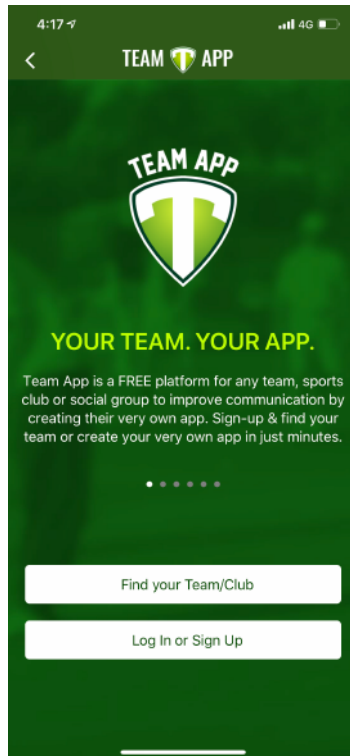


How to set up TeamApp

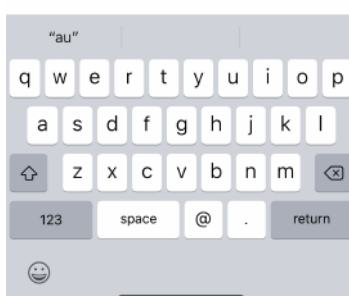
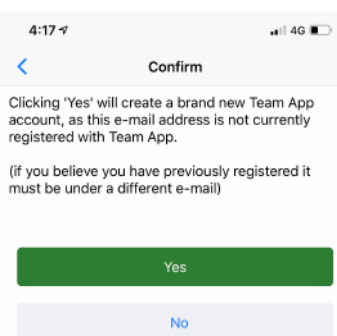
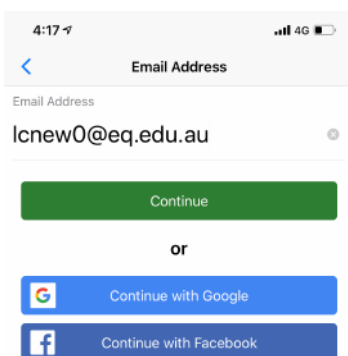
Step 1:

Download the Team App from the Application store - Its free!



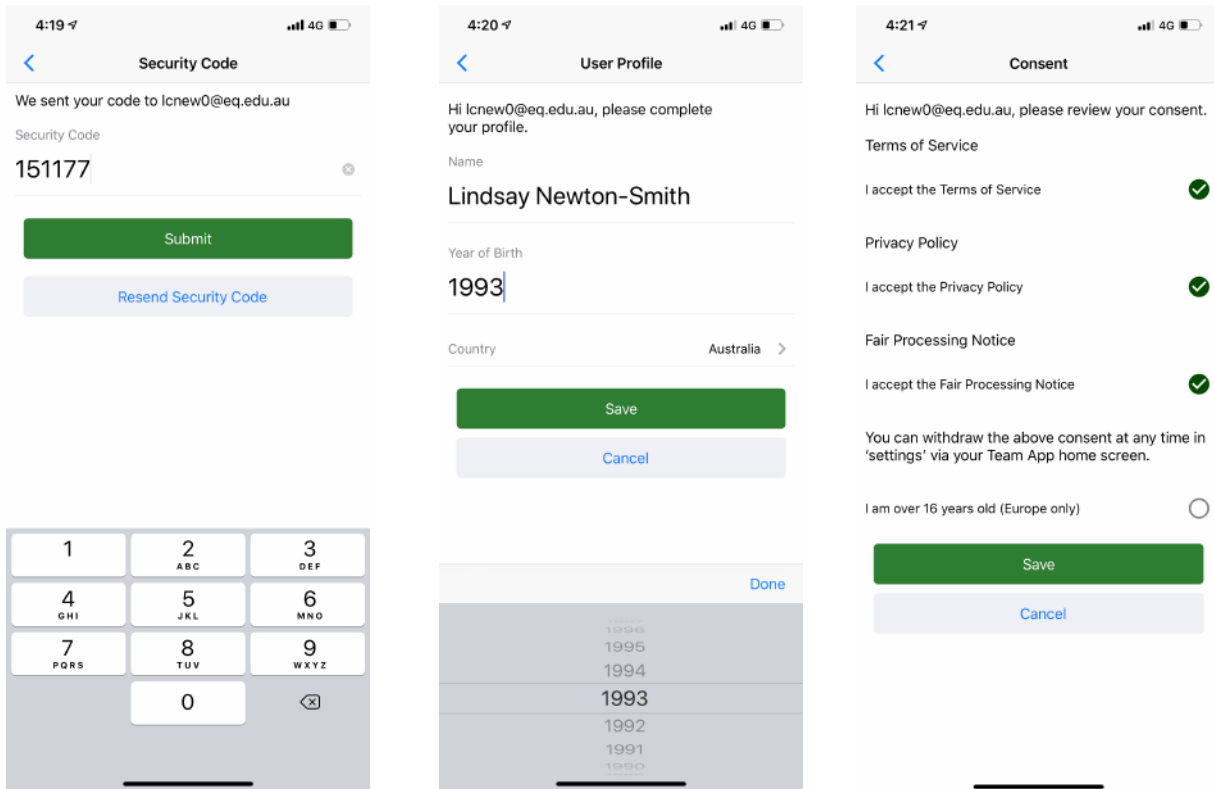
Step 2:

