**Parent/Guardian Account Creation**

The Grande Prairie Public School Division is introducing an easy method for legal parents and guardians to report their child's absences using SchoolMessenger.

Once you have created your SchoolMessenger account (See here) you can report your child's absences, on the app, the website or by phone. The app and the website use the same login information.

Report Absence on the SchoolMessenger App

Open the SchoolMessenger App and log in. The app opens to the "Messages" page. Click the top left corner to open the menu
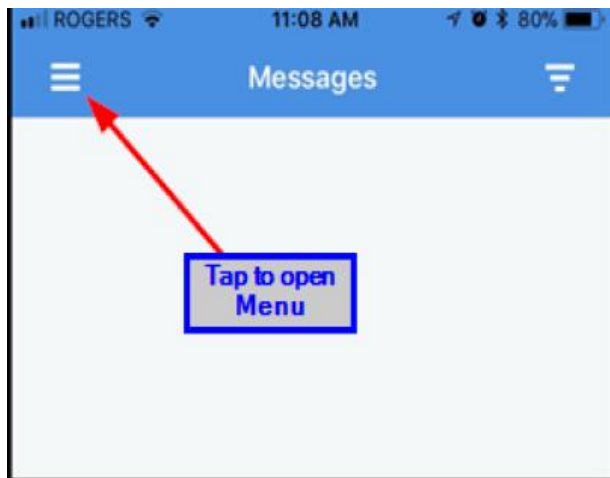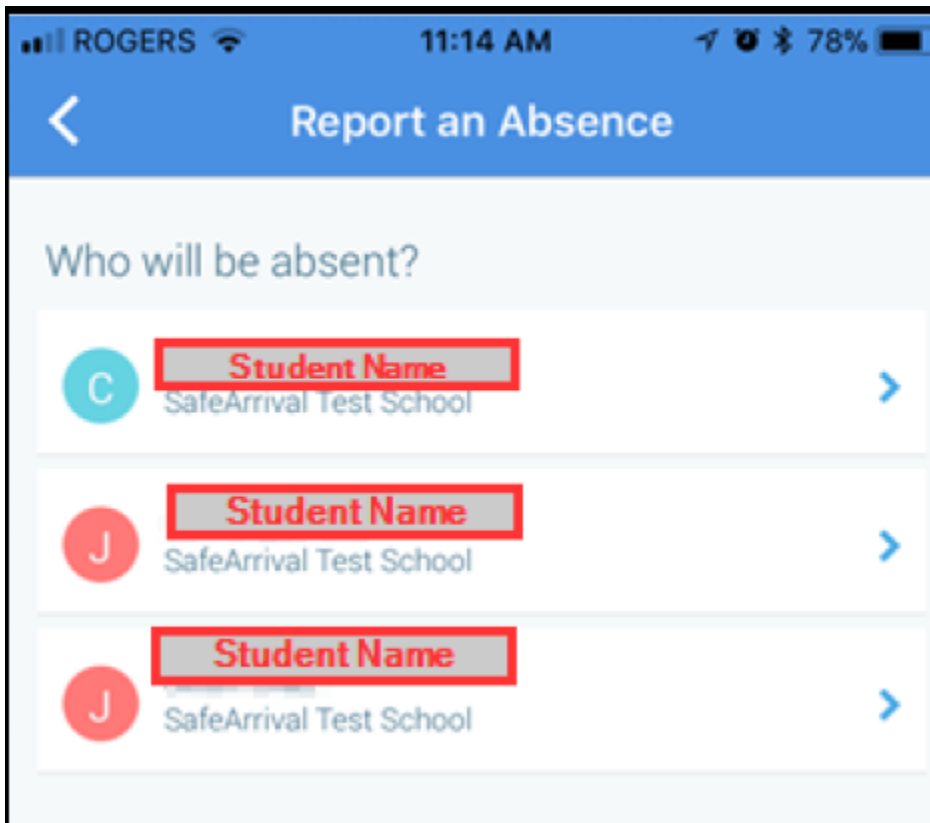

