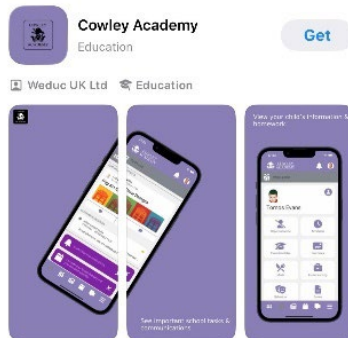


Cowley Academy Parent App Guide

Initial invite to app

The email addresses the login details will be sent from is noreply@weduc.co.uk which will contain the app download links for IOS and Android Store.

This will take you at the app store – the app will be a picture of the school’s logo as per the below.



On signing up with your email address and phone number, you will receive an email with an ‘Enrolment code’. Please use this enrolment code and enter it into the Cowley Academy app.

Update your details

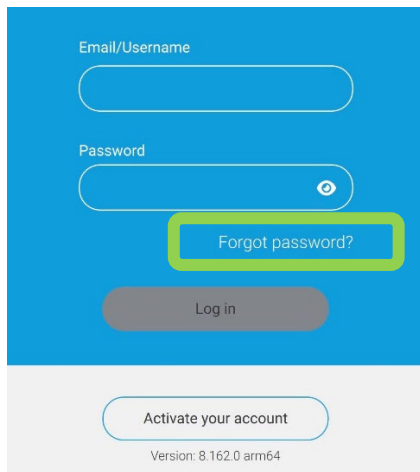
Please update your details within the app to ensure these are correct. Please follow the below steps to ensure complete this:

- 1) Log in to the Cowley Academy app.
- 2) Tap the user menu icon. This should contain the first letter of your name.
- 3) Tap the user profile icon.
- 4) Tap the edit icon.
- 5) Tap the field you wish to alter and type in the new information.
- 6) Tap the Save icon.

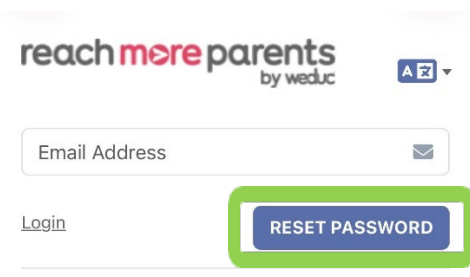
How to reset password

Please follow the steps below to reset your password if you have forgotten it.

- 1) Open the Reach More Parents app and tap 'Forgot Password?'

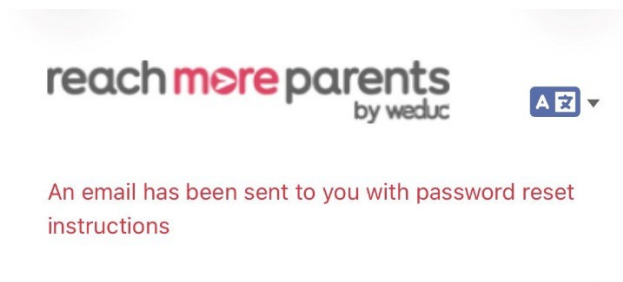


- 2) Enter your email address and tap RESET PASSWORD.

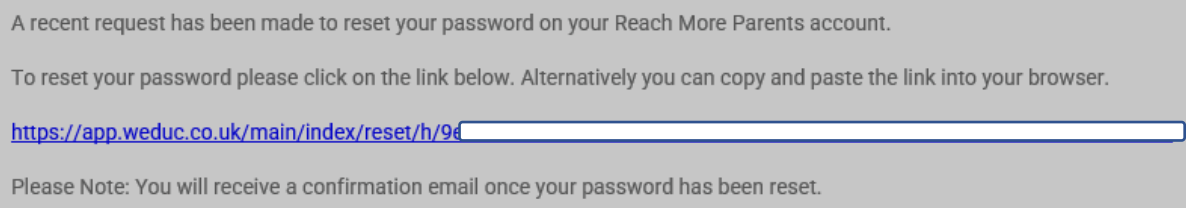


- 3) You will receive a confirmation page which shows you have successfully sent the email to reset

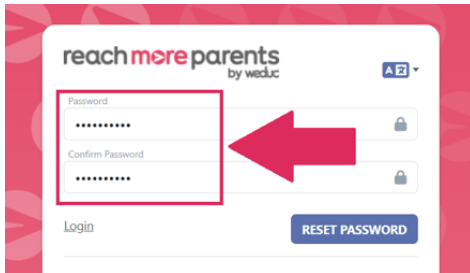
Please note: If the email does not appear in your inbox, check your junk or spam folders.



