

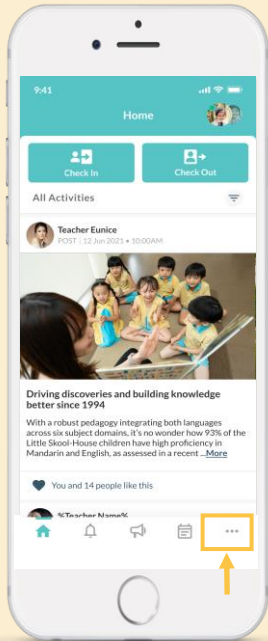
Guide for Little Skool-House Parent App

- **How to Add a Guardian**
- **How to Reset the Password for Guardian**

How to Add a Guardian with the new Little Skool-House Parent App!

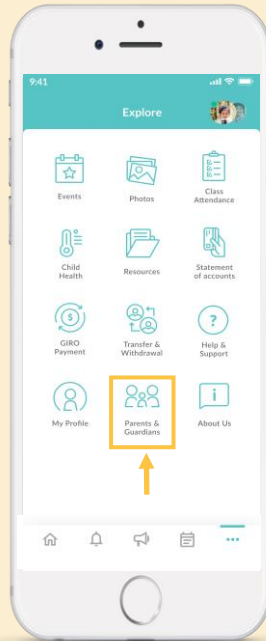
**STEP
1**

Select the Explore button at the bottom.



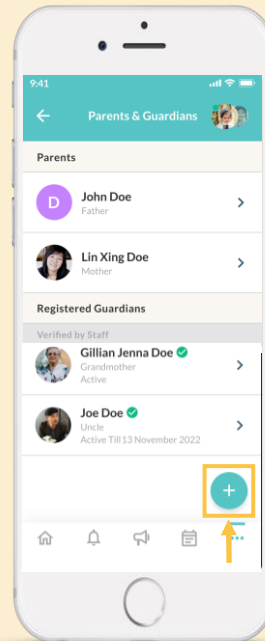
**STEP
2**

Select the Parents & Guardian Icon.



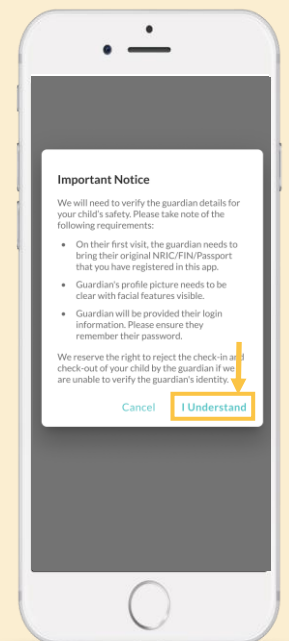
**STEP
3**

Select the + button to add a Guardian.



**STEP
4**

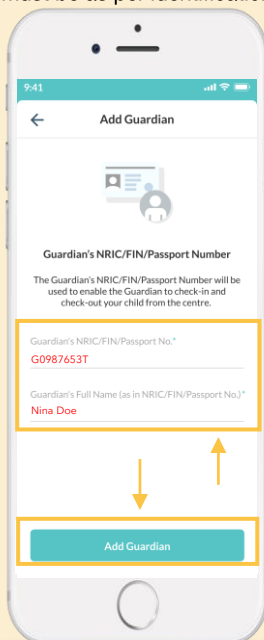
Select 'I Understand' after reading the note.



**STEP
5**

Enter Guardian's NRIC / FIN /
Passport No. and Full Name.
Select Add Guardian button.

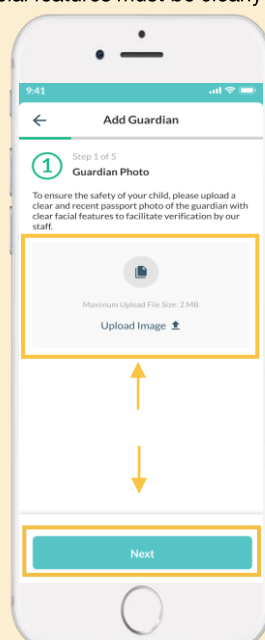
Full Name must be as per identification document.



**STEP
6**

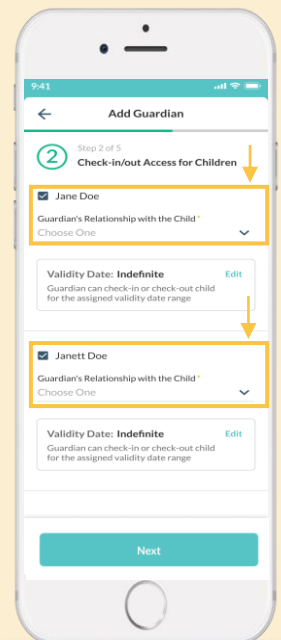
Upload a recent passport
photo of Guardian.
Select the Next button.

