

eNotify

User Guide

For Staff and Students

Version 1.0.4.0

September 2016

Contents

What is eNotify?	2
How do students use the App?	2
Downloading the App	2
For Apple Devices	2
For Android Devices	3
For Windows Devices	4
Logging on to the App	4
Setting up your eNotify account	5
Raising a notification	8
To use eNotify as a student from your internet browser	10

What is eNotify?


eNotify is an app that allows students to quickly let staff know if they are unwell, running late or have to leave College early. Staff can also raise notifications on behalf of a student.

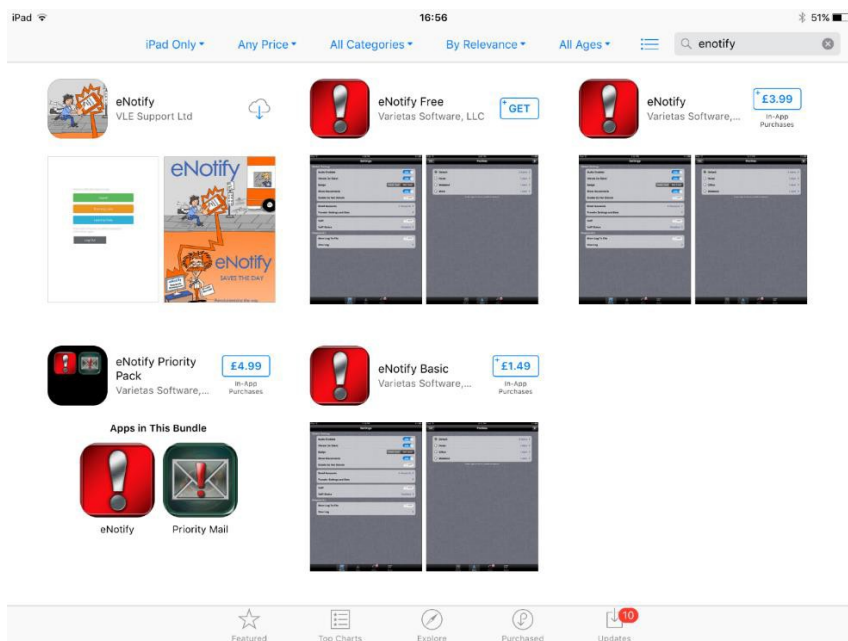
How do students use the App?

Downloading the App.

Go to the App store for Apple devices or to Google Play for Android Devices.

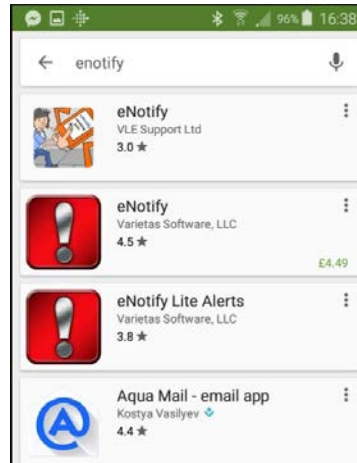
For Apple Devices

1. Go to the App Store
2. Go to the search box and Type in eNotify. There will be more than one App which comes up, you need to select eNotify by VLE Support Ltd. Then click  to download it

