



How To - Document

Setting up the uEducateUs Application on Mobile Devices

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Installing the uEducateUs Application

In order to download and install the uEducateUs Mobile Application you must navigate to the default storefront for your device.

If you are an **Android** user this will be the **Google Play** store:



if you are an **iPhone** or **iPad** user this would be the **App Store**:

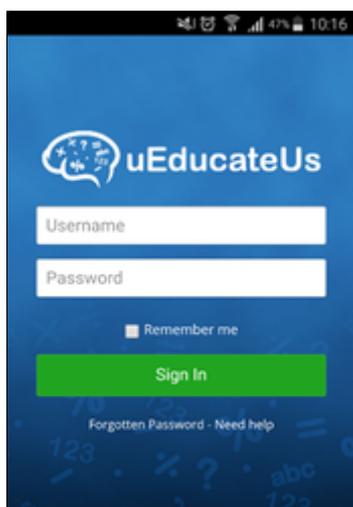


Once the app has finished downloading and has been installed on your device, click on the **uEducateUs** icon to open it:



Note: On iOS devices you may be asked whether you would like to allow Push Notifications the first time you open the app. We strongly recommend you select Allow in order to receive all relevant information from your school, however notification settings can be changed at any time and will be covered later in this manual.

Enter your username and password into the fields provided and tap the **Sign In** button to log into the application:



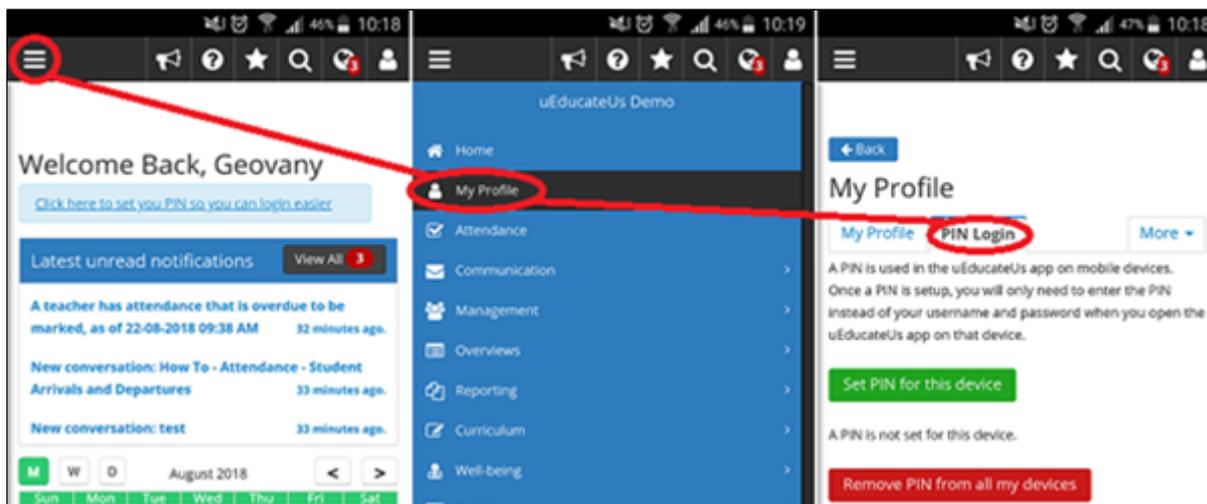
Setting up and Managing a PIN Login

The first time you log into the application, you will be directed to the **PIN Login** tab. We encourage all users to set up a **PIN** for their mobile device as it makes it much easier and quicker to log in using a 4-digit number rather than entering your user name and password, especially on a small phone screen.

If you do not set up a PIN at this point, there will be a link on the **Home page** that will take you directly to the **PIN Login** tab in order to set up your PIN any time in the future.