Facial features must be clearly seen.



**STEP
7**

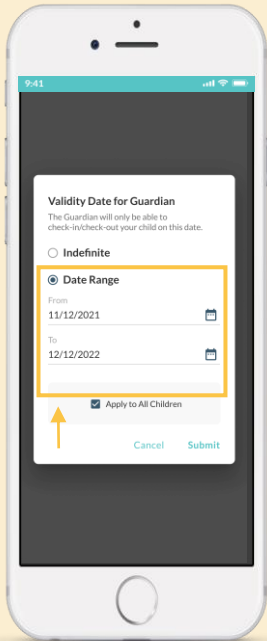
Select the child and enter
Guardian's relationship
to the child.



How to Add a Guardian with the new Little Skool-House Parent App!

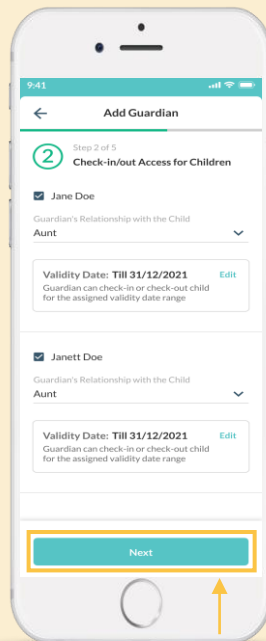
STEP 8

Enter validity date range for Guardian. Select the Submit button.
Please select 'Indefinite' if there is no date range for the Guardian.



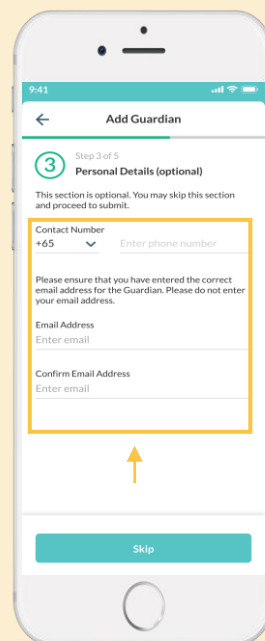
STEP 9

Review the details and ensure it is correct. Select the Next Button.



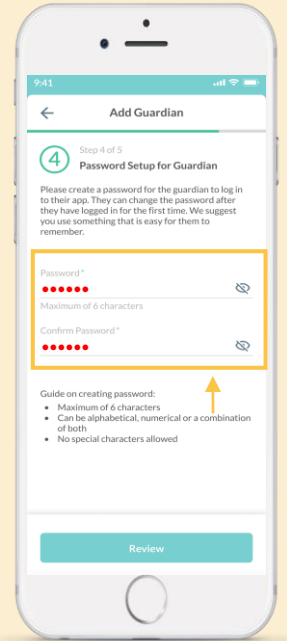
STEP 10

Enter Guardian's phone number and email address.
The step is optional. You may choose to skip.



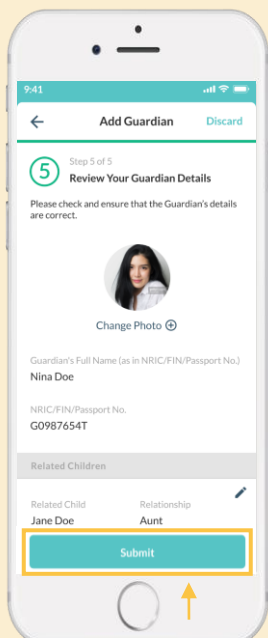
STEP 11

Enter a password for Guardian to login. Select the Review button.



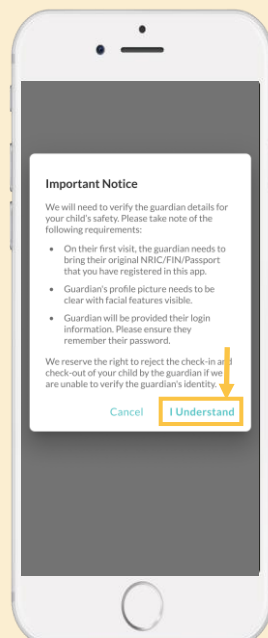
STEP 12

Review Guardian's details and ensure it is correct.



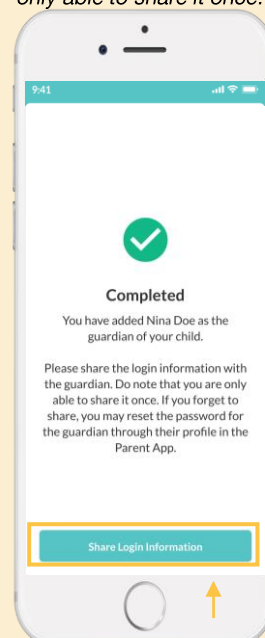
STEP 13

Select 'I Understand' after reading the note.