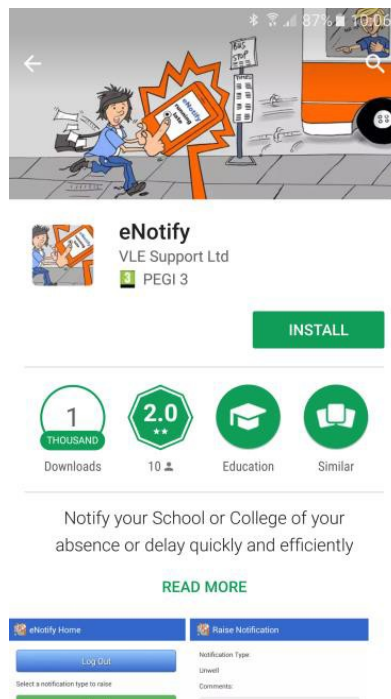


For Android Devices

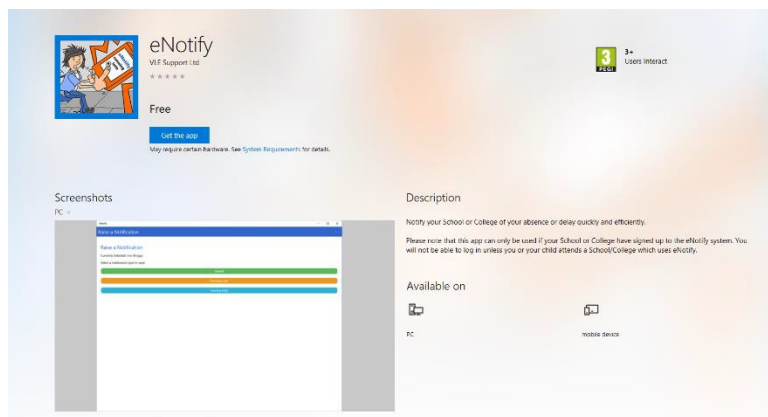
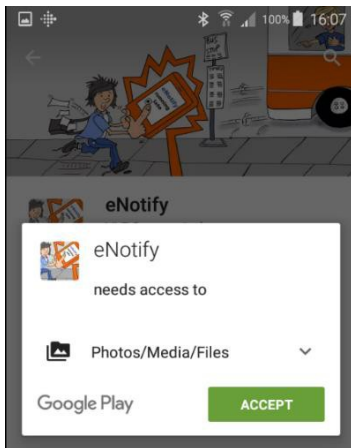
1. Go to Google Play store
2. In the search box type eNotify. There may be more than one App showing. You want to install eNotify by VLE Support Ltd.



3. Once you have found the app, click on it and you will then see the installation screen. Click on INSTALL.



4. If you get this message then press ACCEPT:

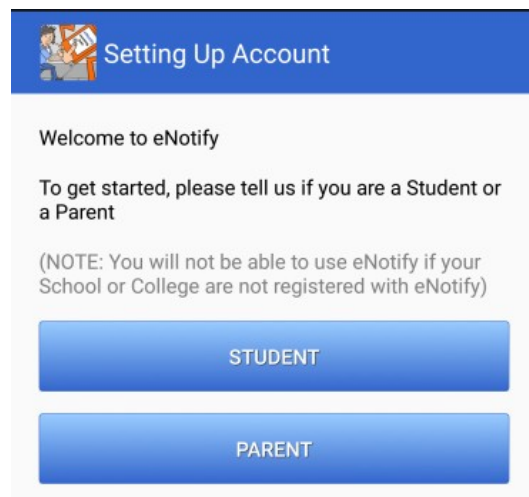


For Windows Devices

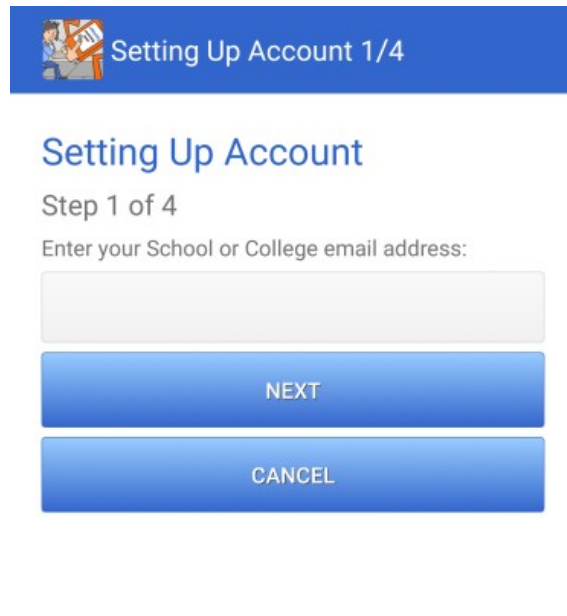
1. Go to the Windows Store
2. Search for eNotify
3. Click on 'Get the App'

Logging on to the App

1. Once it has downloaded you can open the App. You will then be taken to the 'Welcome' page where you should click the 'student' button. The parent button is not available for colleges.



