



Paengaroa School

"Where Learning has no boundaries"
"He Akoranga Mutunga Kore"



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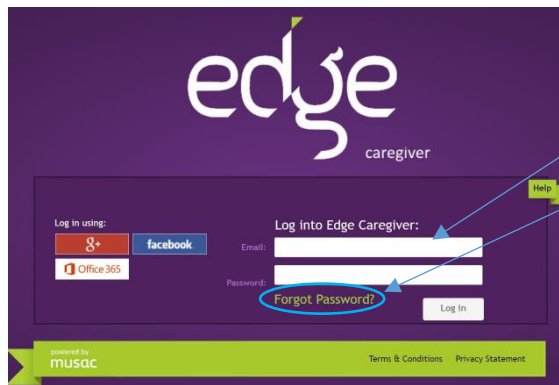
Edge Caregiver Portal and Edge Mobile App Setup Guide

If you haven't logged in to Edge before, you must first set a password. It is recommended that you do the initial setup through the Caregiver Portal on your Desktop computer or internet browser on your mobile phone before you set up the mobile app.

Signing into Edge for the first time

Enter the website <https://parent.edgelearning.co.nz/> into your browser.

You must use the same email address that the school holds for you. This will be the one you provided with your child's enrolment, and which you receive newsletters and other email notices from school



Enter your email address and click 'Forgot Password'.

An automated email will be sent to your email address.

Check your email account and locate the email sent by Edge. It should look similar to the image to the right.

If you have not received an email, please contact the school to confirm we have your correct email on record.

Click on the blue link and you will be taken to a webpage to set a password for your Edge account.

Type a new password in the fields required and click 'Save New Password'. (Keep the password for the Parent Portal somewhere safe so you can log in easily each time)

MUSAC edge Forgotten Password Request Inbox x



Edge Learning <noreply@edgelearning.co.nz>
to me ▾

Hi

You recently requested help with your password.

You can reset your password by following the link below:

<https://staff.edgelearning.co.nz/ForgotPassword.aspx?RequestID=fc849d94-970c-4fa0>

Please contact your school administrator if you have any queries.

The Administrator

Once you have set your password, you will be redirected back to the Edge login page. Enter your email address and newly created password and click 'Log in'.

Now you have access to the **Caregiver portal** and you should be able to click on the name of your child(ren) and have access to all the functions of the Caregiver Portal.

Edge Mobile App

The Edge Mobile App can be downloaded from either Play Store (Android) or App Store (iOS). Search for **Musac Edge**

Once the app has downloaded, launch the app. You will be prompted to create a 4-digit PIN. This is used to log into the Edge app on your mobile device. You will be prompted to verify the PIN by entering it again.



Enter your Edge email and password you did setup previous (see page1)

The Edge App setup should be complete. When signing into the Edge App on your mobile device, you will be prompted to enter the 4-digit PIN you created in the previous steps.

In the app there is a series of labelled tiles that when tapped bring up information on your child's contact details, attendance and related data.

We may also push announcements and notifications to the app. You will be able to send a 'Notify School of Absence' notifications to us.

After 3 minutes of non-use the Edge app will log out and require you to enter your 4 digit pin to re-open.

Troubleshooting:

It is important that you use the email that is registered with us otherwise you will not be able to have access the Portal or App.

If you still have problems please email us at gabi@paengaroa.school.nz with a detailed description of the problem you're having. Please include screenshots of the steps you take leading up to the problem if possible. We will endeavour to figure out the issue and get you signed in to the portal as soon as we can.