STEP 14

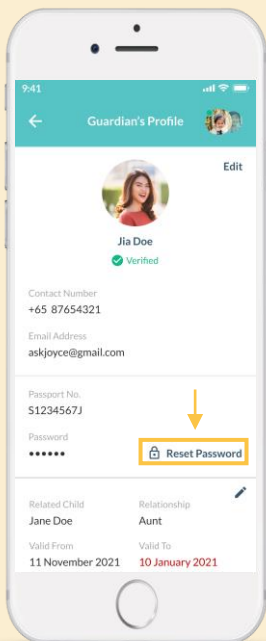
Select 'Share Login Information' to share with Guardian
Please note that you are only able to share it once.



How to Reset Guardian's Password with the new Little Skool-House Parent App!

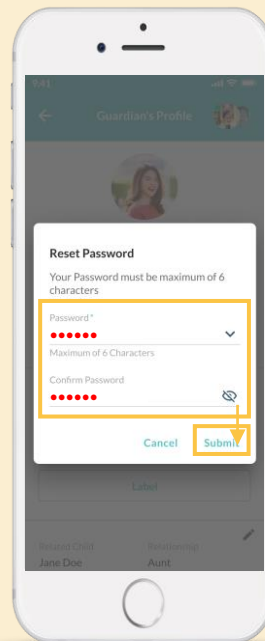
STEP 1

Select
'Reset Password'.



STEP 2

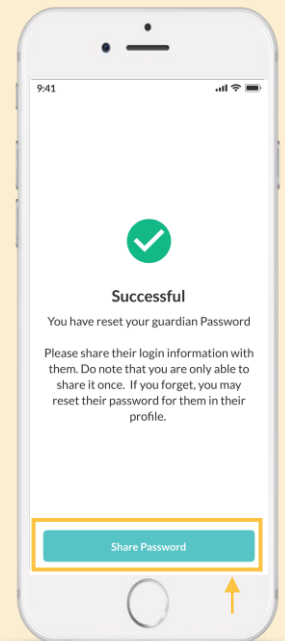
Enter the new
password for Guardian.
Select the Submit button.



STEP 3

Select the Share Password
button to share it
with Guardian.

Please note that you are only
able to share it once.



Guide for Little Skool-House

Guardian App

- **How to Check-In and Check-Out**
 - **How to Change Password**

Check-in & Check-out easily with the new Little Skool-House Guardian App!

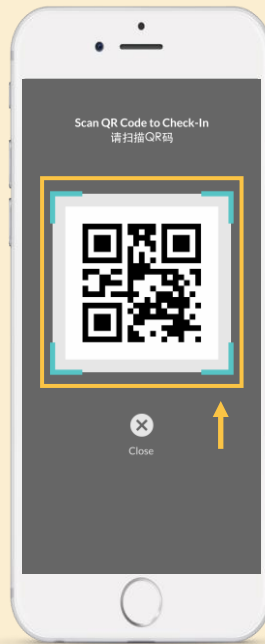
**STEP
1**

Click 'Check-in' or
'Check-out'.



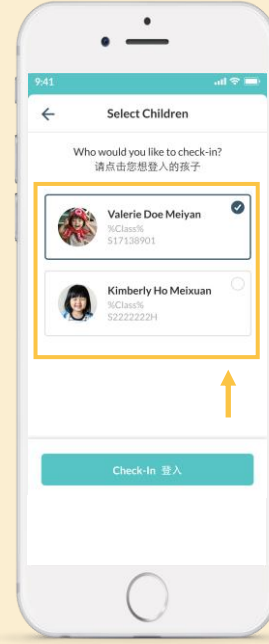
**STEP
2**

Scan the QR code on
the centre's iPad kiosk.



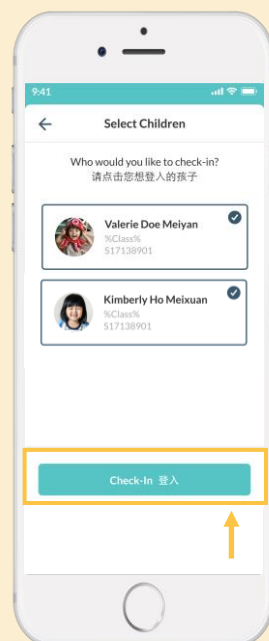
**STEP
3**

Select the child / children
whom you wish to
check-in / check-out.