2. Next, you will be taken to step one in setting up your eNotify account. On this page you will need to enter your college email address and click 'next'.



Setting Up Account 1/4

Setting Up Account

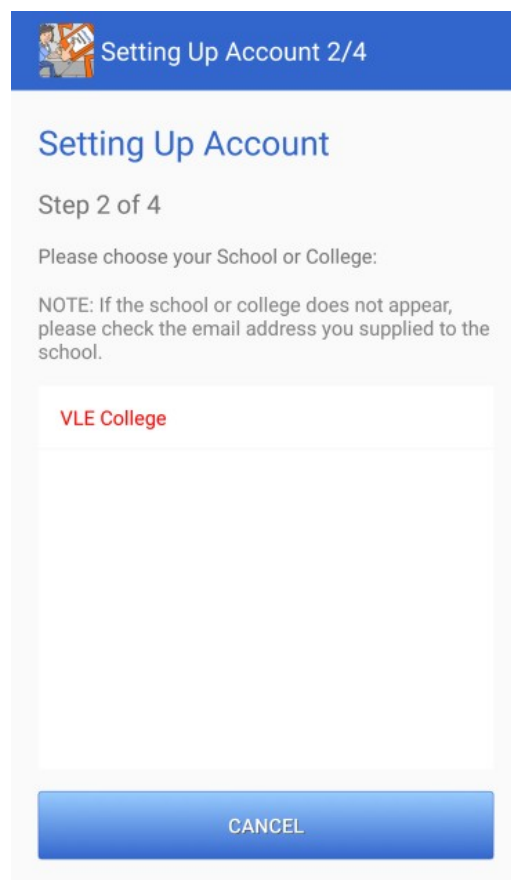
Step 1 of 4

Enter your School or College email address:

NEXT

CANCEL

3. In step two you should now see the name of your college. Please click on the name to take you to the next step.



Setting Up Account 2/4

Setting Up Account

Step 2 of 4

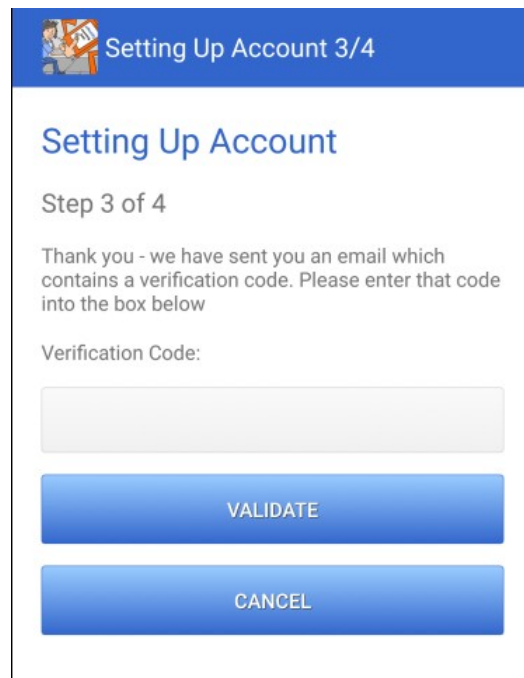
Please choose your School or College:

NOTE: If the school or college does not appear, please check the email address you supplied to the school.

VLE College

CANCEL

- In step three you will need to enter a verification code which will be sent to your college email address.



