

# 1 INSTALL & ACCESS



Download "snaapp: school notification and attendance app".



Play Store



App Store

Enable notifications



Google Chrome

[snaapp.mggsoftware.com/app](http://snaapp.mggsoftware.com/app)

# 2 REGISTER & LOGIN

## Username & Password:

Case-sensitive, 8-15 alphanumeric numbers, symbols allowed **-.#@\*!?**

**Fill in all blanks**, including Last Name, Email and Mobile number.

Tick Keep me logged in to stay logged in.

# 3 FORGET PASSWORD

Click "Forget password" to change password.

Snaapp will send an email with a link to key in new password.

Please check your email's Inbox / Junk / Spam folders.

Please add [noreply@mggsoftware.com](mailto:noreply@mggsoftware.com) contact into your email.

# 4 ADD CHILD

Click "Add child to my account" to register as parent of a child in snaapp.

Fill in all the blanks in this order:

1. Child's School
2. Child's Name (as stated in your child's Birth Certificate/NRIC)
3. Child's Birth Certificate Number / NRIC last 5 characters (including last letter)

**S9876543Z**

**T0123456A**

# 5 MESSAGE

Click "Messaging blog" to communicate with teachers.

There are 3 types of messages:

- 1 **Public Reply** (Reply all)
- 2 **Private Reply** (Reply teacher only)
- 3 **No Reply**

# 6 FORMS & LETTERS

Click "Forms / Others" to access forms parents need to submit.

Click on the form title, choose options, acknowledge and sign to submit.