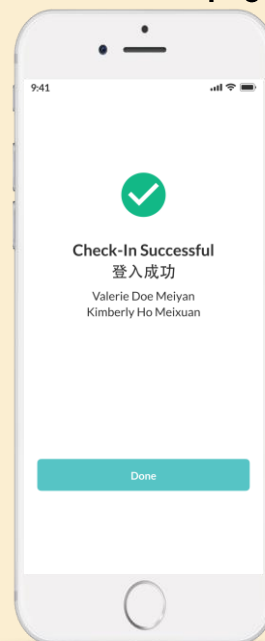
**STEP
4**

Select the check-
in / check-out
button.



**STEP
5**

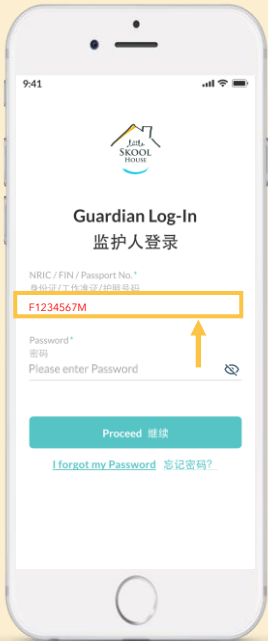
You will see a
'Check-in or Check-
out Successful' page.



How to Change Your Password in the Little Skool-House Guardian App!

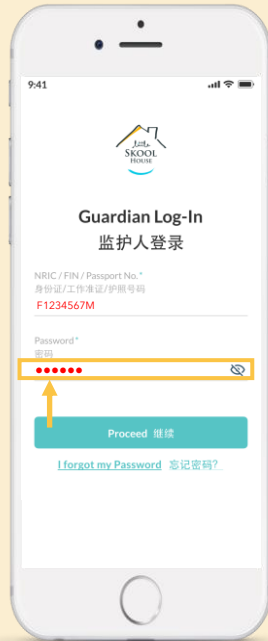
**STEP
1**

Enter your registered
NRIC / FIN /
Passport Number.



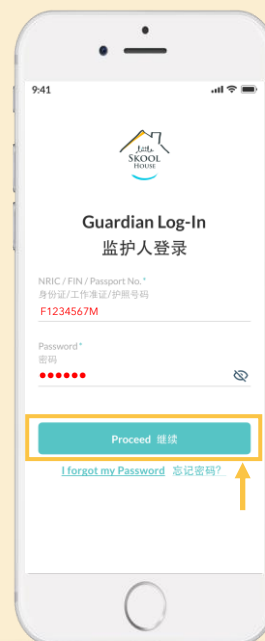
**STEP
2**

Enter your password.
*If you are logging in for the first
time, please check with the child's
parents for your password.*



**STEP
3**

Select 'Proceed'.



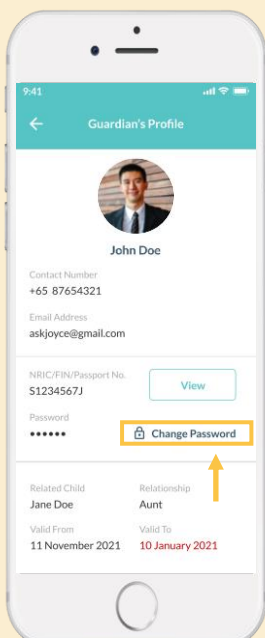
**STEP
4**

Select the
Profile icon
on the top right.



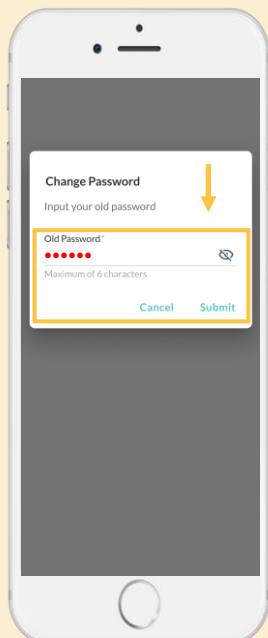
**STEP
5**

Select
'Change Password'.



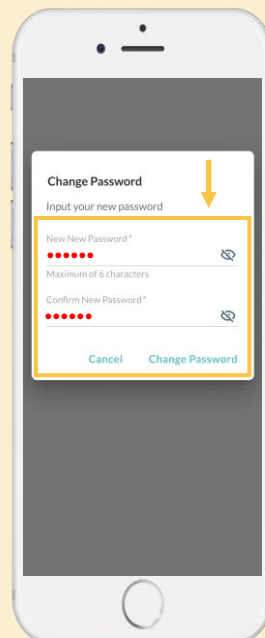
**STEP
6**

Enter your old password
and select the
Submit button.



**STEP
7**

Enter your new password
and select the
Change Password button.



**STEP
8**

Select 'Done'.

