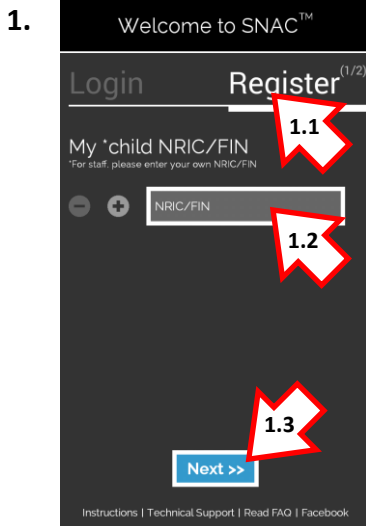


First-time Registration on SNAC™ (For existing user, please proceed to Login)

To install SNAC™ communication application on your smartphone, open APP store or Play Store and do a keyword search “SNAC”. Click and install (free) into your smartphone.

SNAC™ supports: Android OS 4.2 ≤ & iPhone iOS 7.0 ≤



1.

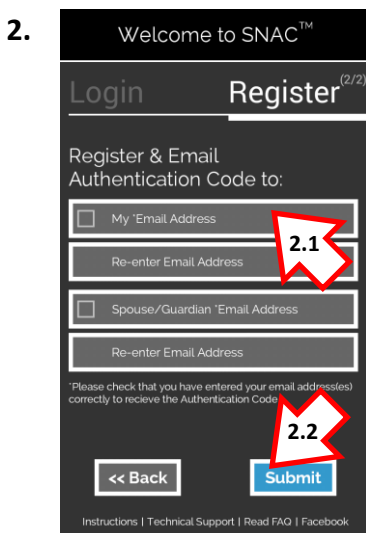
*****Note: To be alerted of new notifications, users MUST allow 'Push Notification'.**

Step 1.1: Tap on “Register”.

Step 1.2: Enter your child/ward’s NRIC or FIN.

***Parents with more than one child in schools using SNAC, please refer to page 2.**

Step 1.3: Tap on “Next”.



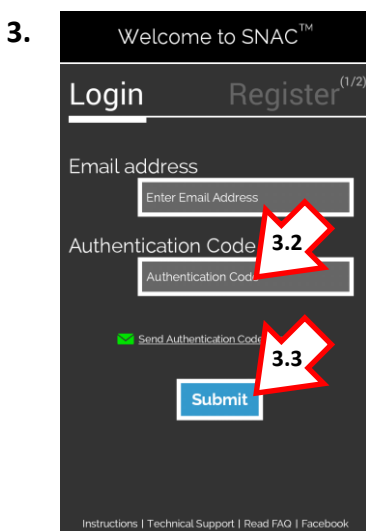
2.

Step 2.1: Enter your email address; re-enter to confirm.

***To register another spouse or guardian, please refer to page 4 of this manual.**

Step 2.2: Once completed. Tap on “Submit”.

****Note: Please check and ensure your email address is correct and valid. You will not be able to retrieve your Authentication Code from an incorrect or invalid email addresses.**



3.

Step 3.1: Check your email inbox or spam folder for the Authentication Code sent to you.

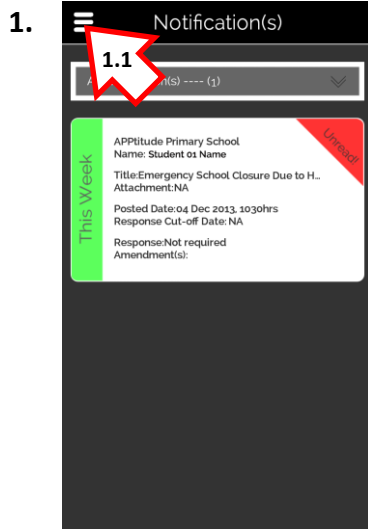
Step 3.2: Enter the 6 alpha-numeric Authentication Code from your email on SNAC™ login

Step 3.3: Tap on “Submit” to complete.

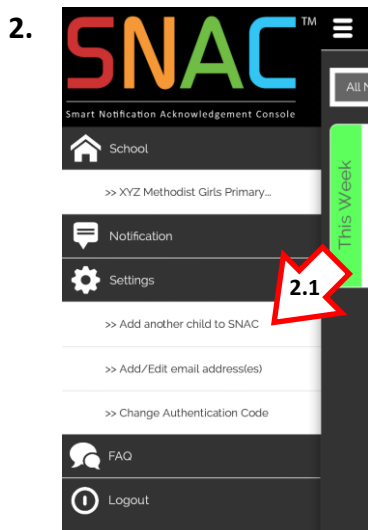
****Note: To receive future notifications from the school, you MUST login to SNAC™ after your registration.**

Adding another child/children on SNAC™

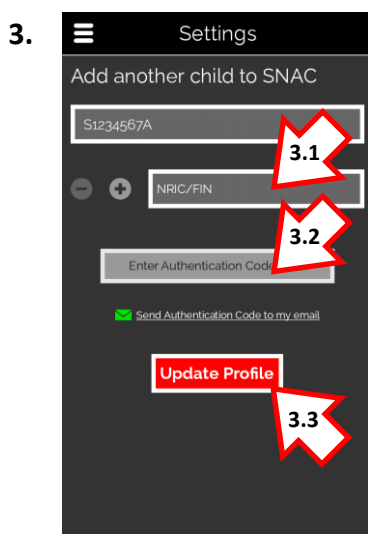
Parents who had already registered their child on SNAC™ and would like to add subsequent child/children who have just enrolled to the school using SNAC™.



