



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.

Note

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

Parents who do not have snaapp (eg. No smartphone) will miss out on the following:

- Receiving photos
- Reply to teacher/school
- Ease of updating the school their contact details

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

For other matters, please contact the school's General Office: (Tel) **6257 6781**

1 INSTALL & ACCESS



Download "snaapp: school notification and attendance app".



Play Store



App Store

Enable notifications



Google Chrome

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 contact into your email.

4 ADD CHILD

Click "Add child to my account" to register as parent of a child in snaapp.

Fill in all the blanks in this order:

1. Child's School
2. Child's Name (as stated in your child's Birth Certificate/NRIC)
3. Child's Birth Certificate Number / NRIC last 5 characters (including last letter)

S9876543Z

T0123456A

5 MESSAGE

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.

