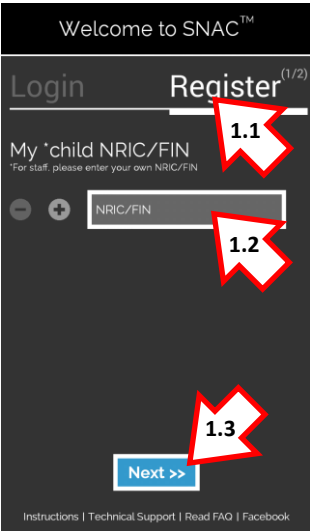


# First-time Registration on SNAC™ (For existing user, please proceed to Login)

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.

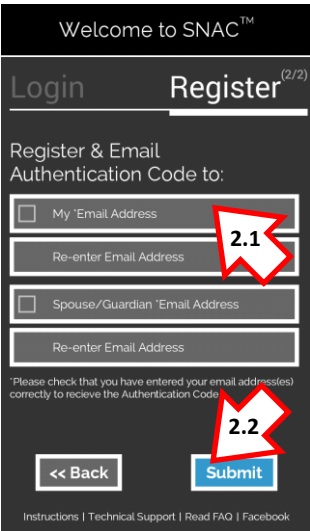
SNAC™ supports: Android OS 3.2 ≤ & iPhone iOS 6.0 ≤

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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”.

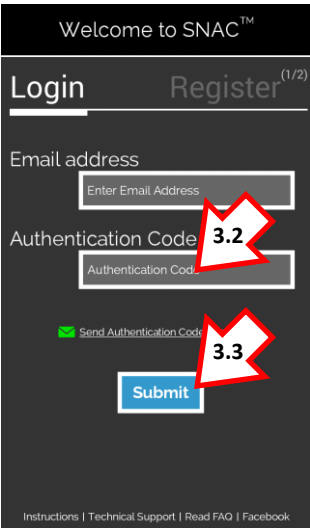
**Step 1.2:** Enter your child’s NRIC or FIN.  
(Tap on the “+” to add more. For school’s internal communication, staff please enter own NRIC/FIN.)

**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.

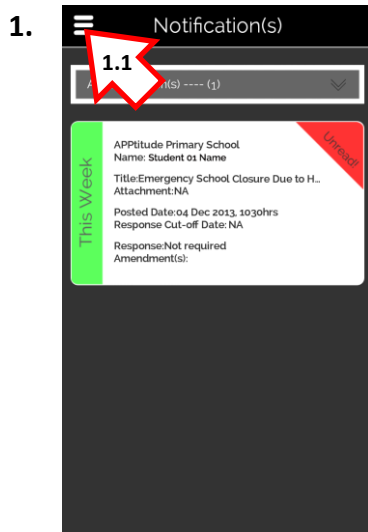
**Step 3.2:** Enter the 6 alpha-numeric Authentication Code from your email on SNAC™ login

**Step 3.3:** Tap on “Submit” to complete.

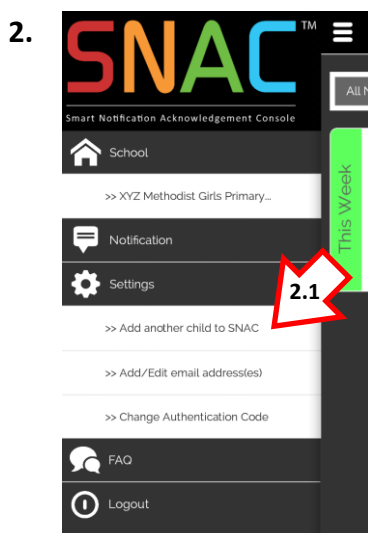
**\*\*Note:** To received future notifications from the school. You MUST login to SNAC™ after your registration.

# Adding another child/children on SNAC™

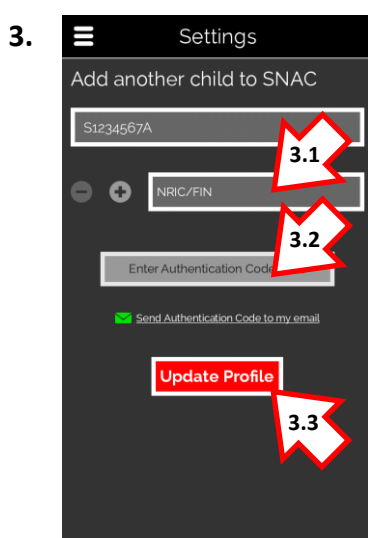
Parents who had already registered their child on SNAC™ and would like to add your second child who have just enrolled to the school using SNAC™ or the school that your second child is studying has just embarked on SNAC™ communication solution.



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”.



