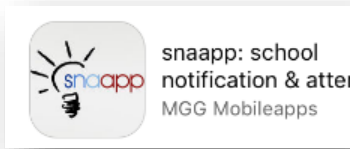


# Installation Steps for **Snaapp** App

## 1 INSTALL & ACCESS



Download "snaapp: school notification and attendance app".



Play Store



App Store

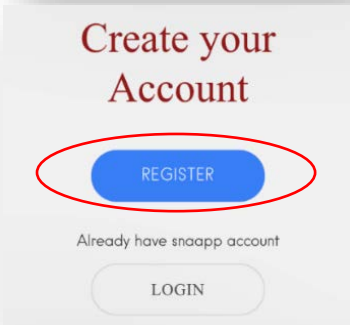
Enable notifications



Google Chrome

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

## 2 REGISTER & LOGIN



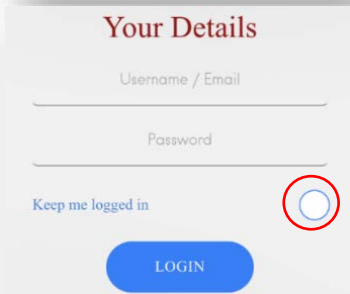
**Username & Password:**

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



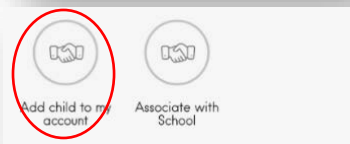
Click "Forget password" to change password.

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

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

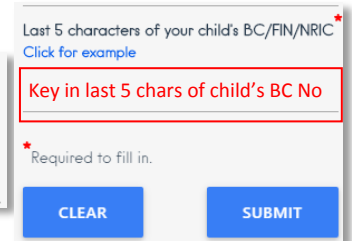
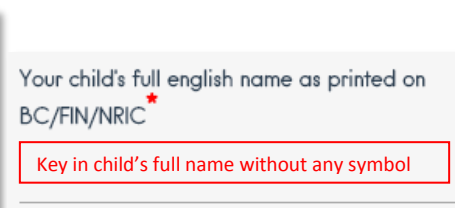
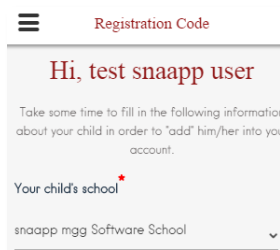
Please add [noreply@mggsoftware.com](mailto:noreply@mggsoftware.com) contact into your email.

## 4 ADD CHILD

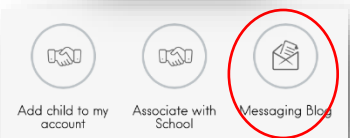


Click "Add child to my account" to register as parent of a child in snaapp. Fill up the form accordingly to link to the child and school.

Please note that "Associate with School" is only for teachers.



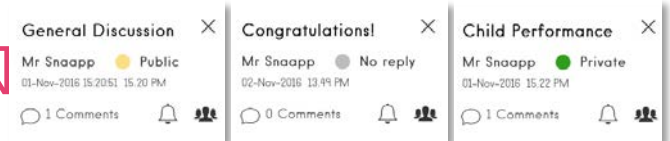
## 5 MESSAGING



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.