



SCHOOL NOTIFICATION & ATTENDANCE APP

Parents' Brochure – Messaging and Forms/Letter

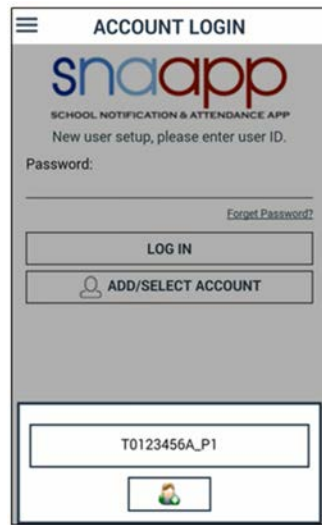
Step 1 - Download the app 'snaapp'



App Store



- iOS – choose 'Allow Notification'
- Laptop – mggsoftware.com/snaapp2
- Use **Chrome** or **Safari** browser only



Step 2 – Login

UserID – <Child's I/C _p1>
or <Child's I/C _p2>

*Note: _p1 stands for Parent 1
_p2 stands for Parent 2.

Password: **snaapp + last 4 digits of Child's I/C** (Default)

Example:
userId: T0123456A_p1
Password: snaapp3456

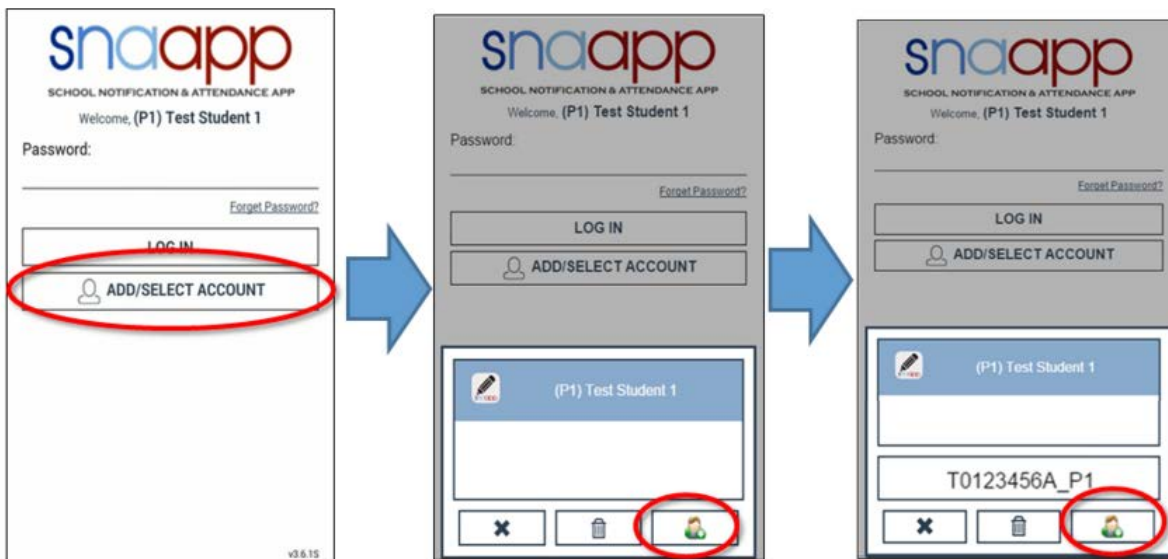
Tap 'green man' to continue

Step 3 – Fail Login will be locked out

Important
Reset password to reactivate the account



****How to add multiple users if you have more than one child**



Step 4 – Reset Password

Click on Forget Password? to reset password.

An email will be sent to you from noreply@mggsoftware.com. Do note that it will expire within 1h.

Click on the word [here](#) from the email.

Hello,

You have requested to reset your password.

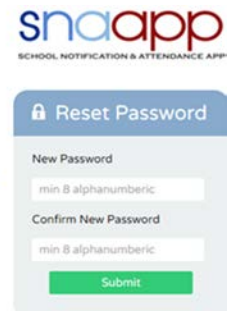
To complete your request, please [click here](#).