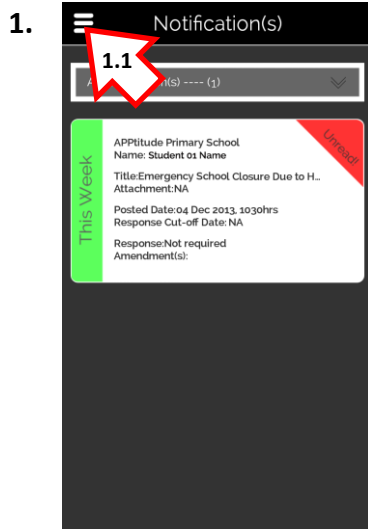
Step 3.1: Enter your child’s NRIC/FIN.  
(Tap on “+” to add more.)

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

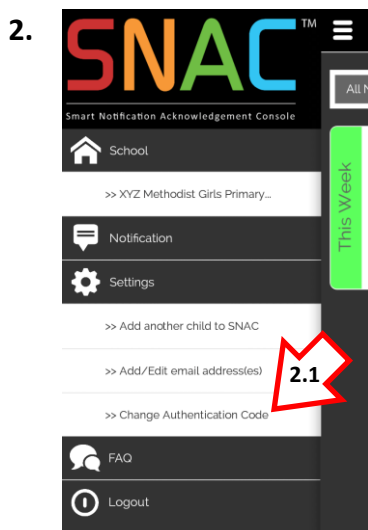
Step 3.3: Tap on “Update Profile” to complete.

# Changing Your Authentication Code

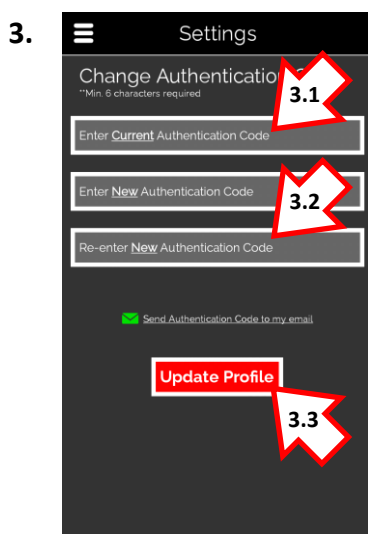
For security purpose and easy remembering on future authorisation, it is strongly recommended that you change the default system generated authentication code.



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.

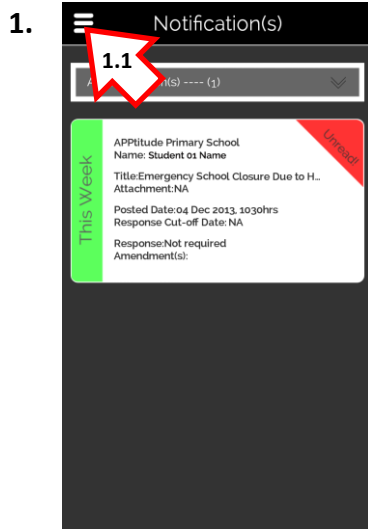
Step 3.2: Enter your new Authentication Code.  
(Min. 6 characters)

Re-enter your new Authentication Code to confirm.

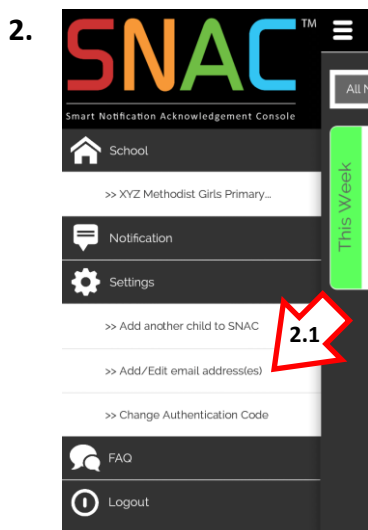
Step 3.3: Tap on “Update Profile” to complete.

# Add spouse/guardian email address or Edit email addresses

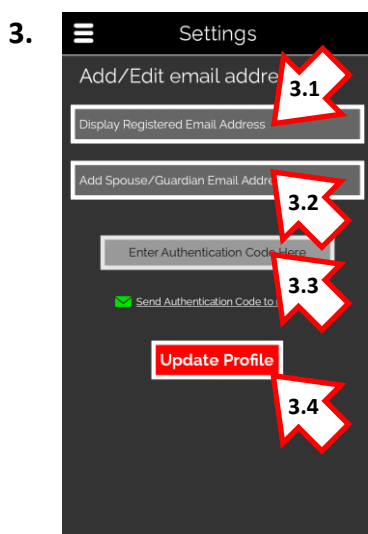
If you have skipped adding your spouse/guardian email in the earlier registration you can add your spouse/guardian email. Alternatively, you can edit email addresses from the instructions below.



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.