



## PARENT / CAREGIVER @SCHOOL APP SET UP:

We use the @School app to send out regular school notices to our parent / caregiver community. This app is the best way to access regular school notices and your child's school records and reports. In addition, we request for the app to be used to notify the school of all absences throughout the school year.

The below is a **step by step, two part set up for the @School app**. Step 1 is opening your account and setting up your password, step 2 is setting up the app on your smart device.



### STEP 1 – set up account

1. You would have received an email from the school with the subject line:  
**Ponsonby Primary School parent portal login**

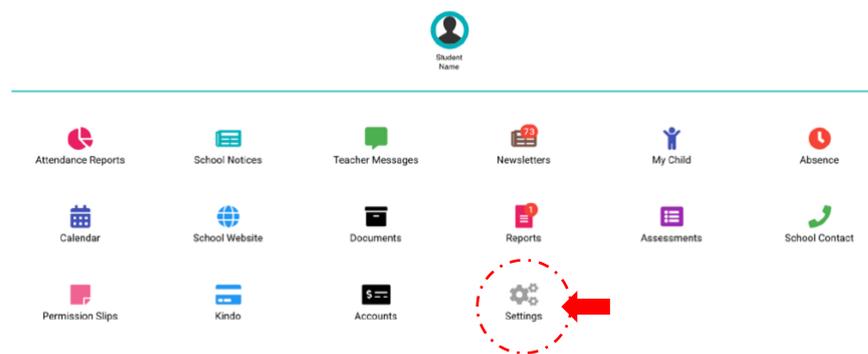
2. Please read the email and scroll down to the bottom of the email and take note of your **User ID number**, then **click on the blue link below the User ID**

3. Once the link has loaded – please click the **“Agree” button**

4. This will open the app in your web browser.

**Please click on Settings tab to change your password – *this is important*.**

Please note: you are able to change your password but not your User ID.



### STEP 2 – set up @School app on your smart device

1. Use your respective APP store on your smart device and search for 'ETAP'. Then click on the **@school APP** option. The icon looks like this



*“Nurturing curiosity, fostering a love of learning and preparing our ākonga for the future”*



# PONSONBY PRIMARY SCHOOL

*Steadfast and True • Te Kura O Te Remu Tahī*

44 Curran Street, Herne Bay,  
Auckland City 1011 New Zealand  
PH | +64 9 376 3568

2. Enter your **User ID and password you have just created.**

(The User ID sent in the **same User ID** sent in the email with the subject line: Ponsonby Primary School parent portal login) and the new password is the one you have just created in the Settings . **Click 'Log In'**

---

3. With the app open, navigate to the **Settings** feature.  
Navigate to **Notifications** tab and search for @school app:  
**Turn on "Enable Notifications"**



---

4. Then, on your Smart device (Phone/tablet) open the **Settings** feature.  
Navigate to **Notifications** tab and search for @school app:  
**Turn on "Allow Notifications"**



## You are now set up!

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.

*We welcome you to be a part of our community,*  
where every child's potential is celebrated and encouraged to grow!

*"Nurturing curiosity, fostering a love of learning and preparing our ākonga for the future"*

**ponsprim.school.nz**