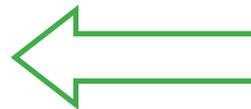
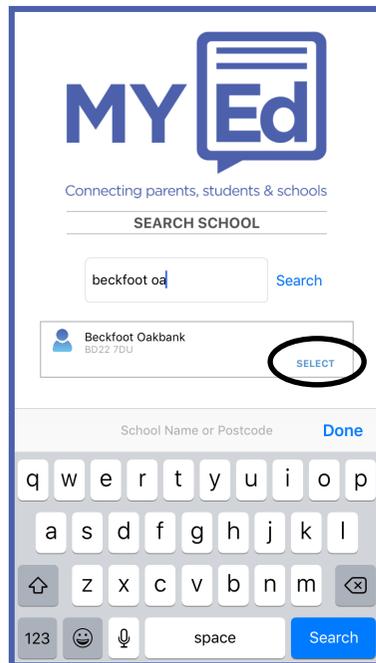
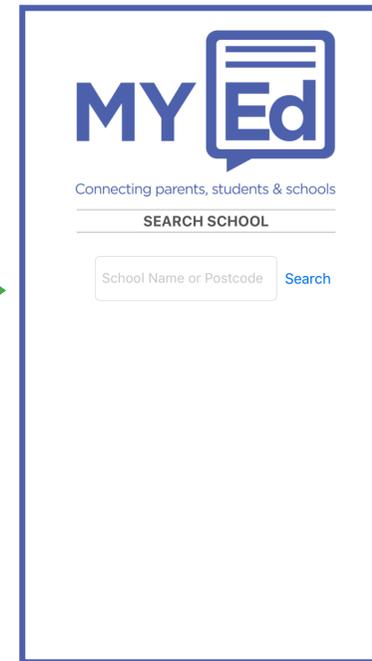


**TO START:**

To access both your child's and the Beckfoot Oakbank section of the app you first need to search for Beckfoot Oakbank.

To connect, search for Beckfoot Oakbank.

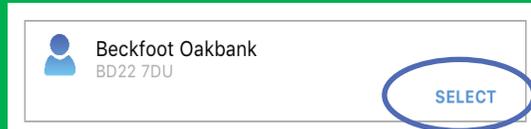


**TIP:**

As you enter Beckfoot Oakbank, the search will auto find the trust schools.

Click select on the Beckfoot Oakbank button.

## Next...



Once you press "SELECT" to connect to Beckfoot Oakbank  
You will be required to create a new account.

Please enter your details as requested.

Click Link Account once all your details are correctly entered.



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### YOUR DETAILS

[Link Account](#)

Your Mobile Number and Email Address need to be those registered with school. If you have not provided school with these contacts your child's details cannot be linked. Please contact school to provide this so we can link your child's details to your app. This will take 24-48 hours to update.

Please call **01535 210111** or email **[office@oakbank.org.uk](mailto:office@oakbank.org.uk)**



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### SECURITY CODE

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You will soon receive a short security code sent to your Mobile please enter into the box below and click Create Account.

[Create Account](#)

If your security code has not arrived after 5 minutes please click retry to resend a new code.

[Resend Code](#)

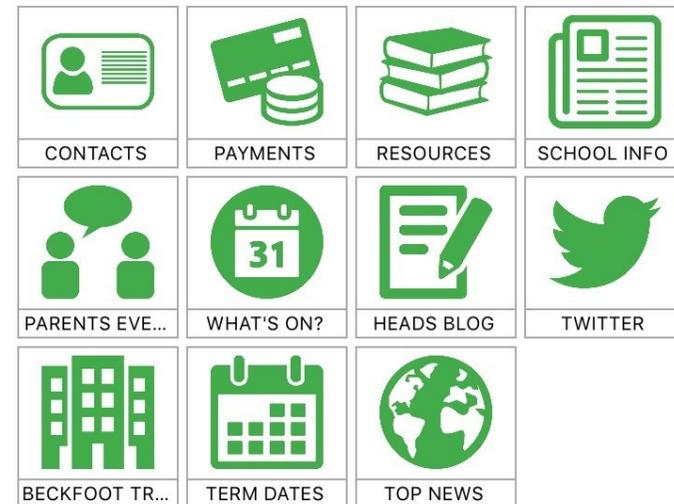
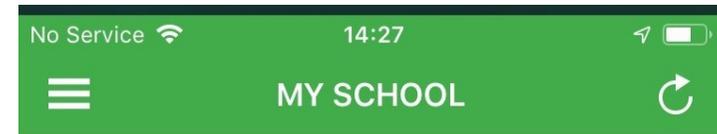
Once “Link Account” has been clicked you will receive a text message containing a security code.

Enter the code when prompted on the next app page.