Setting Up Account 3/4

Setting Up Account

Step 3 of 4

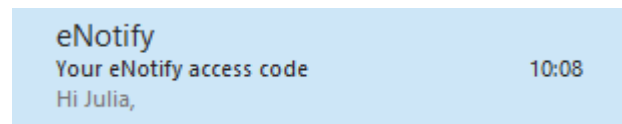
Thank you - we have sent you an email which contains a verification code. Please enter that code into the box below

Verification Code:

VALIDATE

CANCEL

- Sign into your College email account and you should see an email from eNotify



- Open it up and you will find the following message containing the access code you need to activate eNotify

Hi Julia,

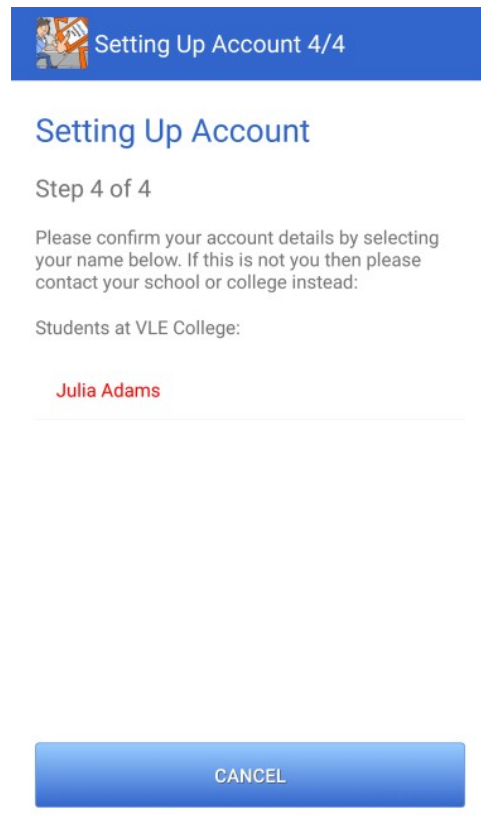
You have received this email because you have attempted to log in to eNotify.

Your access code is: 5121

If you did not request this login then you can ignore this email.

Thanks
The eNotify Team

7. Enter this code into the verification box and click Validate.
8. In the fourth and final step you simply need to confirm that this is your account by clicking on your name.



Setting Up Account 4/4

Setting Up Account

Step 4 of 4

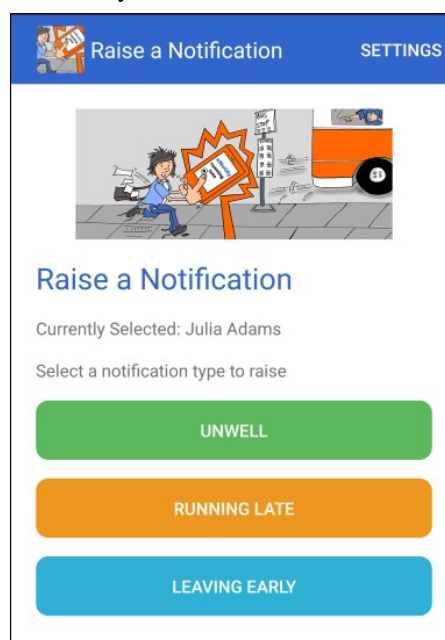
Please confirm your account details by selecting your name below. If this is not you then please contact your school or college instead:

Students at VLE College:


Julia Adams

CANCEL

9. This should then log you on to the App. Some Colleges may have additional buttons as well as these shown here. Please note that Leaving Early will not be an authorised absence, but can be used as courtesy.