You can also follow the below steps to find the **PIN Login** tab in order to set up or manage your PIN:

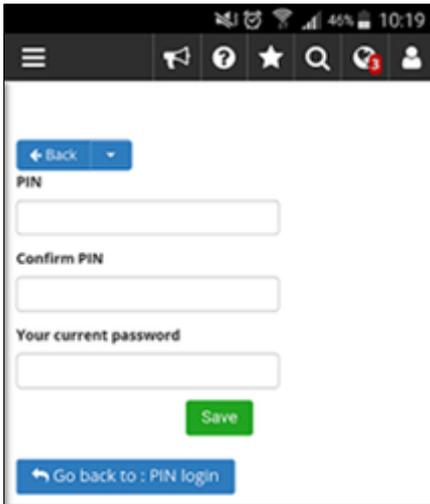
- Tap on the **Hamburger Menu Icon** (3-line symbol to the top right of the screen) to open the main menu
- Select **My Profile** from the menu
- Select the **PIN Login** tab:



If you have not set up your PIN, you will see a green **Set PIN for this device** button. If you already have a PIN, the green button will be called **Change PIN for this device**. The next screen will look the same for both scenarios and setup will be as follows:

- Enter the **4-digit PIN code** you wish to use for this device in the **PIN field**.
- Confirm the PIN code by entering it in a second time in the **Confirm PIN field**.
- Enter the password you initially used to log into the application in the **Your current password**

- Once all the information is correct press the green **Save** button to set your PIN.



If a PIN has been set, 2 further options will be displayed in the PIN login tab:

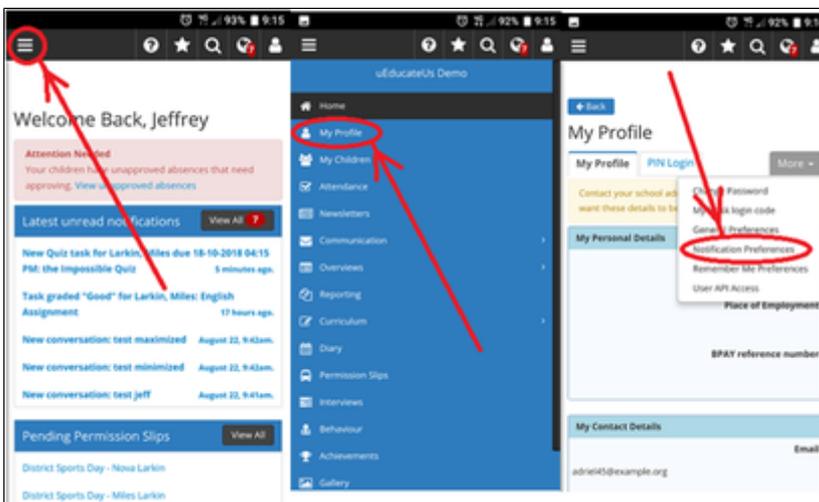
- **Remove PIN from this device**
- **Remove PIN from all my devices**

Removing the PINs from all your devices can also be actioned on the PC version of uEducateUs by going to the **My Profile** section of the web-application.

Managing Notification Preferences within the App

Within the App, you can change whether you receive Push Notifications and/or Email notifications from the app, and you are able to choose which aspects of the app you get notifications for. To navigate to these settings please follow these steps:

- Launch the uEducateUs application and sign in using your PIN or Username and Password (depending on your settings)
- Tap on the **Hamburger Menu Icon** (3-line symbol to the top right of the screen) to open the main menu
- Tap **My Profile** in the main menu
- Tap the **More** tab to the top right of your profile page, and then select **Notification Preferences**



- On this **Notification Preferences** screen, you will see a list of all the uEducateUs functions that will trigger a notification to be sent to you.

- All functions are ticked by default.
- By tapping the individual checkboxes, you can toggle the selection on or off.
- If you toggle it off (remove the tick), no notification will be sent to you for the corresponding function.

Further down the screen below the checkboxes, you will see the preference settings for **email** and **Push** notifications.

