



SCHOOL NOTIFICATION & ATTENDANCE APP

## Parents' Brochure - Messaging and Forms / Letters

Download the app 'snaapp'



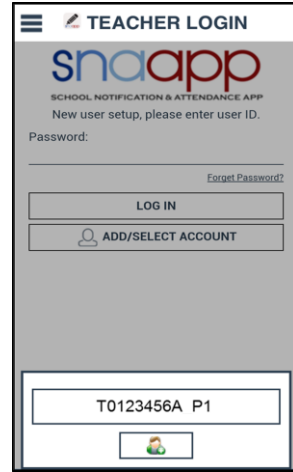
App Store



Google play

- iOS – choose 'Allow Notification'
- Laptop – [mggsoftware.com/snaapp](http://mggsoftware.com/snaapp)
- Use **Google Chrome** or **Safari** only

### Step 1 - Login



UserID – <Child's I/C \_p1>  
or <Child's I/C \_p2>

\*Note \_p1 stands for Parent 1,  
\_p2 stands for Parent 2. It's  
the same for all levels.

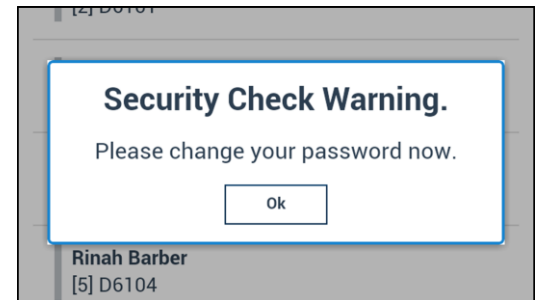
Password: **snaapp + last 4  
digits of Chil's I/C** (Default)

Example:  
userID: T0123456A\_p1  
Password: snaapp3456

Tap 'green man' to continue

### Step 2 – Change password.

**Important  
Password requires min. 8  
alphanumeric characters**

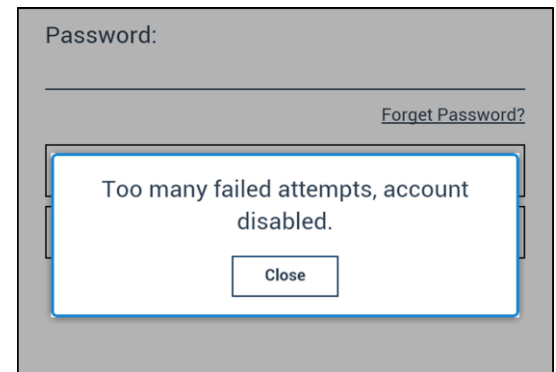


### \*\*How to add multiple users if you have more than one child



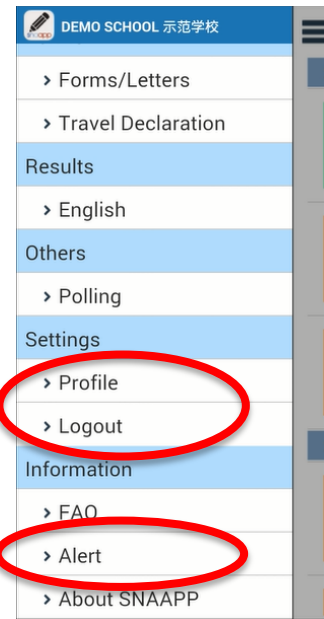
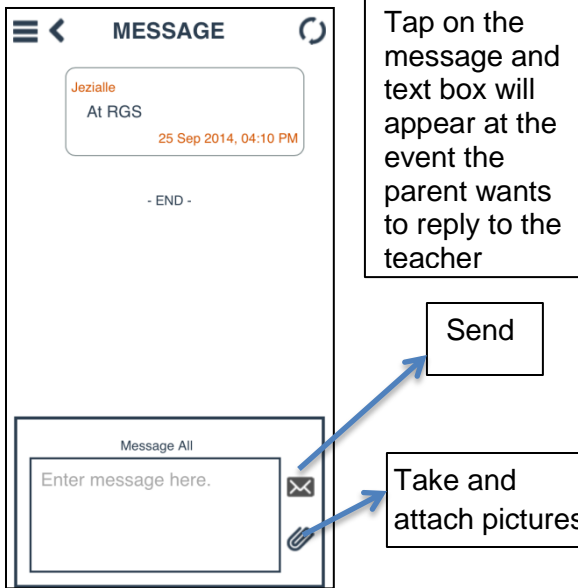
### Step 3 – Fail Login will be lock out

