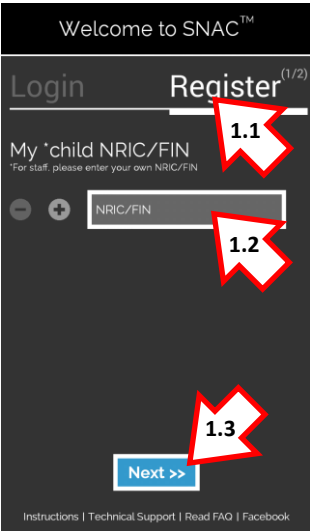


First-time Registration on SNAC™ (For existing user, please proceed to Login)

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

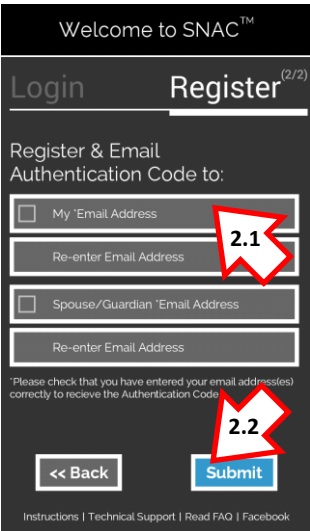
SNAC™ supports: Android OS 3.2 ≤ & iPhone iOS 6.0 ≤

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1. *****Note: iOS & Android users MUST allow ‘Push Notification’ to receive alert tone, APP badge alert of new notification.**

Step 1.1: Tap on “Register”.

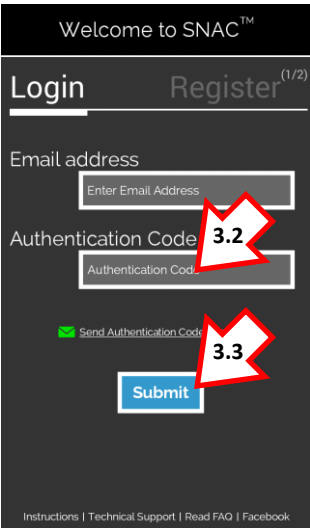
Step 1.2: Enter your child’s NRIC or FIN.
(Tap on the “+” to add more. For school’s internal communication, staff please enter own NRIC/FIN.)

Step 1.3: Tap on “Next”.
- 

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

***Optional:** You may register on behalf your spouse or guardian in the second email field provided; re-enter their email address to confirm.

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.

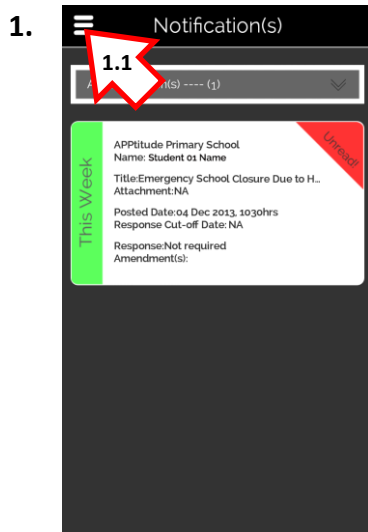
Step 3.2: Enter the 6 alpha-numeric Authentication Code from your email on SNAC™ login

Step 3.3: Tap on “Submit” to complete.

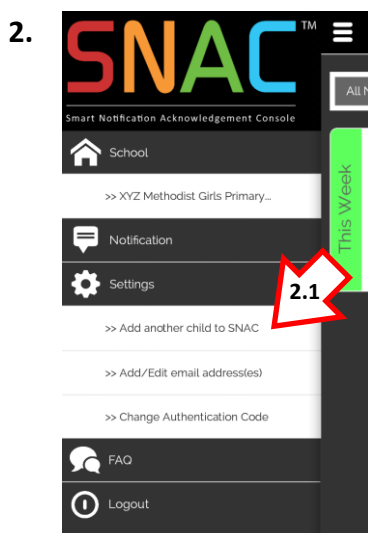
****Note:** To received future notifications from the school. You MUST login to SNAC™ after your registration.

Adding another child/children on SNAC™

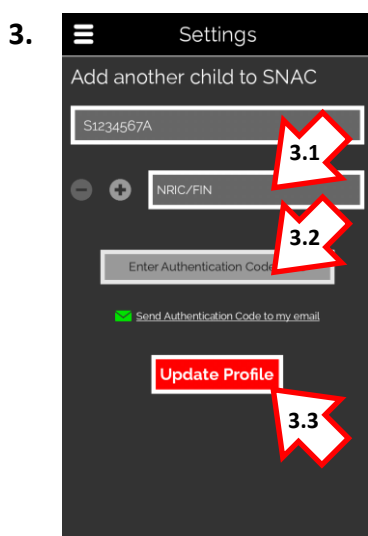
Parents who had already registered their child on SNAC™ and would like to add your second child who have just enrolled to the school using SNAC™ or the school that your second child is studying has just embarked on SNAC™ communication solution.



