



Parents' Brochure – Messaging and Forms/Letter

1.

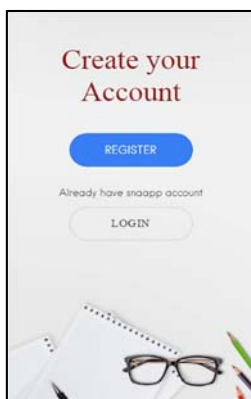
Download snaapp



1. Play Store for Android
2. App Store - When first launch, Allow Notification
3. Chrome: snaapp.mggsoftware.com/app

2.

Register / Login



Register (first time)

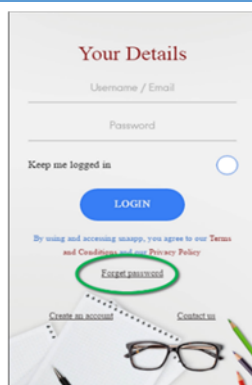
1. Password is case-sensitive
2. Password & Username requires min. eight alpha-numeric characters
3. Password & Username only allow certain symbols - .#@*!?
4. After the registration, you will be need to fill up Mobile No.

Login

Tick on **Keep me logged in** to be auto logged in when accessing snaapp.

3.

Forget Password



snaapp will send an email with a link to for you to key in a new password.

Do check your Junk or Spam folder.

OR

Add noreply@mggsoftware.com into your email contact

4.

Add Child

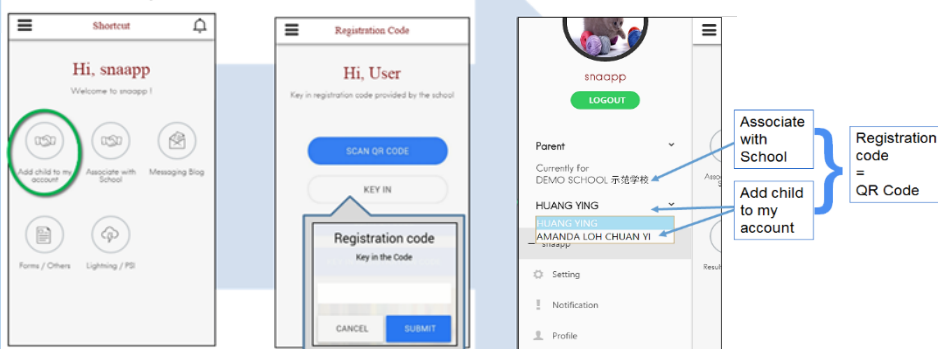
Key in each child's registration code to access their school's info. Registration code is unique to every single child.

Registration Code: <school acronym><up to 4 characters of the first letter in each word from the child's name><last 5 characters of child's BC><P>

Example

Child's name	Child's NRIC / FIN	Registration Code
<u>J</u> on <u>H</u> uang <u>Y</u> ong (Ng Yong)	S987 <u>6543Z</u>	DEMO <u>JHY</u> 6543Z P
<u>R</u> uth <u>T</u> ani <u>B</u> te <u>A</u> bdul Raja	T012 <u>3456A</u>	DEMO <u>RTBA</u> 3456A P
<u>W</u> ang <u>L</u> i, <u>R</u> ina	T03 <u>3333Q</u>	DEMO <u>WLR</u> 3333Q P
<u>Y</u> avinhri <u>S/O</u> Rosmus	T100 <u>1187P</u>	DEMO <u>YSR</u> 1187P P
<u>C</u> elia <u>P</u> auline @ Gerinally	T107 <u>9876T</u>	DEMO <u>CP</u> 9876T P

Note: Always ends it with the letter P.



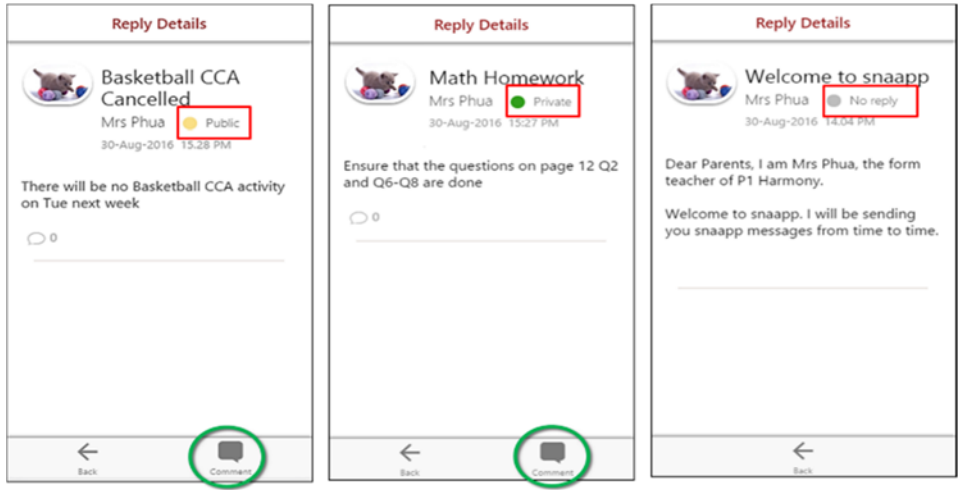
Associate with School
Add child to my account
Registration code = QR Code

5.

Message

There are three types of snaapp message blog:

1. **Public reply** – Reply will be seen by all
2. **Private reply** – Parents can only reply to sender
3. **Read Only** – Parents can only view message



6.

Consent Form

Go to 'Forms / Others' to see the list of forms that Parents are required to submit.

Tap on the form title to view the details and submit the response.

