Registering for the @school App/Parent Portal Guide

You will receive an email from Somerville_Intermediate_School@etap.co.nz.

	☆	Somerville_Intermed.	Somerville Intermediate School parent portal login details -

In the email you will find a unique User ID resembling the one shown below, plus a link to click that will take you to the next steps. Please take note of your User ID.

Hi, Somerville Int:

Somerville Intermediate School is committed to providing the best education possible for your child. To this end, you now have the ability to securely view information about your child through the new Parent APP.

Click on the link below to access your child's record. Please ensure that you copy and paste the User ID eg: 2874/1234/5678 and password eg: 0123abc4 into respective fields.

After you have logged on for the first time you are then able to change your password but not your User ID. If you have more than one child you will receive another user name and log in. You only need to use one log in to access siblings. You can swap children's records by just clicking on their picture on the APP.

Please head to your respective APP store - Google PLAY or Apple App Store and search, ETAP. Then click on the orange @school APP option. You will then be prompted to enter your ID and PASSWORD. You will only ever have to do this once.

If you experience any technical issues with PDF downloading, please make sure that you have the latest OS for your particular phone/device. (APPLE/ANDROID)

Nga mihi,

Somerville Intermediate School

User ID: 6760/12883/52818

> **User ID (yours will be unique to you)**
>
> **Click this link to get to the next step.**

The link in the email will time out in ONE WEEK

You will have to ask the school for a new email with a new link if it times out

This does not apply once you have logged on for the first time. -There is no timeout after you have logged on.

Please click on the link to access @school App

https://www.atschool.co.nz/external/email_login_form.php?hipstate=eHdBKzVNNnYrUVhmbXE1cS9HMXlJRUJKM3dXTEVEQ2srRm9MajhZb1
d2L29HWHBjVEpJMEFrZEpqTnVKZzVHek5hR2gxT21WaWRRa2NJdXZTWDQ5MUFTcTNaY3RJY0R0b2FFR0d6WWtRdjNDZW1qYnMrUTZNL1MwTlFYMG1iQVkyKy
swNUw3Z1BkYzRLVWp0c3VGcUxlQ2QyaXdISXlyaVdYUXRzbi9nN2NQTkRMS1pyZm4zVlZFZmZFOFJ6djREOVVmZXlaWWM1US9XVFJsYy9UazlTdjk3ZE5FbD
cxakpTQW1OR1RwY09XeW0yTmRjZ2dyREZNTUN3MG1kbzVPL1VTeUlWSkE3ajVmSFFaXNySS9XK2c9PQ==

Please Note: Your temporary password will be sent to you after you have accepted the terms and conditions. Please remember to change your password after you login. This can be done in the settings area of the app.

Thank you!
@school

The link will open another window (shown below) where you will be asked to agree to the terms of service and privacy statement. Please click 'Agree'.

Somerville Intermediate School - Somerville

Intermediate SCHOOL

Your User ID is: **6760/12883/52818**
Please copy this for future reference.

By clicking on the following button you are agreeing to the Somerville Intermediate School parent app terms of service and privacy statement.

[Agree]

Please click agree.

Your temporary password will be sent to the email address recorded for you at the school.

Check your email for the password.

After clicking this button you will be redirected to the logon page.

Once you have agreed to the terms or service and privacy statement the screen will reload to a login page and you will be sent an email with a temporary password.

@school

Log in to your child's @school

User ID

Password

Forgot password?

LOG IN

Your window will refresh to show this login screen. We recommend bookmarking this for future easy access.

You will receive an email similar to this with your own unique temporary password. You will be able to change this once you have logged in.

Your @school temporary password Inbox ×

noreply@atschool.co.nz via etap.co.nz

to me ▾

Your temporary password for @school App is:

c55386ba

Version 21.120

You can now input your User ID and temporary password into the log in window. Copying and pasting will work.

Log in to your child's @school

User ID

●●●●●●●●●●●●●●●

Password

●●●●●●●●

Forgot password?

