

Downloading the Mobile App

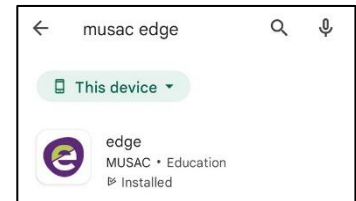
Android phones:

Go to the **Play Store** and search for Musac edge.

Apple i-phone:

Go to the App store and search for Musac edge.

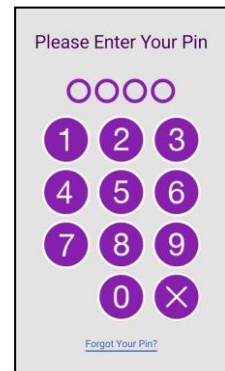
Install the edge app (Make sure you install the **purple** icon not the blue icon)



Logging in

Click on the edge mobile icon to launch the app. You will be taken to a screen where you will be asked to create a 4-digit pin.

After creating and confirming your PIN you will be taken to the login screen.



Enter your **email address** in the top line. This must be the email address that you supplied to the school, and they have on file for you.

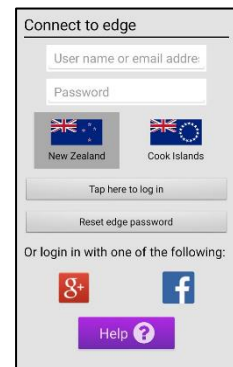
Now click on the **Reset edge password** button

This will send an email to the email address you logged in with (provided this is what the school have on file)

Go to your emails and look for an email (if not in your inbox check your junk email folder). The email is from Edge Learning.

This email contains a link that will allow you to setup a password. Click on the link and you will be taken to a screen where you enter and confirm your password.

Your password must be a minimum of 6 characters.



Password Reset

A password reset has been requested. If the username or email address provided is valid, an email will be sent containing the password reset link. Please check your email.

OK

Once you have created your password you can open the edge mobile app again and enter your PIN.

This will take you to the login screen. Enter your email address in the top line and your password in the box underneath



Now click the Tap her to log in button. You once need to enter your email and password once, all other logins you only need your pin.

This will then take you to the front screen

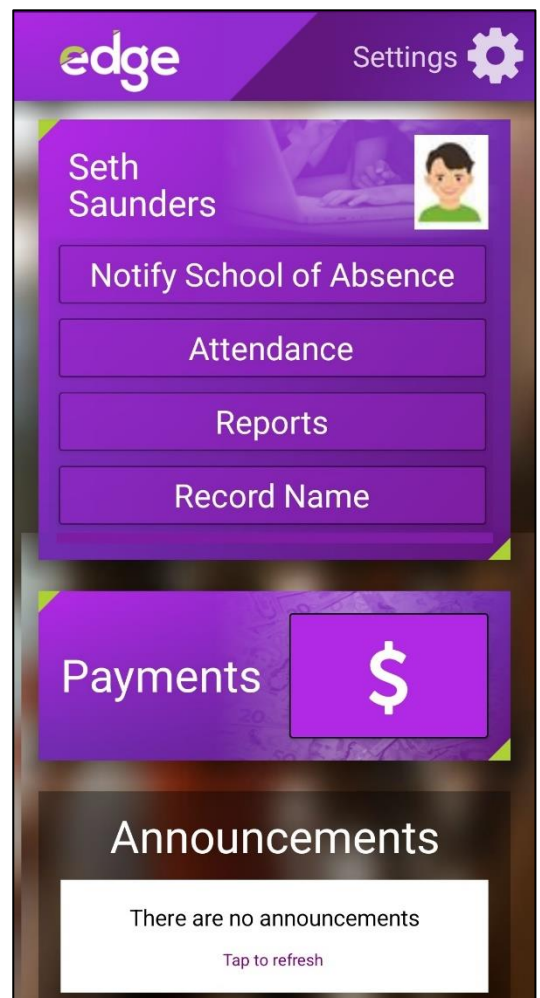
There are a series of labelled tiles that when tapped bring up information on your child (e.g., attendance)



The school can also push announcements and notifications to the app. These will appear at the bottom of the screen.

You can click the **Notify School of Absence** tile (if allowed by the school) and this will notify the school of your child's absence for up to a maximum of 3 days)

After 3 minutes of non-use the Edge app will log out and require you to enter your 4-digit pin to re-open.



Notify School of Absence

After clicking the **Notify School of Absence** button you will be taken to a screen where you indicate what type of absence it is.

Either click the top button if your child is away sick or click the bottom button if it is a different reason.

If you choose a different reason, there are four choices.

- Sick
- Doctor or Dentist
- Family reason
- Other reason

Click on the appropriate choice.

Next specify the day (or days of the absence)

If you select multiple days, then you can specify a maximum of 3 days.

Notify School of Absence

What type of absence is it?

Seth Saunders is away sick today
(Monday 31 July)

A different absence

For absences longer than 3 days or more than 3 weeks in the future, please phone the school office

Phone School



Select the absence type

Sick

Doctor or dentist appointment

Family reasons (e.g. funeral)

Other reason

For absences longer than 3 days or more than 3 weeks in the future, please phone the school office

Phone School



When is the absence?

Today (Monday 31 July)

Tomorrow (Tuesday 1 August)

A different day

Multiple days

At the next screen you must specify a reason for the absence.

Please provide any additional information (not optional)



Finally, you must click **Send**.

Confirm absence details

To send the following details to **Demo - Full Primary School**, tap **Send**:

Seth Saunders is absent from school today (Monday 31 July) for the following reason: Sick with sore stomach

Send



Once you have clicked Send you will receive a message indicating the absences notification has been successfully sent to the school.

Simply click **OK**.

Success

Absence notification was sent to Demo - Full Primary School successfully

OK