First-time Registration

To install SNAC on your smartphone, go to your iPhone APP store or Android Play Store. Do a keyword Search 'SNAC' and install our free app.

1.



- †† SNAC runs on Android OS version 2.3 & 4.0.1 above and for iPhone is iOS 4.3 and above.
- ** For all Android users, you must sign in your Google account on your phone before proceeding with the registration on SNAC.

 Instructions for signing to Google is available at:

 http://www.apptitude.sg/signgoogle.htm

Step 1.1: Launch the app and select 'New' for first-time registration.

2.



- Step 2.1: Enter your email address as the Master Email; re-enter to confirm. (You may use your MOE email or your personal email address)
 - **Note: Please check that the email address is correct and take note of typo errors on email address and <u>invalid domain</u> such as gmail.com.<u>sg</u> and hotmail.com.<u>sg</u>
- Step 2.2: Enter your own NRIC/FIN. Example: S1234567A
 ++If your child/children is studying in the school, you may
 add their NRIC/FIN in the next available field(s).
- Step 2.3: Once completed, click on 'Register'.

3.



- Step 3.1: Key in authentication code that has been sent to your email.
- Step 3.2: Click on submit.

4.





- Step 4.1: Click on 'Existing'.
- Step 4.2: Enter your authentication code.
- Step 4.3: Click on 'Login' to complete.

*Existing New Registration

*This instruction is for staff that had already registered your child on SNAC and is currently adding yourself to the school.

1.



Step 1.1: Launch the app and select 'Existing'.

2.



Step 2.1: Enter your authentication code.

Step 2.2: Click on 'Login'.

3.





Step 3.1: Go to 'Profile'

Step 3.2: Click on 'Add New Profile'.

4.



Step 4.1: Enter your own NRIC/FIN number in the field provided.

Step 4.2: Click on 'Add' to complete the registration process.

Changing Your Authentication Code

For security purpose it is strongly recommended that you change the default system generated authentication code.

1.





Step 1.1: Go to 'Profile'.

Step 1.2: Click on your child's profile.

2.



Step 2.1: Enter a <u>NEW</u> authentication codes. (This can be either 6 alphabets or 6 numeric of your preference)

Step 2.2: Click on submit.

3.



Step 3.1: Enter your **OLD** authentication code again.

Step 3.2: Click on submit to confirm code change.

4.





Step 4.1: Click on 'Existing'.

Step 4.2: Enter your <u>NEW</u> authentication code.

Step 4.3: Click on 'Login' to complete.

Add or Update your spouse/guardian to receive notification

If you have skipped adding your spouse/guardian email in the earlier registration or wishes to update your spouse/guardian email. You can add/update their email address in the steps below

1.





Step 1.1: Go to 'Profile'.

Step 1.2: Click on your child's profile.

2.



Step 2.1: Enter or edit your spouse/guardian's email in the field provided.

Step 2.2: Once complete, click on submit.

3.



Step 3.1: Enter your authentication code

Step 3.2: Click on submit to confirm the adding.

4.





On your spouse/guardian smartphone.

Step 4.1: Click on 'Existing'.

Step 4.2: Enter your spouse/guardian email

Step 4.3: Enter the authentication code

Step 4.4: Click on 'Login' to complete.