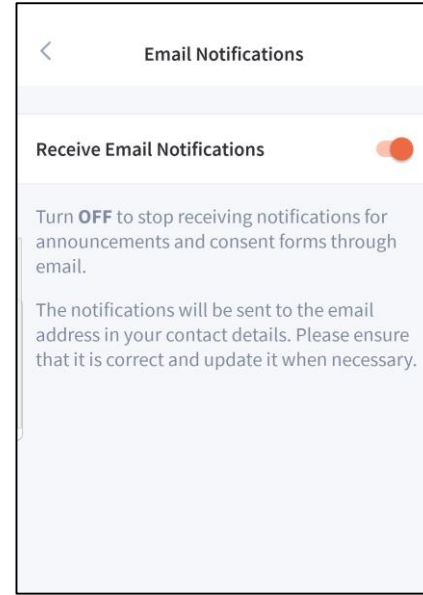# 5. Enable Email Notifications

Enable Email Notifications

Parents will receive email notification for every announcement and consent form sent by the school if the email notifications setting is toggle ON.
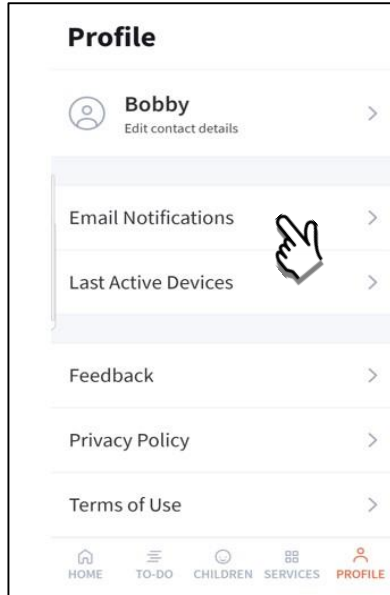
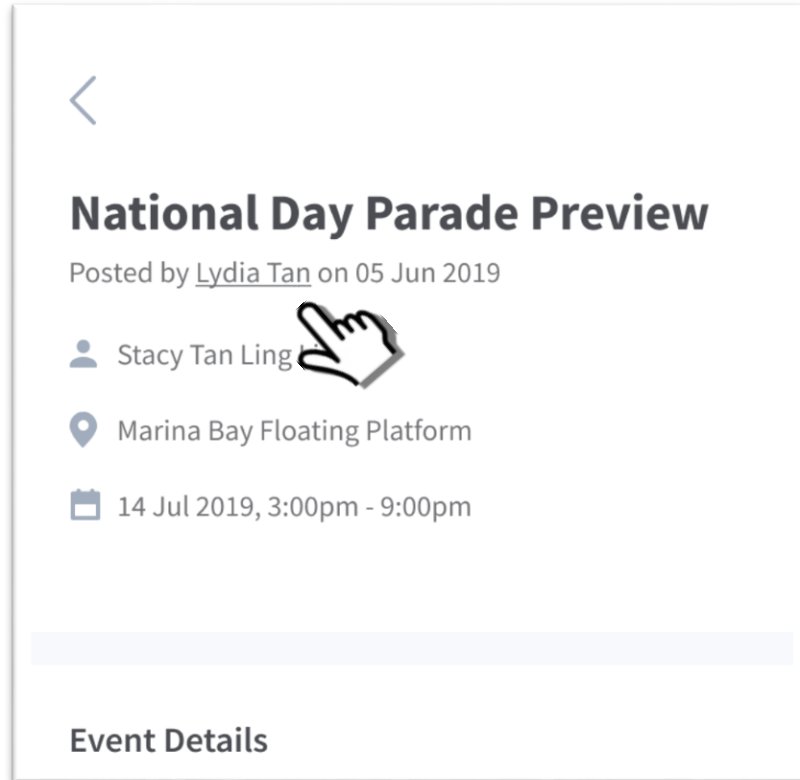

Click on Email Notifications

Slide the Receive Email Notification button to the right to be notified by email

Once email notification is toggle on, Parent / Legal Guardian will still receive email notification even if they have logout of Singpass.

# 6. Email Correspondence in Announcement/Consent Form

Email Correspondence in Announcement/Consent Form

National Day Parade Preview

Posted by <u>Lydia Tan</u> on 05 Jun 2019

👤 Stacy Tan Ling

📍 Marina Bay Floating Platform

📅 14 Jul 2019, 3:00pm - 9:00pm

Event Details

Upon receiving the notification, parents can click on the <u>underlined name</u> to email the creator of the post (eg. Teacher in-charge) for queries.
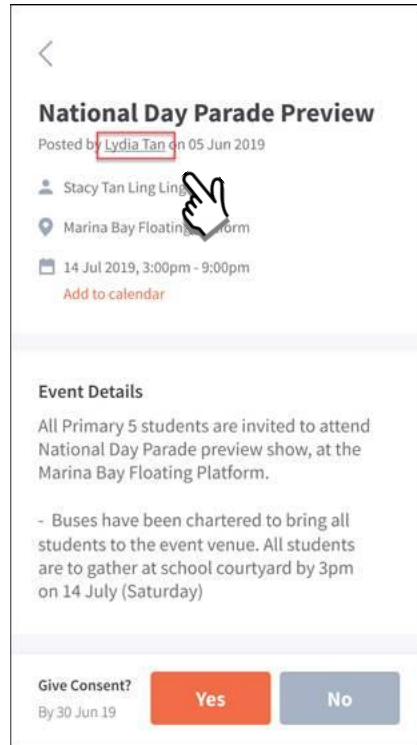
Click on the underlined name to open email client
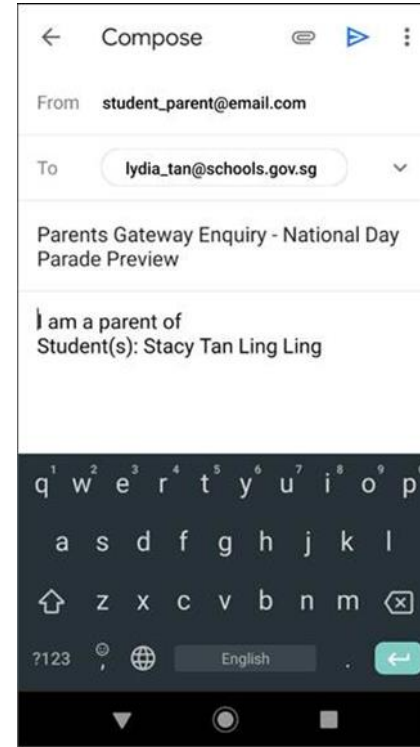
Email client on parents' device

Thank You