Raise a Notification SETTINGS



Raise a Notification

Currently Selected: Julia Adams

Select a notification type to raise

UNWELL

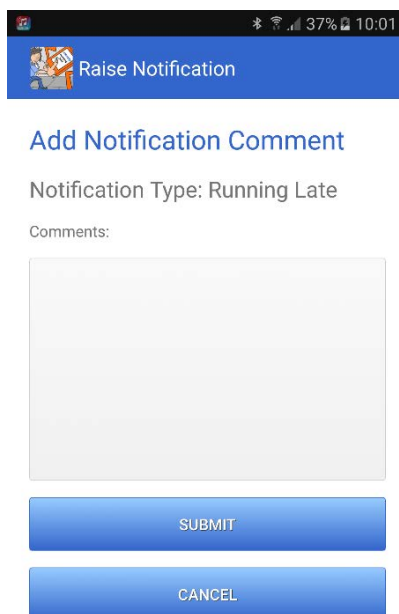
RUNNING LATE

LEAVING EARLY

10. If in mitigating circumstances, a student would prefer a parent./guardian to download the app to notify college of absences, please contact the Attendance Team at college in order to set up correct email address on the college database. However, a phone number to report absence would still be available to parents.

Raising a notification

1. To let staff know if you are unwell, running late or leaving early, select the appropriate button on your App. You will then see the comments box where you enter in the why you have raised this notification. Please note, students should not use the Leaving Early option. Any notifications received via this option, will not be recorded. With regard to "Absent for reason other than illness", it is essential you leave a comment to explain absence. Notifications received without a comment will not be recorded.



37% 10:01

Raise Notification

Add Notification Comment

Notification Type: Running Late

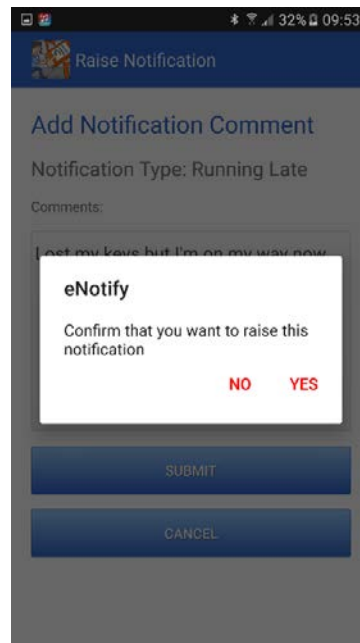
Comments:

SUBMIT

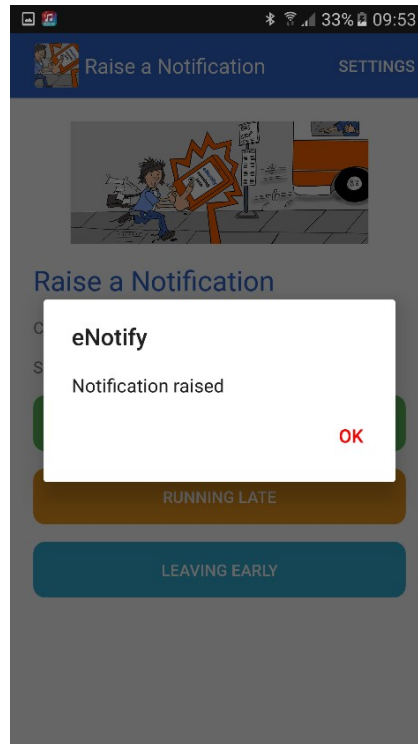
CANCEL

2. Once you have entered your comments, select SUBMIT.

3. You then need to Confirm by clicking YES. This will then send your notification to your tutors.



4. Click OK to return to the Home Page.



5. Do not Log Out. If you do then you will have to go back and put your email address in again to get the authorisation code.

To use eNotify as a student from your internet browser.

Go to this web address

<http://enotifystudent.vlesupport.co.uk/>

You will see this box, click on I'm a Student.