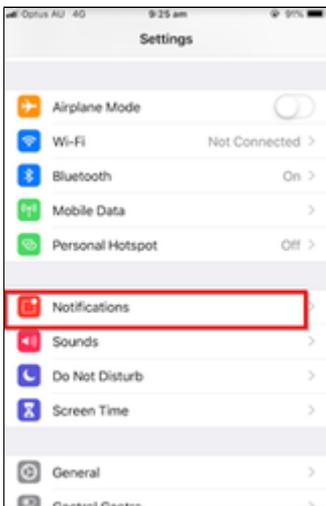
- **To receive email notifications**, you must have your email address recorded in your profile within the uEducateUs application.
 - ***If your email address is not recorded, you must contact your school as the school administrator must enter it.***
- **To receive PUSH notifications**, you must have logged in to the uEducateUs application on your phone at least once, so that your phone's Device ID has been recorded and set within the uEducateUs system.
 - your device must also have PUSH notifications activated for the uEducateUs application within the device settings. Further details of this are explained in the next section...

Setting up Push Notifications for your Phone or Tablet

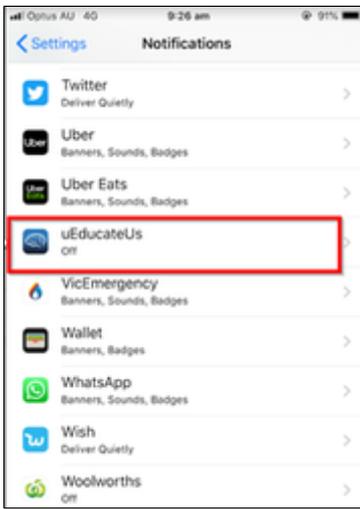
In order for Push Notifications to work on your device, you will need to both enable them within the App (per the above) and make sure Notifications are turned on in your device settings. Both Android and iOS devices have slightly different setups so both will be shown below.

For iOS (Apple devices)

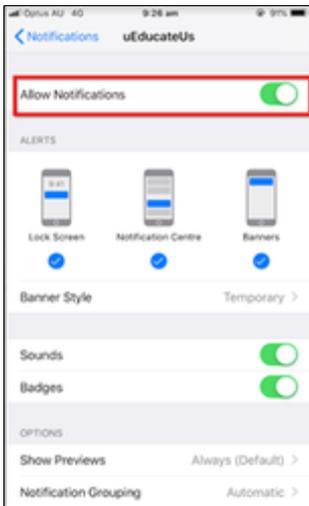
- Go into your device's **Settings** and then tap on **Notifications**:



- On the next screen, scroll through the list of applications (they should be in alphabetical order) and **tap** on the **uEducateUs** app:



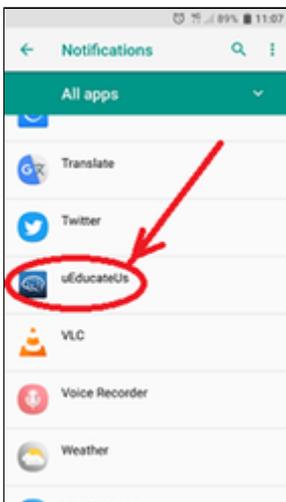
- Make sure that the **Allow Notifications** slider switch is set to the on position (green):



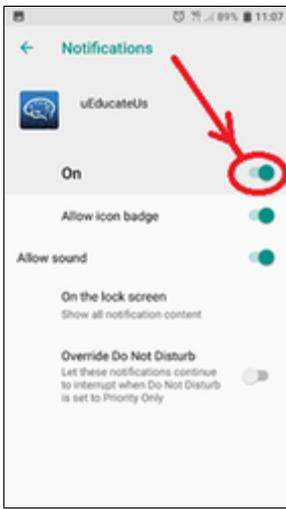
- You can also set preferences for other options relating to how and when the Push notifications will be displayed.

For Android

- Go into your device's **Settings** and then tap on **Notifications**
- On the next screen, scroll through the list of applications (they should be in alphabetical order) and **tap** on the **uEducateUs** app:



- Make sure that the **On** slider switch is set to the on position (green):



- You can also set preferences for other options relating to how and when the Push notifications will be displayed.

Note: The above instructions for iOS and Android Push Notification settings may be different to the settings you have on your phone. Due to differences in Operating system versions and differences in proprietary settings between the various brands, the screen and page layouts may vary. If you have any queries in regards to navigating your device please consult your User Manual or contact your device manufacturer.