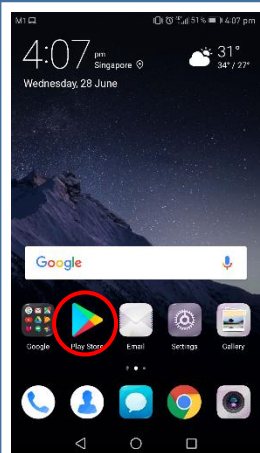
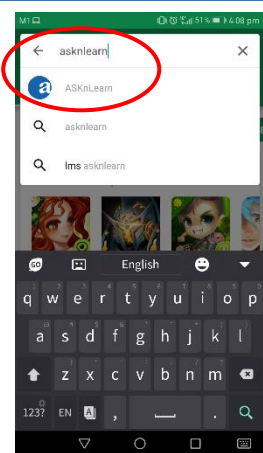


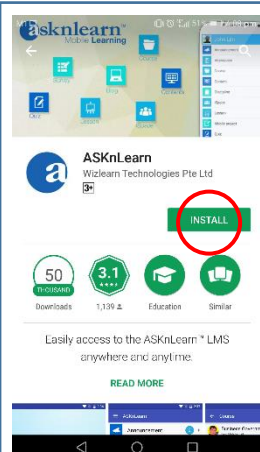
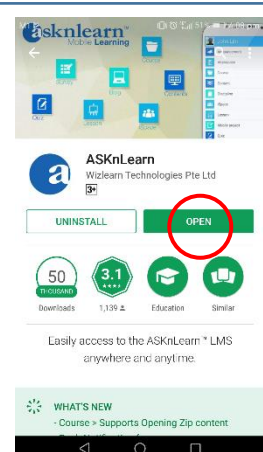
## How to Access the AsknLearn App to receive eCirculars and Consent Forms

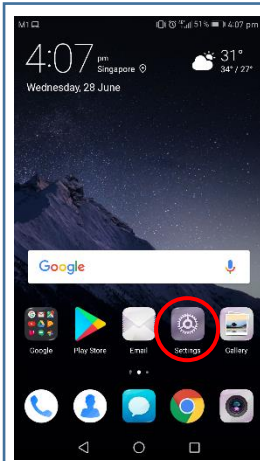
As we move towards being more environmentally friendly, we will stop circulating printed copies of our school circulars and notifications. Instead, they will be issued to parents electronically via the AsknLearn App, starting from 2017 Term 3. Parents will have the benefit of accessing our school communications directly via your mobile devices. You can also give us the consent for your child's participation in school activities electronically.

### How to download the AsknLearn App

To access the AsknLearn App, you will need to download and install the AsknLearn App on your smartphone. Type "AsknLearn" in the search bar of the AppStore or PlayStore.

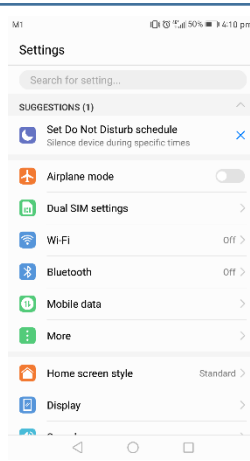
	<p><b>Step 1:</b></p> <p>For Android, click on "Playstore".</p>		<p><b>Step 2:</b></p> <p>Type "asknlearn" in the search box and click on the "ASKnLearn" app.</p>
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	<p><b>Step 3:</b></p> <p>Click "INSTALL".</p>		<p><b>Step 4:</b></p> <p>Click "OPEN" to launch the application.</p>
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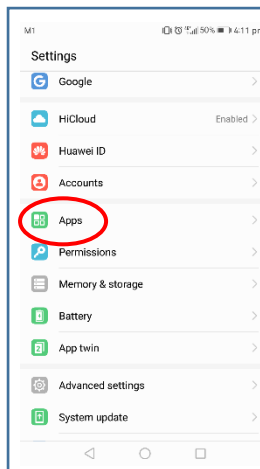
**Step 5:**

Click “Settings” in your mobile phone.



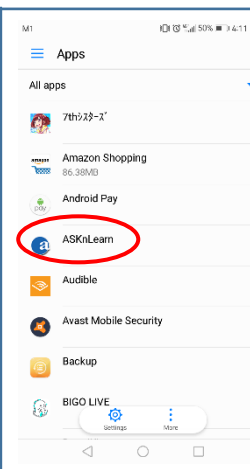
**Step 6:**

Go to Settings to enable the “ASKnLearn” app’s notification.



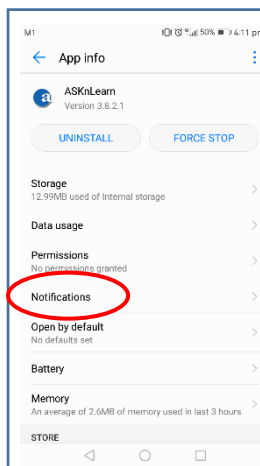
**Step 7:**

Under Settings, click “Apps”.



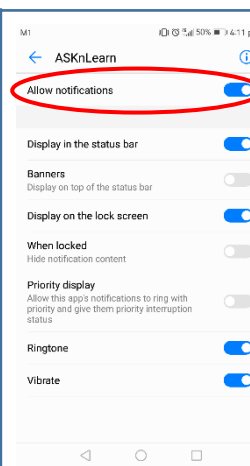
**Step 8:**

Under Apps, Click “ASKnLearn”.



**Step 9:**

Under App Info, click “Notifications”.

