Logging in to App4 Parents
first steps to setting up your diary

Using your child’s iPad

1. Open the App4 Students app on your child’s iPad.
2. Tap on ‘About Me’ (green book in book stack). Select ‘Parents’ from menu. The following screen will appear:
3. Tap the ‘Add New’ button. Fill in new parent/guardian details. Fields shaded red are compulsory.
   *Please note: Your PAC should be recorded somewhere safe and kept confidential. If at any time you should lose or forget your PAC, please contact the school for this to be re-set.*
5. Once all fields are completed, tap ‘Done’. You will now see the new parent/guardian entry, as follows:
6. Setup is now complete.

Using your own iPad

1. Download the App4 Parents app from the App Store on your iPad.
2. Open the App4 Parents app. The first time you open the app, or whenever you are not logged in and tap the icon, the screen you will see is as follows:
3. Fill in the School Identifier and your child’s User Name (as supplied by the school, OR you can find these details by going into Settings in your child’s App4 Students app).
4. Once you have logged in, the app will attempt connection to your student’s school’s data. Once successfully connected, you will then automatically be redirected to the ‘About Me’ screen. Here, you can set up your Parent/Guardian user access (or select a name from the list - this screen will also show all parents/guardians already nominated for the student).
5. Tap the ‘Add New’ button. Fill in new parent/guardian details. Fields shaded red are compulsory.
   *Please note: Your PAC should be recorded somewhere safe and kept confidential. If at any time you should lose or forget your PAC, please contact the school for this to be re-set.*
5. Once all fields are completed, tap ‘Done’. You will now see the new parent/guardian entry.
7. Setup is now complete.