LOG IN

After you have input your User ID and password please click 'Log In'. This will now take you to your Parent Portal (similar to what is shown below).
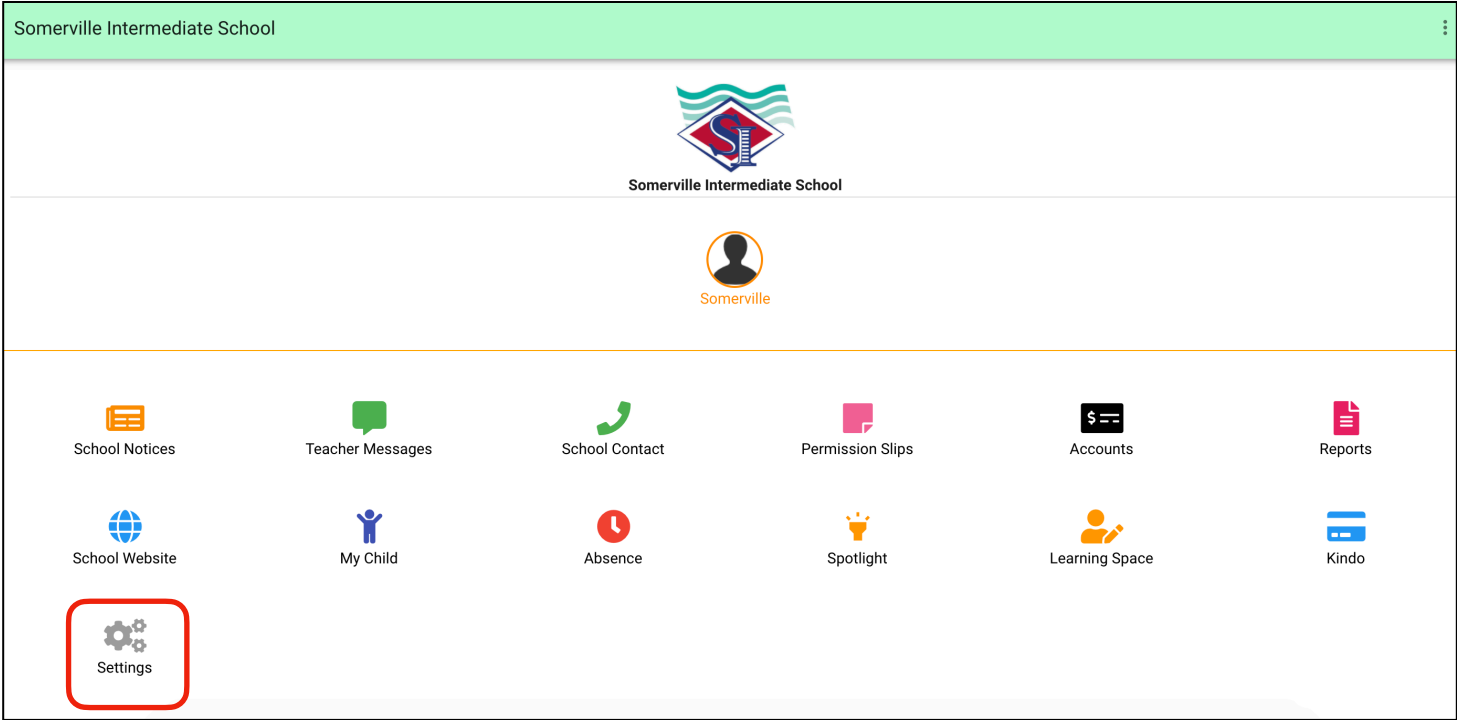

Somerville Intermediate School

Somerville Intermediate School
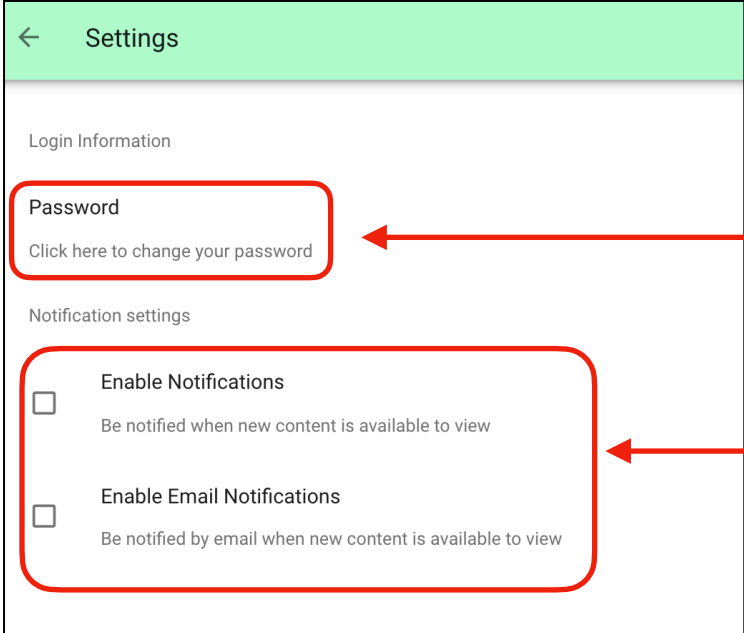
Somerville

School Notices	Teacher Messages	School Contact	Permission Slips	Accounts	Reports
School Website	My Child	Absence	Spotlight	Learning Space	Kindo
Settings					

To change your password click on the 'Settings' cog wheels (shown below).

Somerville Intermediate School

Somerville Intermediate School

Somerville

| School Notices | Teacher Messages | School Contact | Permission Slips | Accounts | Reports |

| School Website | My Child | Absence | Spotlight | Learning Space | Kindo |

Settings

Click here.

← Settings

Login Information

Password
Click here to change your password

Notification settings

☐ Enable Notifications
Be notified when new content is available to view

☐ Enable Email Notifications
Be notified by email when new content is available to view

Inside the setting space you will be able to change your password by clicking in the space indicated.

You will also be able to enable and update notification settings for when information is available to view.