

CAREGIVER PORTAL

What is the Caregiver Portal?

The Caregiver Portal is part of our Student Management System (SMS) which is called MUSAC Edge. The Caregiver Portal allows caregivers to view school information about their child(ren) and view school bills online.

The Caregiver portal includes:

Caregiver contact information: Here you can view the details we have for your child(ren)'s caregivers and emergency contacts.

Student attendance: View attendance summaries for your child(ren).

School reports: Children's reports can be viewed and downloaded from the Caregiver portal.

School Payments: School activities and fees can be viewed.

Who can access the Caregiver Portal?

Only Caregivers that we have listed as 'legal guardians' for a student can access the Caregiver portal.

Do I have to use the Caregiver Portal? No, though we hope that many caregivers will find this facility useful and choose to use it!

How do I get started using the Caregiver Portal?

Caregiver Portal: Login Instructions

Access to the Caregiver portal is by using your email address that is registered with the school. To access the caregiver portal login page, go to: <https://parent.edgelearning.co.nz>.

For the first time logging in, enter your email address and click on 'Forgotten Password'. You will receive an email from MUSAC with a link to create a password and will then need to re-log in.



Homepage: Once you have successfully logged in, you will arrive at the homepage of the Caregiver portal. The purple menu bar should contain the names of the students you are a Legal Guardian of. Click on a student's name to see information specific to this student.

Student pages: Each student has four pages of information: Summary, Attendance, Student Reports (once published) and School Payments.

Troubleshooting

- Check you are using the correct email address to log in with. This is the email address we have against your name, (when you enrolled your child, unless you have updated it with the office). This is the only one that will grant you access.
- You will receive an email from Edge with a link to allow you to reset your password – if you do not receive an email, check your spam/junk folder. If you still do not receive an email, see information above, and check with the school that you have entered the correct email address.
- When you go to set your password, you may find that the email field is populated with a number instead of your email address – ignore this. This is a number that is unique to you, and you can't remove it to put your email address in. Just leave the number there and enter your new password in the 'password' field. Your password will then be assigned to your account.
- After you save your password, you need to close the Password Change Confirmation page then either go back to the original log in page or open a fresh page using the <https://parent.edgelearning.co.nz>.
- If you have followed all these steps and are still unable to log in, email us at admin@leeston.school.nz with a detailed description of the problem you're having, and we will endeavour to solve it with you.

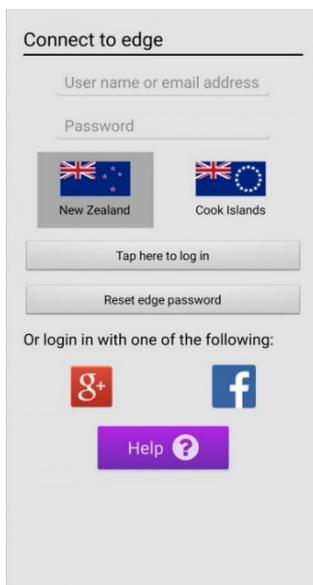
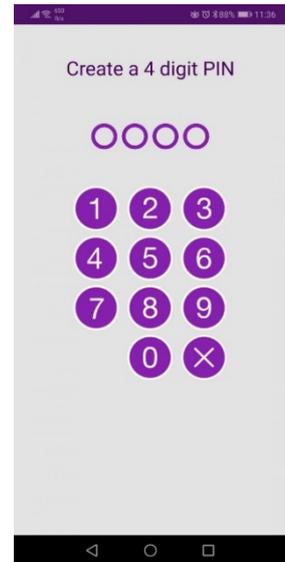


MOBILE APP

Download the app for your device from Play Store. It is available for both Apple and Android devices and can be downloaded from the relevant stores.

To add the Edge App to an iPad, search and download the Edge App under iPhone not Tablet. There may be a filter to select > Supports > and select iPad only.

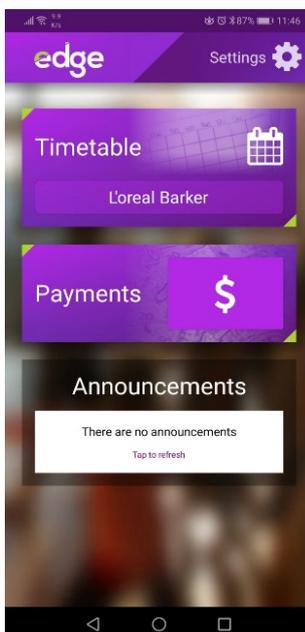
Once you have downloaded and installed the app the first screen will ask you to set up a PIN. You will need to enter your PIN twice to confirm it. Once you have done so, you will be presented with the login screen.



If you have set your school account up with Gmail, you can use the G+ authenticator to log in. If not, enter the email address and password you would use to log in to the Caregiver portal website on your browser.

If this is the first time you have done either, you can use the 'Reset edge password'. This will email you a link to set up your password. Follow those instructions to set it up, then return to the app.

These steps will only have to be done the first time you Log In. If you use the Log Out function in the App, you will need to repeat the above steps.



Once you have logged in, you will be presented with your Dashboard, and from here you can view your child/children's data including Attendance, Reports and Financial details. The Settings menu can be found in the top right corner. From there you can Change your PIN, view your Profile etc as well as log out of the Edge account (only necessary if you have multiple Edge accounts).