Index



eNotify Staff & Parent Login


Please tell us which type of user you are:

Student

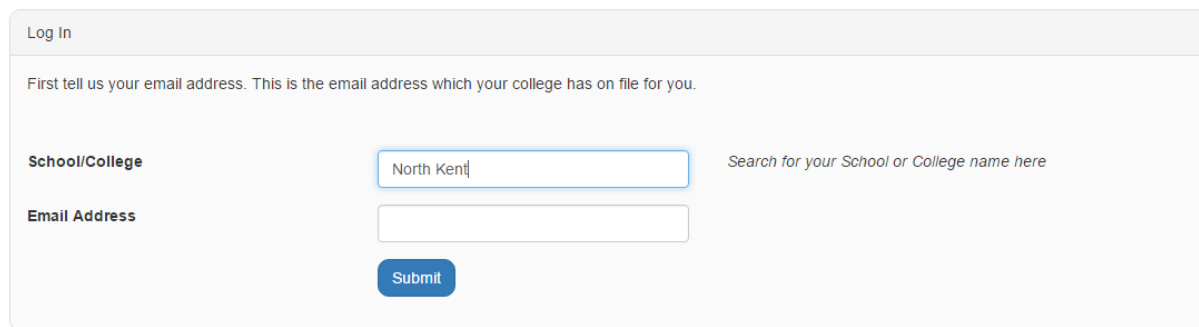
I'm a Student

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You should then get a login screen. Start typing the name of your School/College. It should then be able to be selected from a dropdown list.

Once you have selected your School/College, enter in the email address that they have given you. Then click .

Log In



Log In

First tell us your email address. This is the email address which your college has on file for you.

School/College Search for your School or College name here

Email Address

Submit

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If this is the first time you have logged in then you will receive an email with your access code.

 Reply  Reply All  Forward



Thu 10/11/2016 09:57

eNotify <noreply@vlesupport.co.uk>

Your eNotify access code

To

Hi Lexi,

You have received this email because you have attempted to log in to eNotify.

Your access code is: 9700

If you did not request this login then you can ignore this email.

Thanks
The eNotify Team

Enter this Access Code into the box

Log In

Log In

Thank you. We've just sent an email to that address. This email contains an access code. Please type that code into the box below.

Access Code

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Once you have successfully entered the code and clicked , the screen below will be displayed.

Step 3

Log In - Step 3

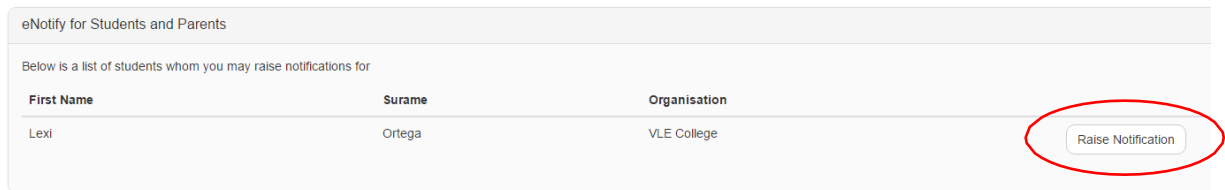
Here are the students you are associated with at this organisation:

First Name	Surname	
Lexi	Ortega	<input type="button" value="Add this Student"/>

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This is to confirm that the email address is linked to you as a student. If this is correct, then click Add this Student.

This screen will be shown.



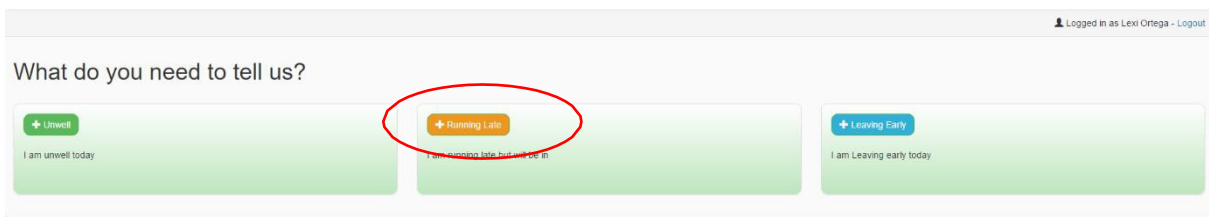
eNotify for Students and Parents

Below is a list of students whom you may raise notifications for

First Name	Surname	Organisation
Lexi	Ortega	VLE College

Raise Notification

To raise a notification click Raise Notification. You can then choose which type of notification you wish to raise. Your School or College may have some additional buttons that they have created. Click on the type of notification you would like to raise.