Create an account - STUDENTS must use their EQ email address to create their TeamApp account. PARENTS should use their preferred email address listed in their school contact information.



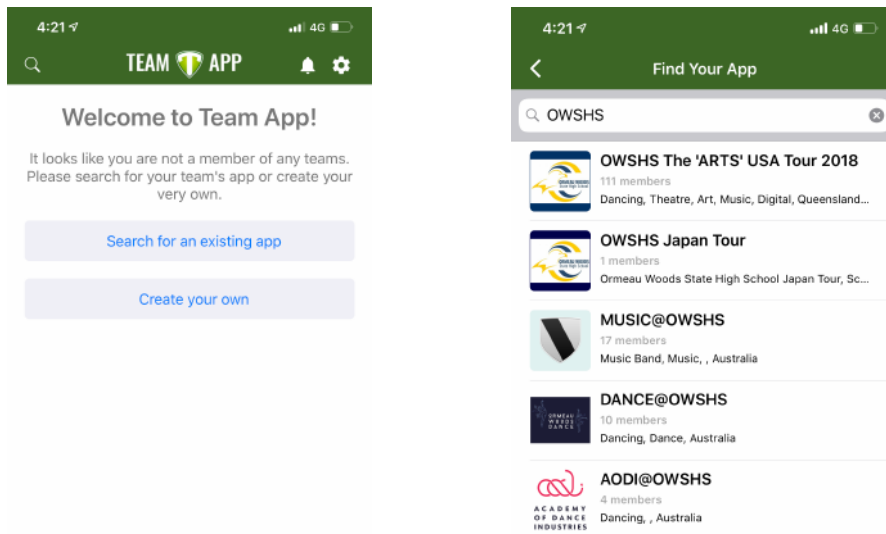
Step 3:

Once you have entered your information, you will be prompted to enter a security pin emailed to you, enter your name and consent to the terms and conditions.



Step 4:

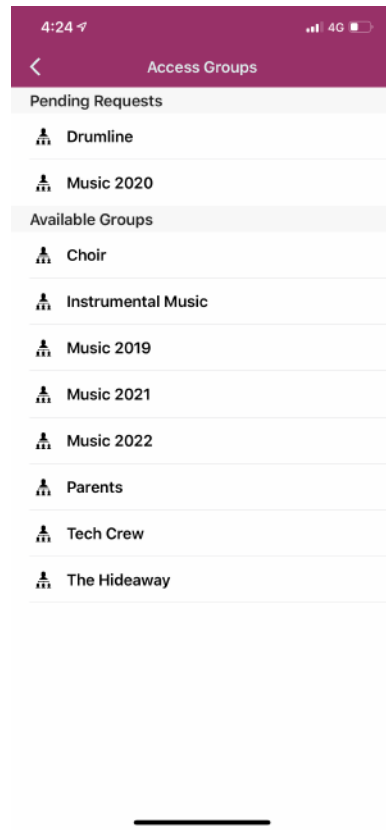
Now that your account is created, you will need to search for the appropriate department app. Our suggestion is to search OWSHS and join the applicable department.



