



Parents' Brochure – Messaging and Forms/Letter

1.

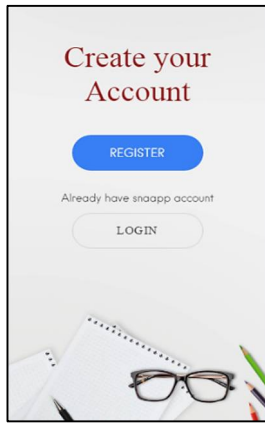
Download snaapp



1. Play Store for Android
2. App Store - When first launch, Allow Notification
3. Chrome: snaapp.mggsoftware.com/app

2.

Register / Login



Register (first time – Existing parent may skip this)

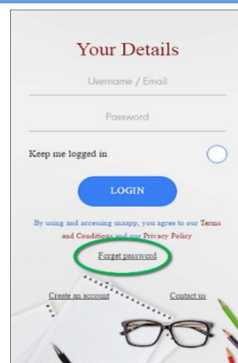
1. Fill up your name, username, email and password.
2. Password is case-sensitive
3. Password & username requires min. eight alpha-numeric characters
4. Password & Username only allow certain symbols -.#@*!?
5. After the registration, you will be need to fill up Mobile No.

Login

Existing parent may login with the username/email address and password.

3.

Forget Password



(Optional – only when you have forgotten your password)

snaapp will send an email with a link to for you to key in a new password.

Do check your Junk or Spam folder.

OR

Add noreply@mggsoftware.com into your email contact

4.

Add Child

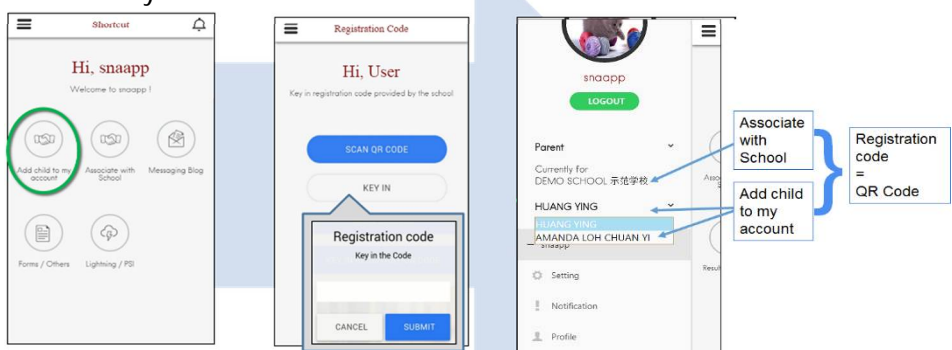
After login, you will need to tap on “Add child to my account” and key in each child’s registration code to access their school’s info. Registration code is unique to every single child.

Registration Code: <RMPS><up to 4 characters of the first letter in each word from the child’s name><last 5 characters of child’s BC>P

Example:

Child’s name	Child’s NRIC / FIN	Registration Code
<u>J</u> on <u>H</u> uang <u>Y</u> ong (Ng Yong)	S987 <u>6543Z</u>	RMPS <u>JHY</u> 6543Z <u>P</u>
<u>R</u> uth <u>T</u> ani <u>B</u> te <u>A</u> bdul Raja	T012 <u>3456A</u>	RMPS <u>RTBA</u> 3456A <u>P</u>
<u>W</u> ang <u>L</u> i, <u>R</u> ina	T03 <u>3333Q</u>	RMPS <u>WLR</u> 3333Q <u>P</u>
<u>Y</u> avinhri <u>S</u> /O <u>R</u> osmus	T100 <u>1187P</u>	RMPS <u>YSR</u> 1187P <u>P</u>
<u>C</u> elia <u>P</u> auline @ Gerinally	T107 <u>9876T</u>	RMP <u>SCP</u> 9876T <u>P</u>

Note: Always ends it with the letter P.

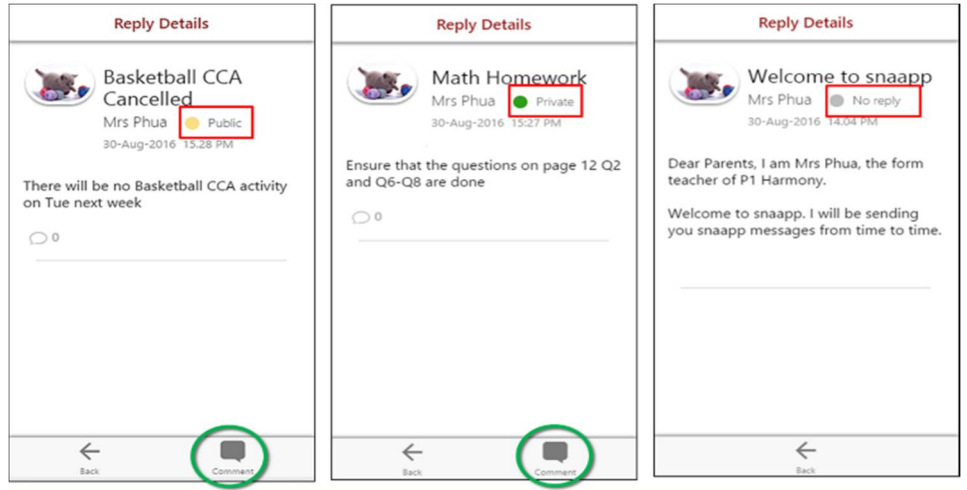


5.

Message

There are three types of snaapp message blog:

1. **Public reply** – Reply will be seen by all
2. **Private reply** – Parents can only reply to sender
3. **Read Only** – Parents can only view message

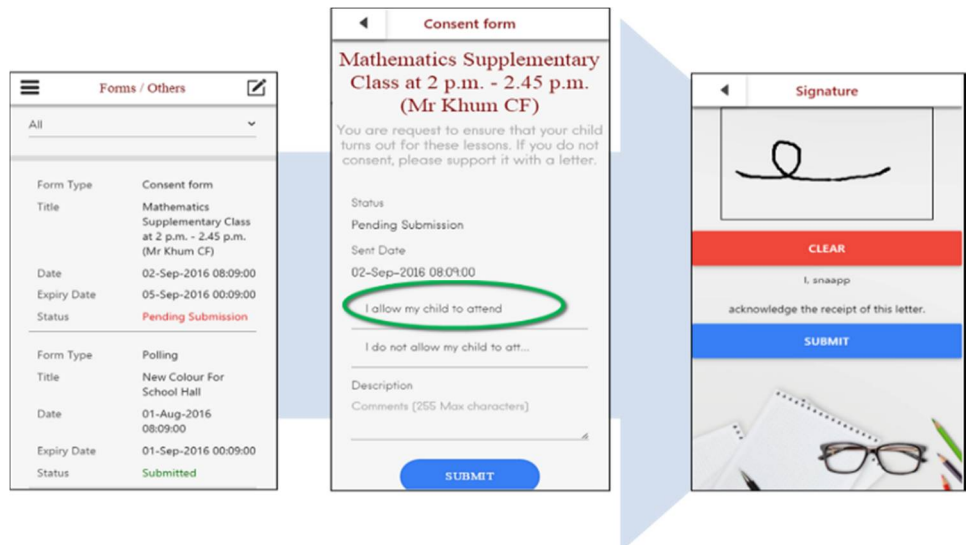


6.

Consent Form

Go to 'Forms / Others' to see the list of forms that Parents are required to submit.

Tap on the form title to view the details and submit the response.



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Intro & Notes

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 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