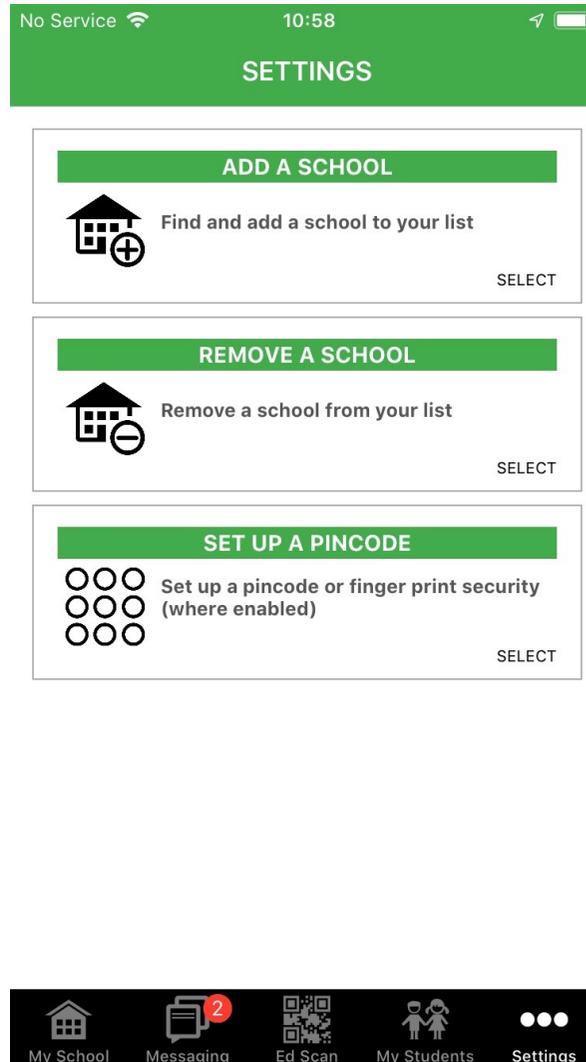
To continue, click *Create Account*

The code should arrive within 5 minutes—click resend if you have not received within this time.

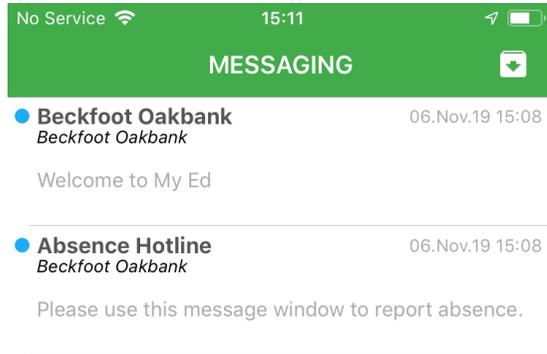
When your details have been entered and your account confirmed, the app will load the Beckfoot Oakbank section and all its content.



The first time you run the app, please navigate to the Settings and “Set up a Pincode” for security reasons.



You can now report an absence through the message section and reply to any in-app messages that require a response.



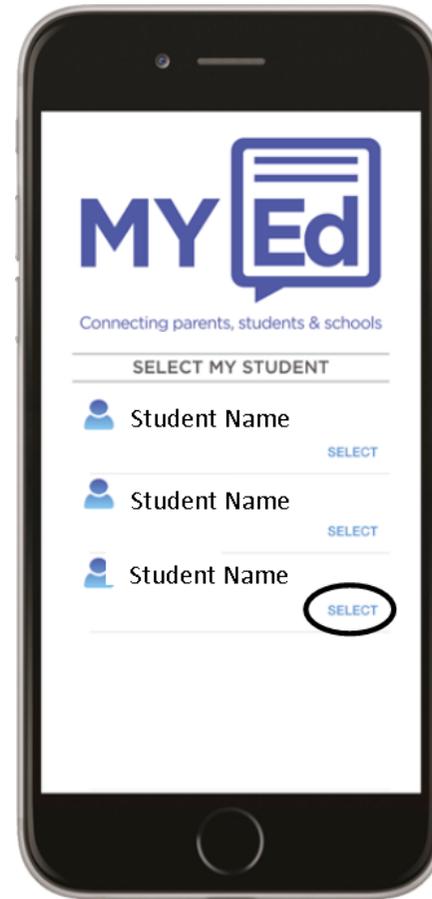
### FOR ABSENCE

Make sure that you include the name of your child, their tutor group and reason for absence.

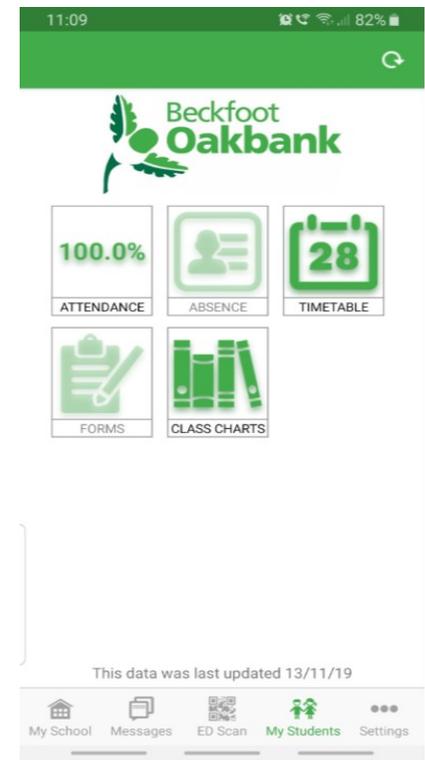
Navigate to the "My Student" section



And select the child's record you want to look at.



Explore the tiles below and check your child's attendance, their timetable and other relevant information.



If you have any problems whilst setting up the app or whilst using the app, please contact us on: 01535 210111.