**Important  
Reset password once you see pop up  
says '4 attempts left'**



#### Step 4 – Private reply

Parents just tap on the message and text box will appear to reply to sender

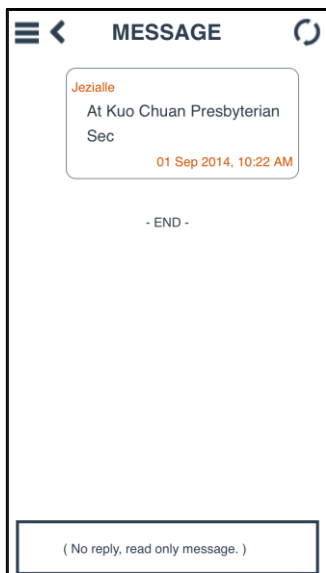


#### Step 6 –

Logout, Update Profile and System Notification

Press on three black bars (≡) on top left hand corner to access

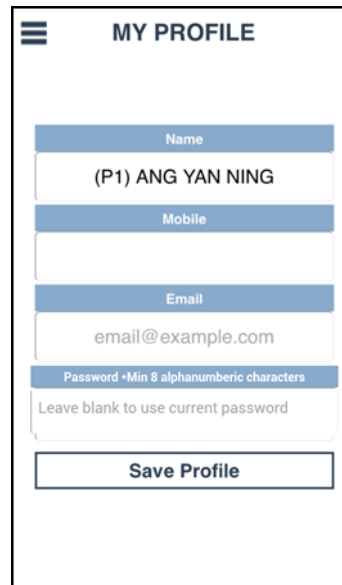
#### Step 5 – Read only message



#### Legend

**Private reply** – Parents can only reply to sender (only the sender will receive)  
**Read Only** – Parents can only view message  
**Group reply** – Reply will be seen by all

#### Step 7 – Update profile



#### 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.

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

#### Note

Parents who do not have snaapp (eg. No smartphone) will still receive messages via SMS. However, they will miss out on the following:-

- Receiving photos
- Reply to teacher/school
- Ease of updating the school their contact details
- SMS service is tagged to the mobile number given to the school

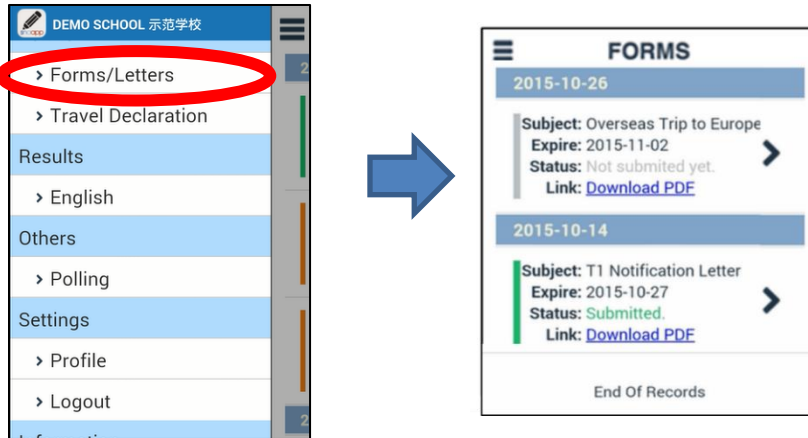
For technical assistance, email to [snaapp@mgssoftware.com](mailto:snaapp@mgssoftware.com) or call 6815 1210

For other matters, please contact the school.  
General Office: \_\_\_\_\_

## Letters/Forms

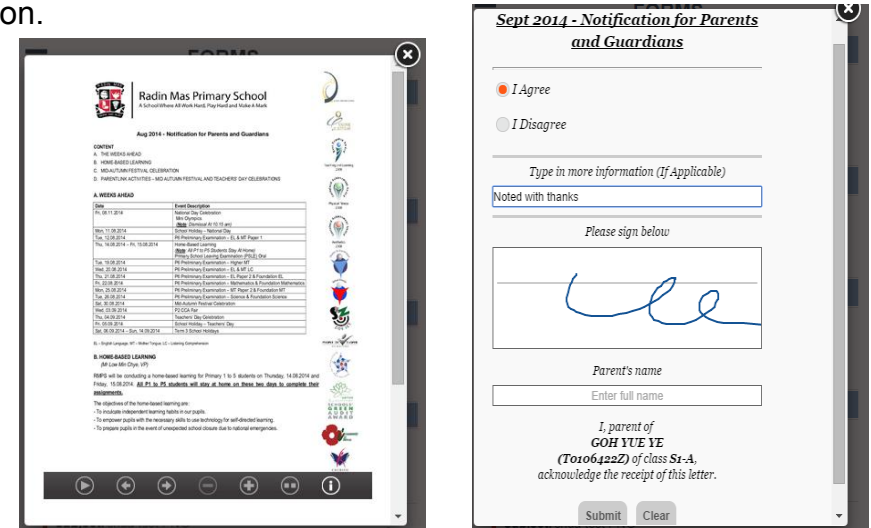
**Step 1** - You will receive notification that the school has sent you a Letter/Form.

Click on the slider and select 'Letters/Forms' and it will bring you to the 'Forms' page



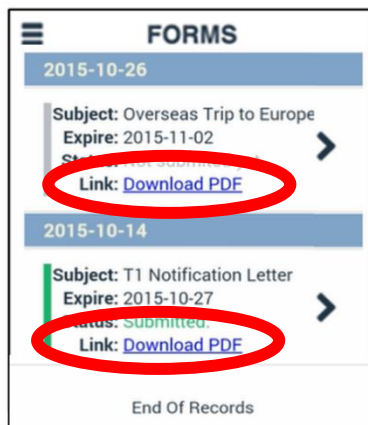
**Step 3** - The PDF will pop out to be read.

Once done, it will bring you to the 'Approval' page where parent can enter their response and sign before clicking the submit icon.



**Step 4** - Click on '[Download PDF](#)' to download the attached Letter for Android.

For iOS users, there would be a pop up in Safari browser. Click 'Open in iBook' from Safari to save the PDF in iBooks.



**Step 4** - The main page will now show that the consent form has been submitted.

Parents can go back to [shoapp](#) to view the details of the event.