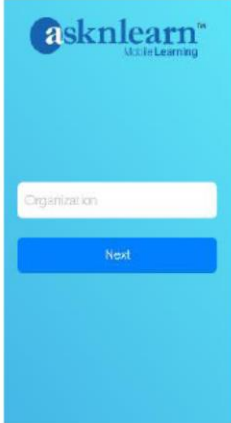
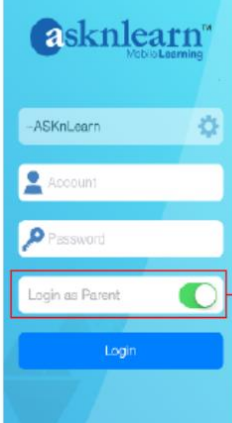


**Step 10:**

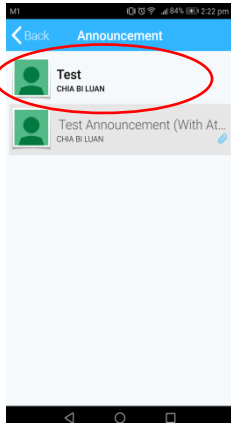
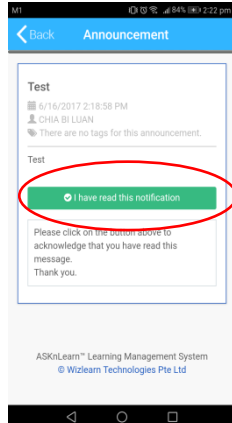
Please ensure that notifications are allowed/enabled for the “ASKnLearn” App in order to receive notifications.

## How to login to the AsknLearn App

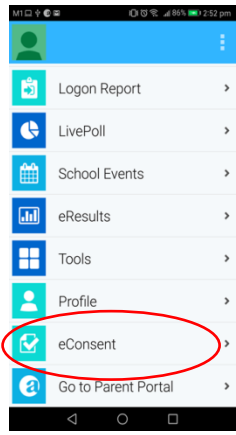
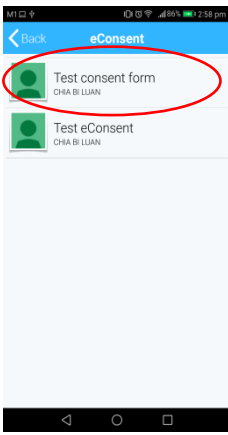
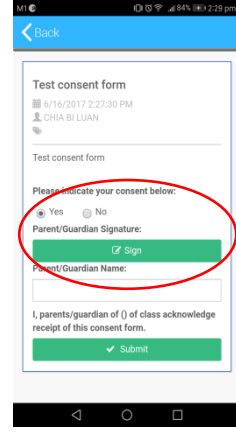
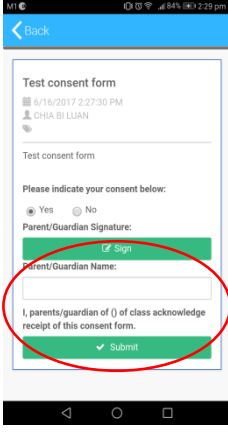
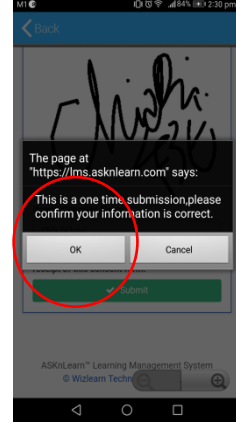
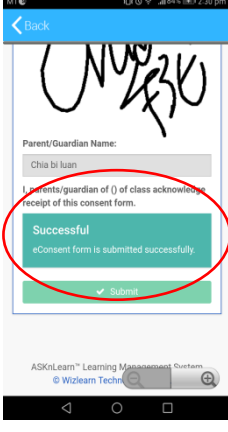
After installing the AsknLearn App, follow these steps to login.

 <p><b>Step 1:</b></p> <p>Key "ROSYTH SCHOOL" in the "Organisation" field box. Select "ROSYTH SCHOOL" from the dropdown list and click "NEXT".</p>	 <p><b>Step 2:</b></p> <p>Key in your Account and Password details.</p> <p><u>Account ID:</u> Your child's BC number</p> <p><u>Password:</u> "parents" (default)</p> <p><b>Toggle to select account profile</b> [ON] Login as Parent [OFF] Login as Student / Teacher</p>
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## How to view and acknowledge an e-circular / e-notification

 <p><b>Step 1:</b></p> <p>Under the "Announcement" tab, click on an announcement.</p>	 <p><b>Step 2:</b></p> <p>After reading the circular or notification, click on the "I have read this notification" tab to acknowledge the circular or notification.</p>
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## How to view and acknowledge an e-consent form

 <p><b>Step 1:</b></p> <p>Click on the “eConsent” module to access your child’s consent form.</p>	 <p><b>Step 2:</b></p> <p>Select the required consent form.</p>
 <p><b>Step 3:</b></p> <p>After reading the consent form, indicate your consent and click on “Sign” to sign the consent form electronically.</p>	 <p><b>Step 4:</b></p> <p>Fill in your name and click on “Submit” to submit the consent form.</p>
 <p><b>Step 5:</b></p> <p>The following pop-up will appear. Click on “Ok”.</p>	 <p><b>Step 6:</b></p> <p>You will see this acknowledgement if you have submitted the consent form successfully.</p>

To ease you into this new platform, we will continue to send out the circulars via hardcopy in July. From August onwards, all circulars and consent forms will be sent out through the AsknLearn App. If you need help or face difficulties accessing the AsknLearn App, you may call the AsknLearn hotline at 6777 9661 or email AsknLearn at [lmssupport@wizlearn.com](mailto:lmssupport@wizlearn.com). A softcopy of this guide will also be uploaded to the “Parents Portal” on the school website. For parents who are unable to access the AsknLearn App, please fill in the form to request for a hardcopy of the circular to be given to you via your child.