Step 5:

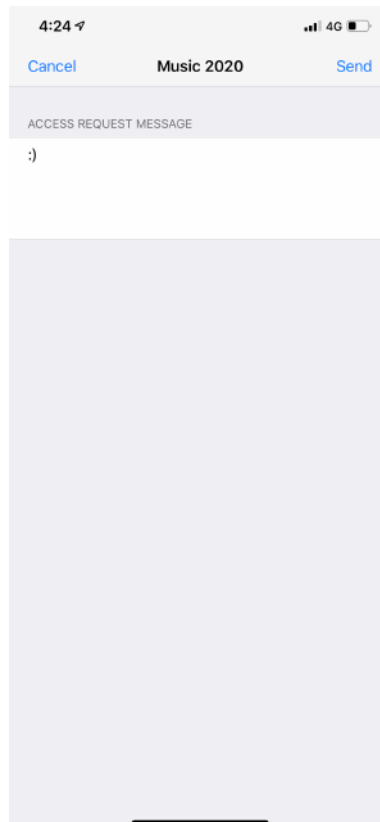
STUDENTS: Click “become a member of this team app” and select ALL groups which you are a member of.

PARENTS: Please select all applicable parent groups.



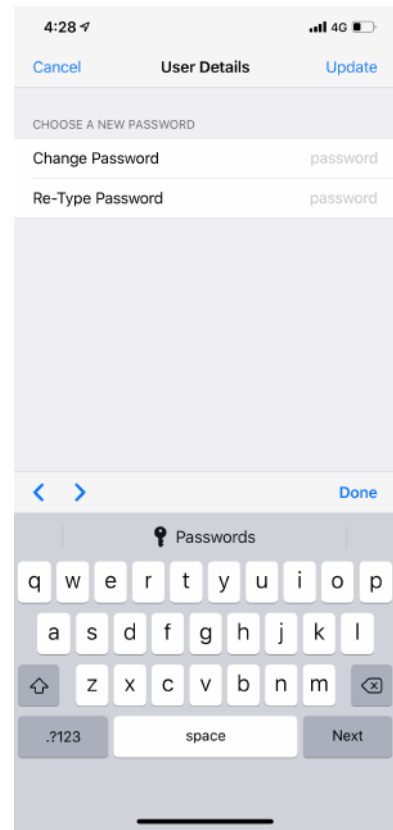
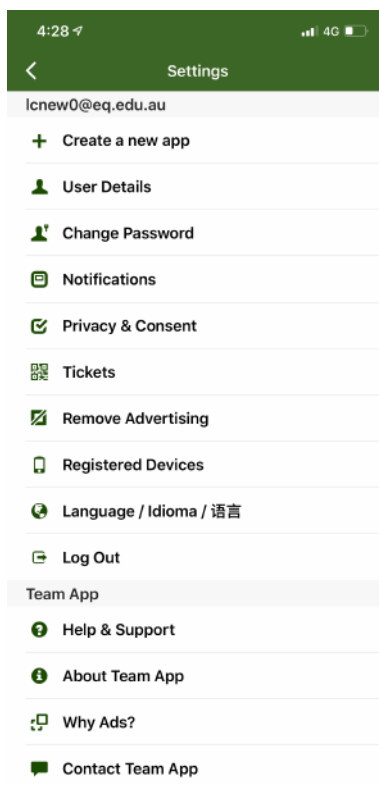
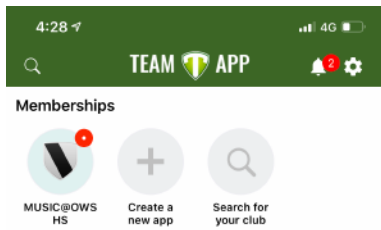
Step 6:

You will be prompted to enter a request message, parent should enter their child’s full name as per school records.



Step 7:

Once your access has been approved by admin, you will need to create a password. Enter your account settings, select user details and then password.



Step 8:

Finally, go into your settings from the department specific app, select personal details and then ensure that you are NOT VISIBLE in the members directory - this is to protect you and your child's personal contact information.

