

## Using FlexisSchools - Exford's school app!!

Please come and see us if you need help with setting your FlexiSchools Account.

### How do I register for a Flexischools account?

You can register by following these steps:

- > Download the Flexischools App from the App Store or from Google Play and click "Like to register?" or click on the "Register Now" button below.
- > Submit your email address to create an account.
- > Go to your Inbox and open the registration email from Flexischools.
- > Click on the link provided (or copy and paste the link in a new internet browser window).
- > Follow the registration process, creating a password and completing your personal details.
- > Once your account is set up, log into the Flexischools App or click on "Log in".

How do I add a student to my account? 

#### Flexischools App

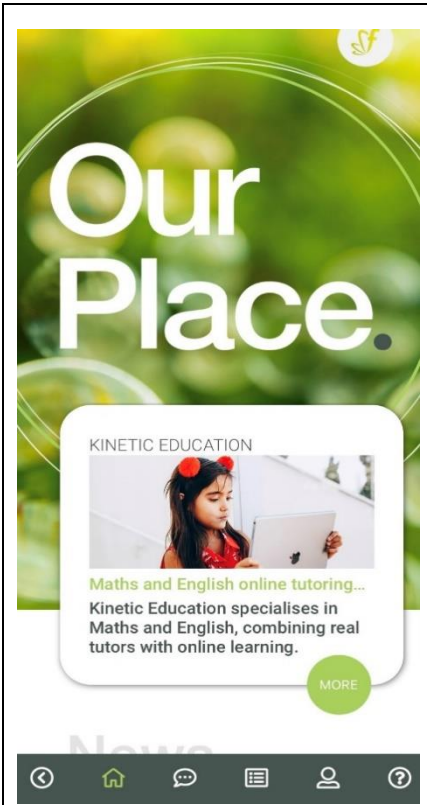
Select the Profile icon on the grey navigation bar, select "Student" and "Add a student", search for their school name, select their year level and class, enter their details and select the green "Save" button.

#### Mobile Device (not using Flexischools App)

Search for their school name, enter their details and select their year level and student class and select the green "Save" button.

#### Flexischools Website (Desktop Site)

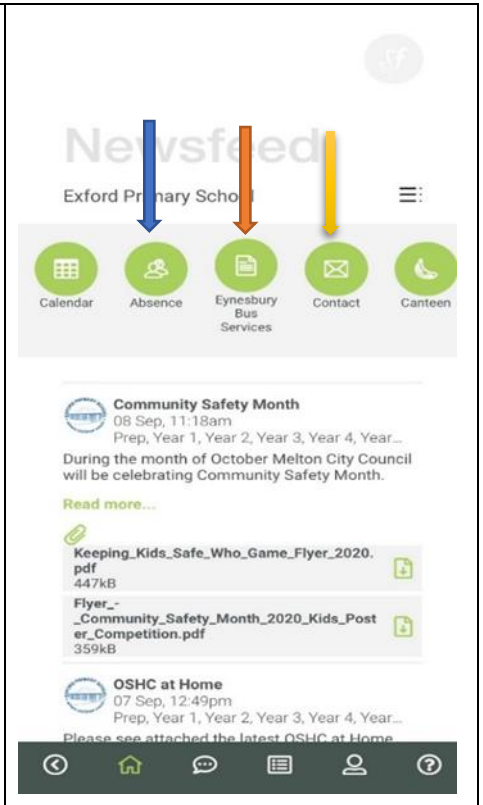
Select "Log in", click "Add student", search for their school name, enter their details and select their year level and student class.



Main Screen  
Scroll down to the 'News' Option

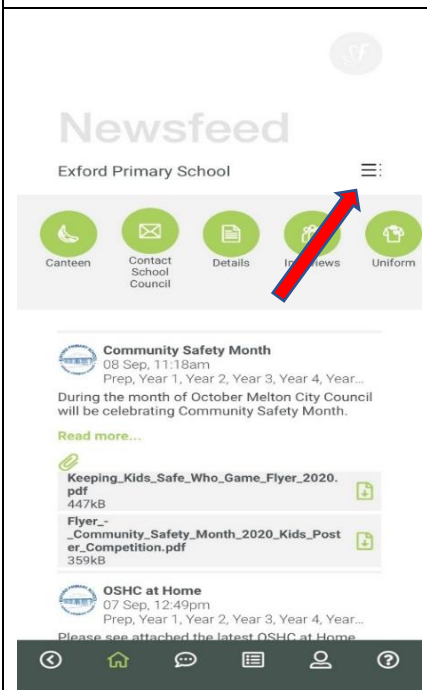


Click on the 'More' button on the News option

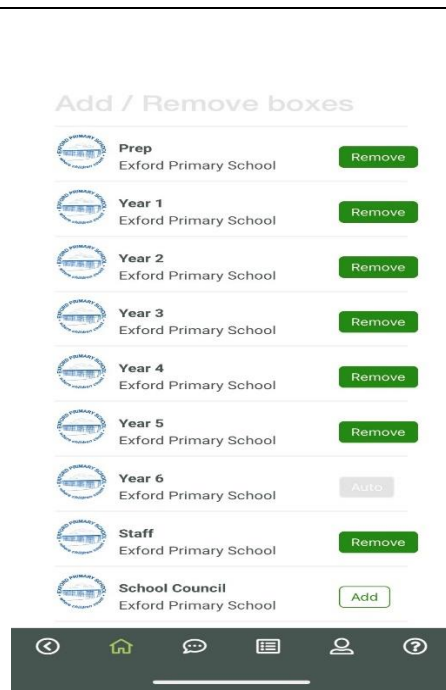


Main Newsfeed  
You can select any of the options above for example:

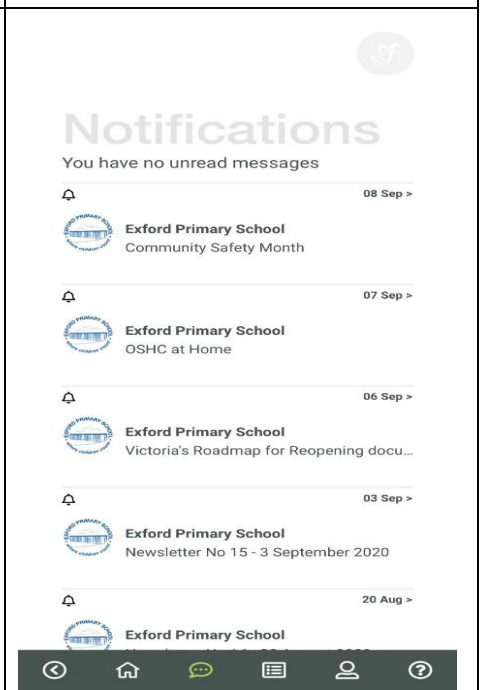
- Absence
- Eynesbury Bus
- Contact us



Adding Year Levels:  
Select the Menu Option



Add the relevant Year Level  
\*Be sure to update this yearly\*



Click here  
for Notifications