2. Tap attendance to access the attendance area of the app.
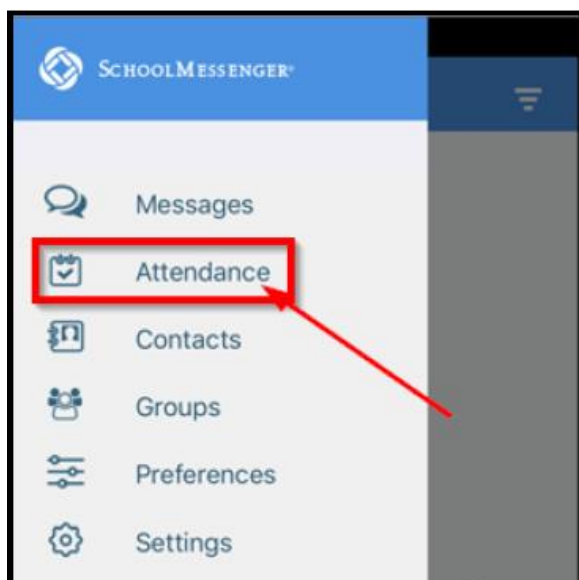
3. The attendance area will show all student names attached to your account as well as a list of all absences that have been reported. You can choose List or calendar view. To report an absence, tap REPORT AN ABSENCE in the bottom right corner.
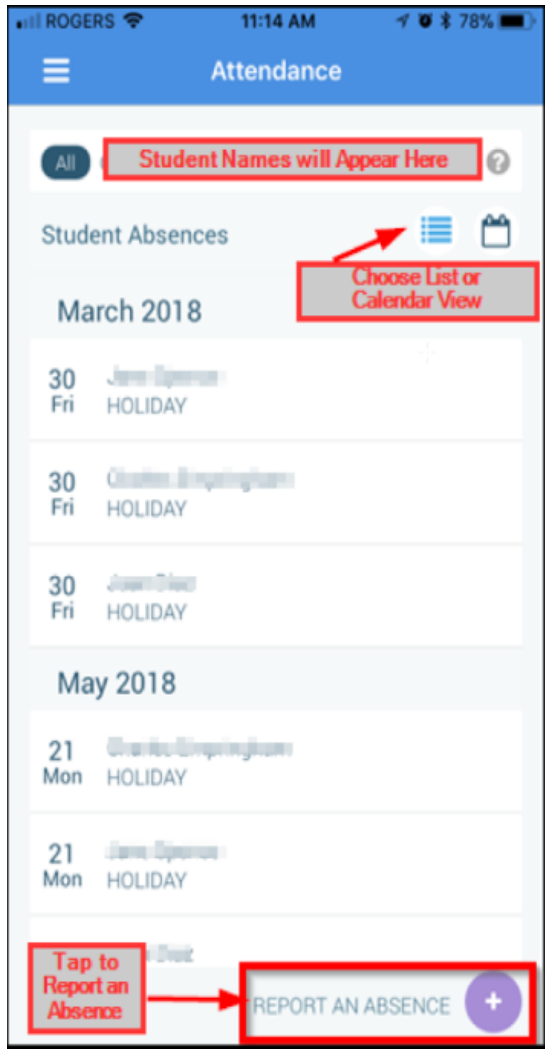
4. Select which of your students will be absent.

5. Choose which type of absence you would like to report. A list of reasons will appear based on the type of absence. You will also be prompted to enter the date and/or time of absence. Then tap Send.
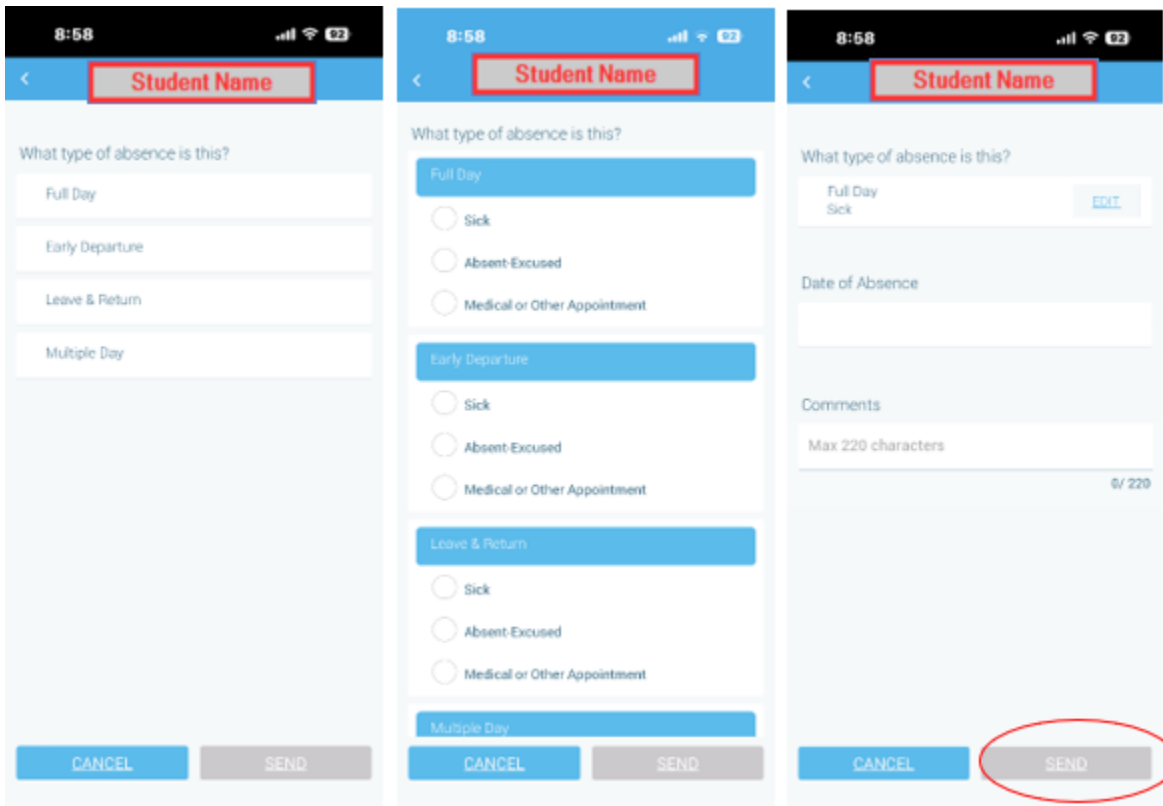
6. After submitting the absence, you will be taken back to the Attendance screen which will show your reported absence. You will also notice a red notification in the top left corner – this indicates that a message has been sent to you confirming the reported absence. The confirmation message is also sent to you email.

7. To ensure that a student is not able to report their own absences you are able to set a PIN that must be entered to report an absence. To set a pin:

   a. When in the attendance menu, click on the gear in the top right corner.
   b. Click "Manage PIN settings"
   c. Select the student or student's that the PIN will apply to and click Save
   d. Enter a 4 digit PIN and click Save
   e. Now a PIN will be required whenever an absence is reported whether is be by phone, website or app.