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”.



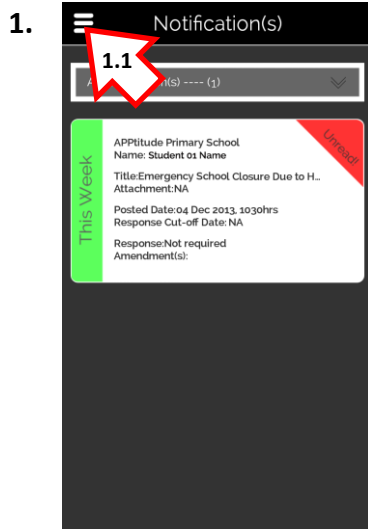
Step 3.1: Enter your child’s NRIC/FIN.
(Tap on “+” to add more.)

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

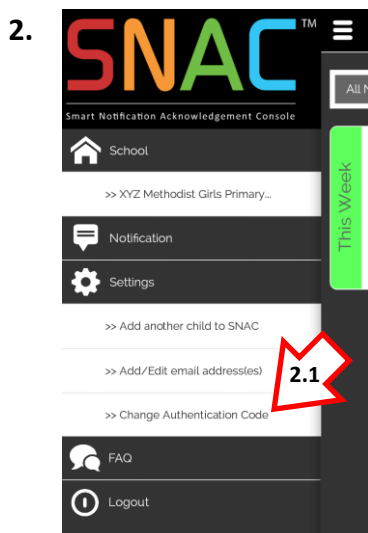
Step 3.3: Tap on “Update Profile” to complete.

Changing Your Authentication Code

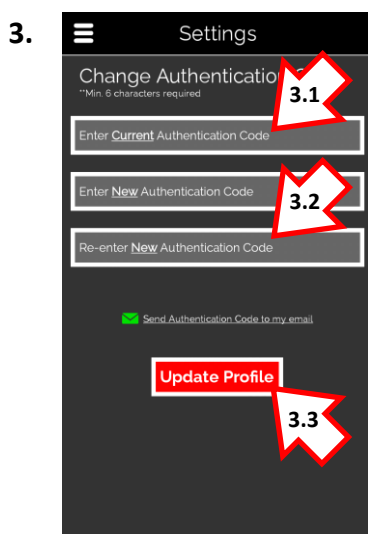
For security purpose and easy remembering on future authorisation, it is strongly recommended that you change the default system generated authentication code.



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.

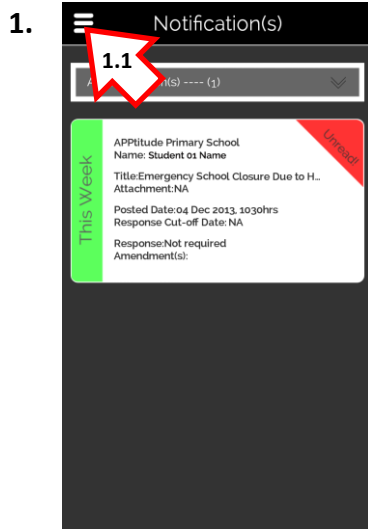
Step 3.2: Enter your new Authentication Code.
(Min. 6 characters)

Re-enter your new Authentication Code to confirm.

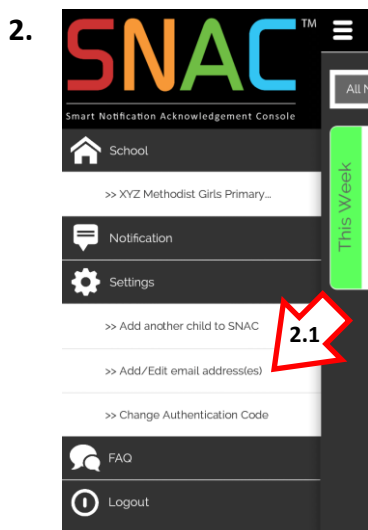
Step 3.3: Tap on “Update Profile” to complete.

Add spouse/guardian email address or Edit email addresses

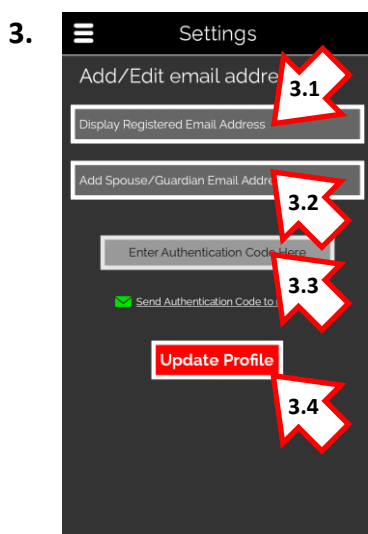
If you have skipped adding your spouse/guardian email in the earlier registration you can add your spouse/guardian email. Alternatively, you can edit email addresses from the instructions below.



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.