Mijnschoolinfo

Manual: How to activate the user account *Mijnschoolinfo* and *Mijnschoolinfo App* for parents/guardians.

Dear parent /guardian
Welcome to *Mijnschoolinfo* the communication platform for primary education.
From your child's primary school you have learned about the start of *Mijnschoolinfo* .
In this document we will explain how the registration procedure works and how we deal with security and your privacy.

Registration:
The following steps will explain how you can log in.

Step 1
From school you will receive a document with a so-called linking code. Through this code you can link your user account to your child in *Mijnschoolinfo*. Register now!
After having gone through all the steps in the document, you will have gained access to your school's *Mijnschoolinfo*.
You can see an example of this document below.

Subject: linking code pupil's name (Group)

Dear parent/guardian,

Hereby you receive the code that allows you to add [pupil's name] to your profile in Mijnschoolinfo .

New to Mijnschoolinfo?
In that case, a warm welcome to Mijnschoolinfo!
Follow the steps below to get started.

1. Go to: www.mijnschoolinfo.nl
2. Top right: click "Inloggen / Registreren"(Login/Register).
3. Enter the name of your school and click the name of your school. Click "opslaan" (the save button). You will be redirected to the login page.
4. Below the "log in" button click the link "nog geen account?" (no user account yet?). "Registreer direct!" (Register now!). A registration screen will be opened.
5. Enter your email address, a self created password and the code below.

[12NK: LXKJ; l & &, example code]

6. Click "opslaan" (the save button) to complete registration. You will receive an email with an activation link.
7. Open your email program and click the activation link in the email sent by Mijnschoolinfo.
8. Congratulations, your account is now active!
9. You can log in with the above mentioned email address and password. When you are logged in you will see that the profile of [pupil's name] has been linked to your profile.

Current users
In case you are already using Mijnschoolinfo, you can use the following steps to link [pupil's name] to your profile.
1. Go to: www.mijnschoolinfo.nl
2. Top right: click "Inloggen / Registreren"(Login/Register).
3. Enter the name of your school and click the name of your school. Click "opslaan" (the save button). You will be redirected to the login page.
4. Enter your email address + password and click the "login"button
5. In the left menu, click the link "Mijn kinderen" (my children) and then the button "kinderen koppelen" (linking children) top right.
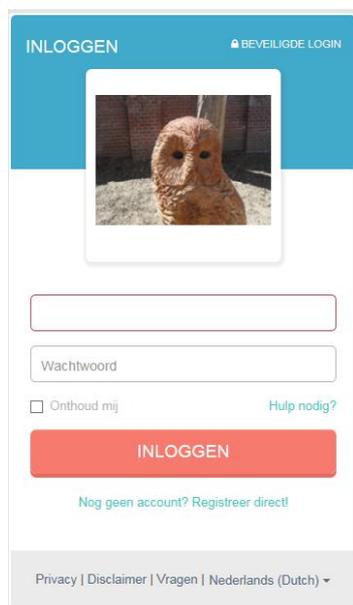

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6. In the form fill out the following code to link the profile of [pupil's name] XeXuqU # ArU9EJAqU
7. Click the "kind koppelen" (linking child) button.
8. If the code matches the information in the system, the link between your profile and
the profile of [pupil's name] has been established .

PLEASE NOTE! This access code is valid until [date] .

Kind regards,
Delftsche Schoolvereeniging.

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Step 2
Log in with your personal data (email address and password) .

Step 3
When you are logged in, first click the button "mijn profiel" (my profile). It can be found by clicking the top right corner of the screen. You will see the entry form where you can fill out your details as a parent/guardian. You will see the following screen. Please fill out all fields marked with * and finally click "opslaan"(save) to save your data permanently.

Step 4
To your child's profile you can add the details of your child. Fill out as much information as possible in all five tabs and finally click the tab "privacy instellingen" (privacy settings) on the "opslaan" (save button) to save the data of your child. If in due course there is a change, you can adjust the change in your child's profile.

Your data as parent/guardian
The school would like your data to be "up to date".
You can always adjust your data as a parent/guardian under"mijn profiel" (my profile) on the top right of the screen.

Security and password
There is a password check. The password must consist of **8 characters with at least 1 CAPITAL LETTER and 1 digit**. In addition, each participating school has a private and closed system. That means that no other schools use the same system.

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Login My school info App

Mijnschoolinfo also has an APP. You can download the *Mijnschoolinfo* APP free of charge in the *Apple, Android* and *Windows* store.
You can use the *Mijnschoolinfo* APP after you have activated your user account.
After you have downloaded the *Mijnschoolinfo* APP you can log in through the APP in exactly the same way as you log into your *Mijnschoolinfo* Web application.
To log into your *Mijnschoolinfo* App you need:
- the name of your school
- your email address (the email address you have used to register)
- your password (that you have created)
Through the *Mijnschoolinfo* APP you can use all functionalities of the *Mijnschoolinfo* 's Web application.

Privacy
The details of you and your children are only used and processed by your own school. Your data will not be provided to third parties. *Mijnschoolinfo* is registered under number 14.85.150 with the "*Data Protection Authority*" (College Bescherming Persoonsgegevens).

Questions/help desk
Always refer to our support page first. Here you may find an answer to the most frequently asked questions. If you have any other questions or problems, you can get in touch with our helpdesk by sending an email to:
servicedesk@mijnschoolinfo.nl
We ask you for a short description of your question or problem. Don't forget to mention the name of your school and telephone number. We will call or email you within 24 hours.
You can also call on working days between **9:00 hrs -16:00 hrs: 050-210 30 40**

Website: http://www.mijnschoolinfo.nl

Options:

• Receiving specific information (mailings). For example: your child is in group 2 or 5, then you will only receive that information. Of course you will always receive general school information.

• Newsletter by mail (including an appendix in PDF for print).

• School Guide by mail in PDF for print.

• Information by mail (including an appendix in PDF for print).

• School year calendar, to print or to export to user's outlook calendar.

• Class lists (also print out)

• Management of address details of your child (ren), carers and the sitter.

• Consultation of the daily news at school.

• Digital filling out of reply slips .

• Archive of sent newsletters, notices.

• Digital planning of parent/teacher appointments.

• In /outbox for messages . (This allows the parent to communicate 1 on 1 with an employee of the school, usually the teacher)

• Optional: In the *Mijnschoolinfo* APP parents can inform the school when their child is absent/present.

• Optional : parents can register their child for the lunch break at school.

• *Mijnschoolinfo* App for tablet and smartphone, for *Apple, Android* and *Windows*, can be downloaded free of charge by parents.