Or copy and paste the following url into your web browser.

https://mggsoftware.com/snaappadmin3/rspw/reset_password.0cd0bb7b69acea564b597bb810b05e39814b22aa0bdb621

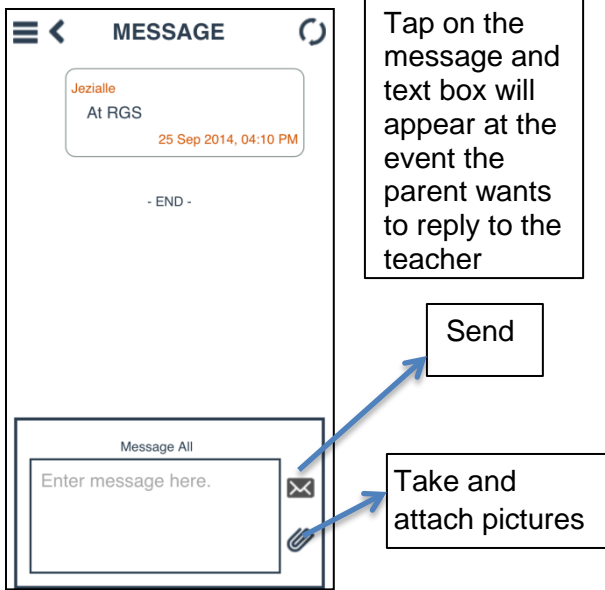
This url will expire in 1 hour.

Thank you,
snaapp.

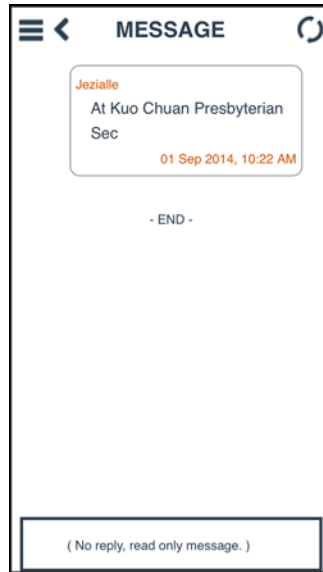


Step 5 – Private reply

Parents just tap on the message and text box will appear to reply to sender



Step 6 – Read only message



Legend

Private reply – Parents can only reply to sender (only the sender will receive)

Read Only – Parents can only view message

Group reply – Reply will be seen by all

What is snaapp?

snaapp is an app with many functions, which includes attendance taking and notifications capabilities. It acts as the communication platform between school and parents.

snaapp allows parents to have first-hand updates of their children.

For attendance, please note that parents will only receive notifications in the event their child is late or absent.

Note

Parents who do not have snaapp (eg. No smartphone) will still receive messages via SMS. However, they will miss out on the following:-

- Receiving photos
- Reply to teacher/school
- Ease of updating the school their contact details
- SMS service is tagged to the mobile number given to the school

For technical assistance, email to snaapp@mgssoftware.com or call **6815 1210**

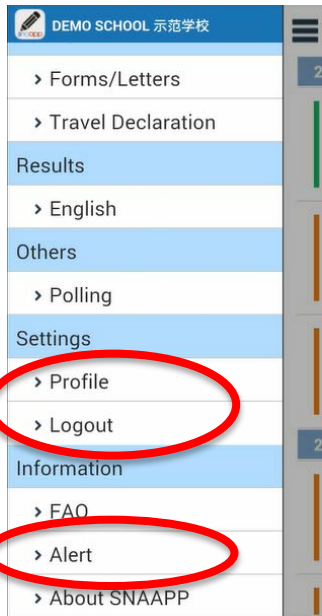
Step 7 –

Logout, Update Profile and System Notification

Press on three black bars (≡) on top left hand corner to access

Profile contains name, email, phone number and password

Alert contains push notifications when child is late or absent



Step 8 – Update profile



Tap on the field and key over the existing text.

The existing text will be replaced.

Email address is used for reset password.