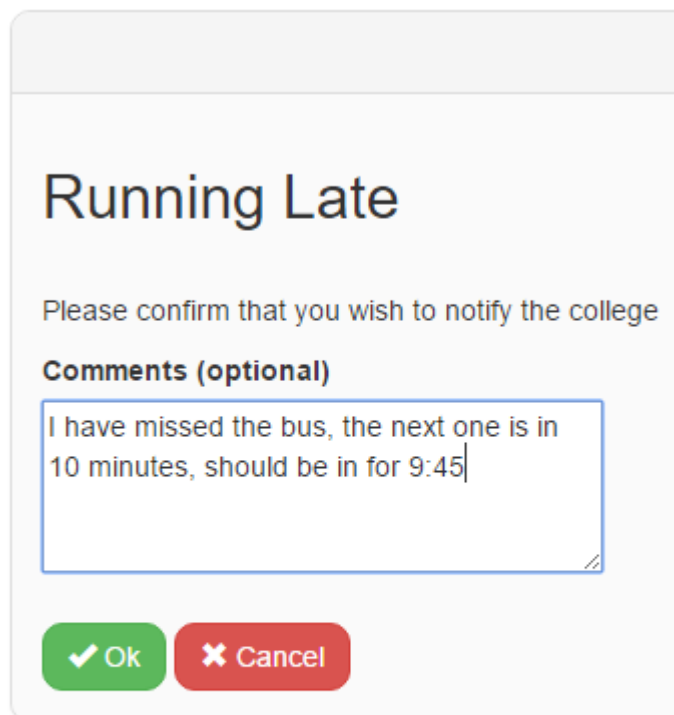
Logged in as Lexi Ortega - Logout

What do you need to tell us?

- Unwell
- Running Late
- Leaving Early

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You can then enter in a reason for this notification.



Running Late

Please confirm that you wish to notify the college

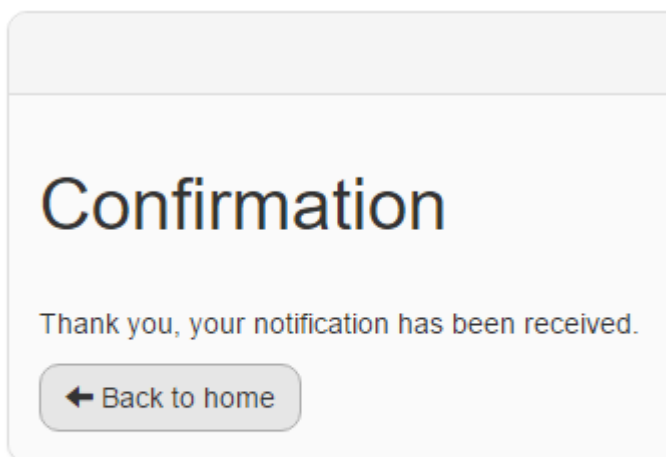
Comments (optional)

I have missed the bus, the next one is in 10 minutes, should be in for 9:45


Ok Cancel

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Click  to send this notification to all your teachers.



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Clicking  will cancel the notification and take you back to the Raise Notification Page.

Do not log out of the site. Next time you go to the website, you will be able to raise a notification without signing on. If you do log out, you will have to start again.

eNotify for Students and Parents			
Below is a list of students whom you may raise notifications for			
First Name	Surname	Organisation	
Lexi	Ortega	VLE College	