Step 1.1: Login to SNAC™ on your smartphone. Go to “Menu”



Step 2.1: Go to “Settings” and tap on “Add another child/children to SNAC”.



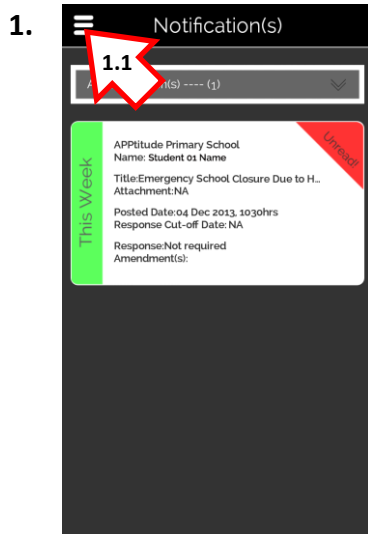
**Step 3.1: Enter your child’s NRIC/FIN.
(Tap on “+” to add more.)**

**Step 3.2: Enter your Authentication Code in the field provided to
authorise this action.**

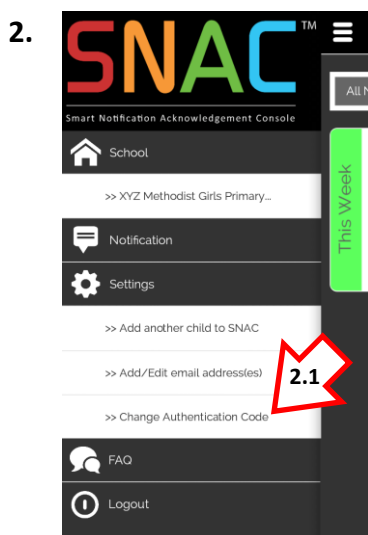
Step 3.3: Tap on “Update Profile” to complete.

Changing Your Authentication Code

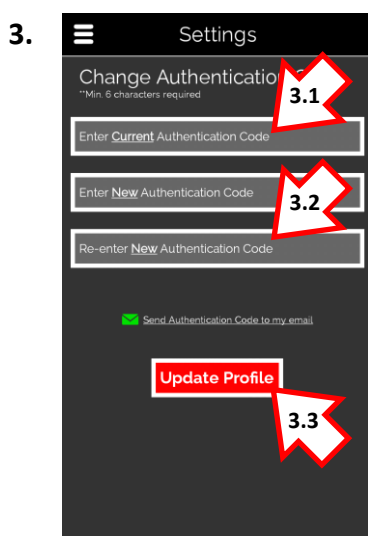
For security purpose and easy remembering on future authorisation, it is strongly recommended that you change the default system generated authentication code.



Step 1.1: Login to SNAC™ on your smartphone. Go to “Menu”.



Step 2.1: Go to “Settings” and tap on “Change Authentication Code”.



Step 3.1: Enter your current Authentication Code.

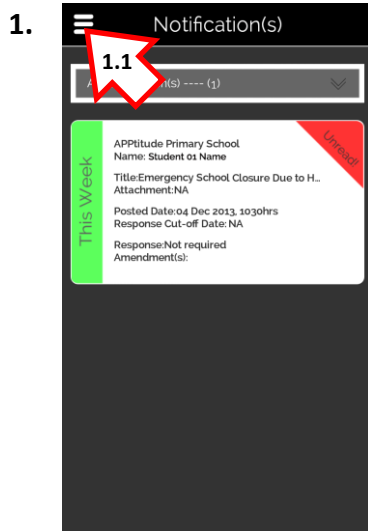
Step 3.2: Enter your new Authentication Code.
(Min. 6 characters)

Re-enter your new Authentication Code to confirm.

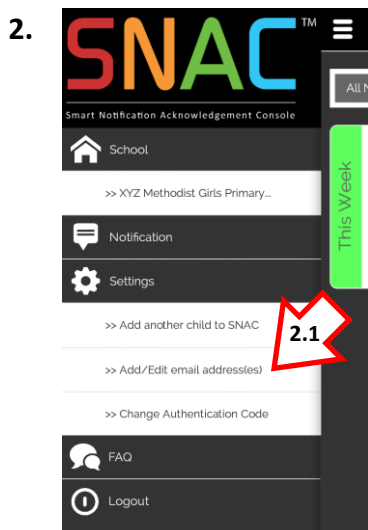
Step 3.3: Tap on “Update Profile” to complete.

Add spouse/guardian email address or Edit email addresses

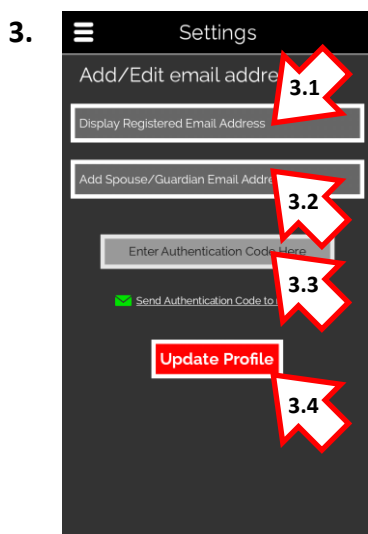
You can also edit email addresses from the instructions below.



Step 1.1: Login to SNAC™ on your smartphone. Go to “Menu”.



Step 2.1: Go to “Settings” and tap on “Add/Edit email address(es)”.



Step 3.1: Edit your initial SNAC™ registered email address.

Step 3.2: Add or Edit your spouse/guardian email address.

Step 3.3: Enter your Authentication Code in the field provided to authorise this action. Tap on “Update Profile” to add.

Step 3.4: Tap on “Update Profile” to complete.