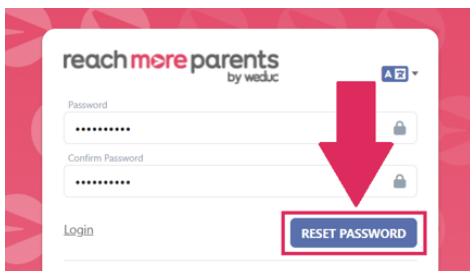
- 3) Open your 'password reset' email and click the link.



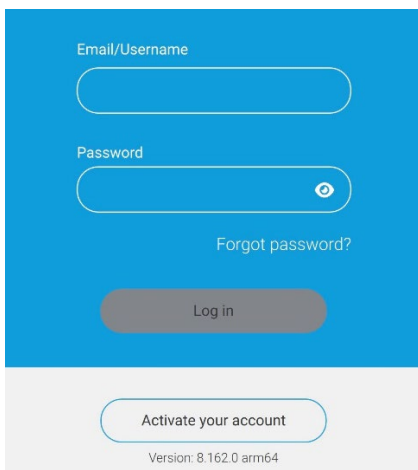
4) Enter your new password in both the 'Password' and 'Confirm Password' fields, ensuring both passwords match.



5) Tap RESET PASSWORD.



6) Open the app and enter your username and new password. Tap Log in.

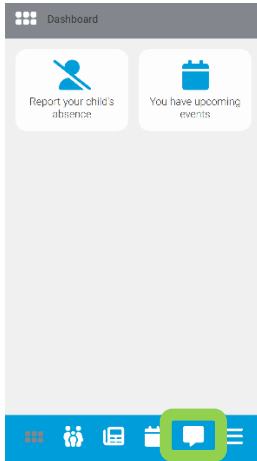


7) You should now be able to log into to your ReachMoreParents app.

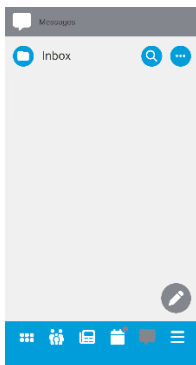
How to message the school

To message the school regarding any queries not absence related please follow the steps below.

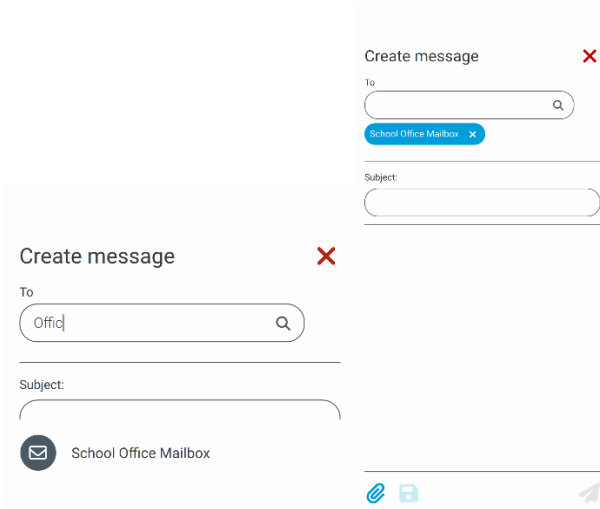
- 1) Log in to the app
- 2) Click on the Messages icon at the bottom of the page



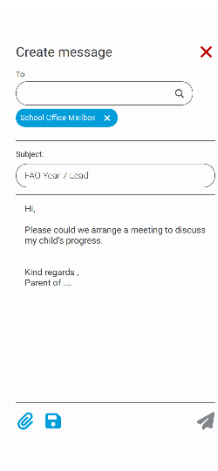
- 3) Click the Pencil icon in the bottom right-hand corner to compose a new message



- 4) Search for Office in the search box as per below and select School Office Mailbox



5) Fill in the remaining details and compose message, then press the send button icon.

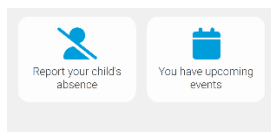


Report my child absence

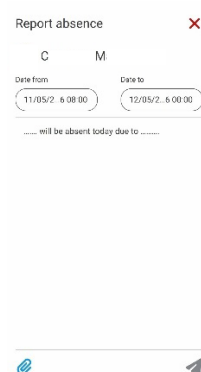
To report your child as absent please follow the below steps – this will need to be complete for each day which the student is absent. Please give as much details as possible for the absence reason.

1) Log in to the app

2) Tap Report your child's absence



3) Enter the reason for your child's absence. Add an attachment, if necessary, this can be used to attach a doctor's note.



4) Press Send

