



Pupilpod Mobile Application

User Guide

Version 1.0 | June 2016

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Introduction

The Pupilpod Mobile App is intended to provide information about your ward more quickly and efficiently. After installing the Mobile App, you will be able to view:

- Messages or Notifications
- Circulars sent by the school
- Student Attendance for the academic year
- Fees paid, due and online payment
- Calendar Events
- Progress reports
- Ward / Student details

Installation

Open Google Play Store and type **Pupilpod** in the search box and search. You will see **Pupilpod Parent App** listed in the search window, as show in the image 1 below:

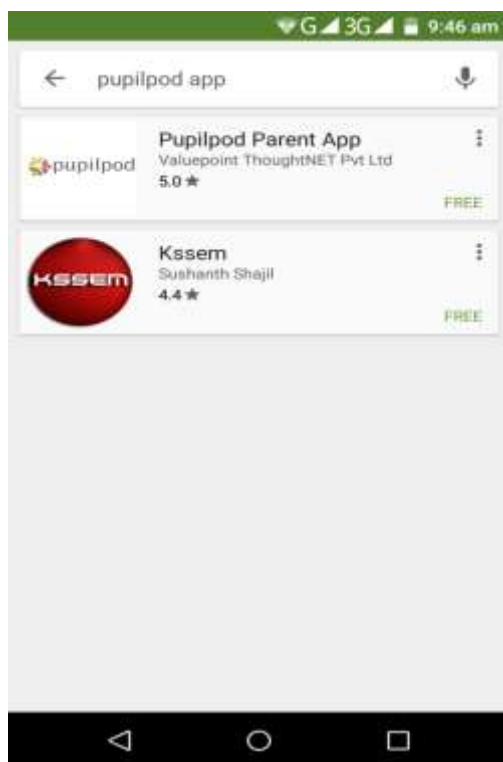


Image 1: Search Pupilpod in play store

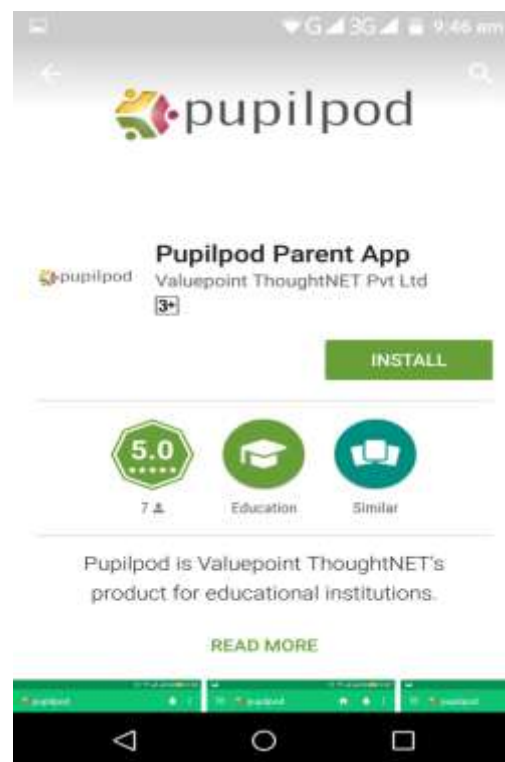


Image 2: Installing of Pupilpod Mobile App

Select the option **Pupilpod Parent App** as show in **Image 1** and click on **INSTALL** as show in the **Image 2**

Once the Pupilpod Mobile App is downloaded, the mobile would automatically install the App and once completed you would see the option to open the application as show in **Image 3**. Please click on OPEN and the Pupilpod Mobile Application will be launched as show in the **Image 4**.



Image 3: Installing of Pupilpod Mobile App



Image 4: Launch Pupilpod Mobile App

Registering to Pupilpod Mobile App

Please follow the below step by step procedure to register for Pupilpod Mobile Application

- Once the App is open it would ask for username and password. In this screen please click on **Don't have an account? Sign Up** as shown in **Image 5**
- In the next screen please fill up all the fields Name, Email, Mobile Number, Password and Confirm Password and then click on **Register** as shown in **Image 6**
- Now the App would send an email with the **OTP** details to the email address specified during the registration process
- Check the email inbox for the OTP, enter the OTP and click on **Verify**. If you have not received the OTP, click on resend OTP and then check your email inbox for OTP as show in **Image 7**
- Once you enter the OTP, the Application will verify the account and then login into the Pupilpod Mobile Application as shown in **Image 8**

Note: Registration to Pupilpod Mobile Application will not fetch any information of the ward or student. This process will allow the user to login into the application only and you can use any email address to complete the registration process.

If you are not able to register to the application or should you have any queries on the installation and registration process please email us on support@pupilpod.in and we will be happy to help you.

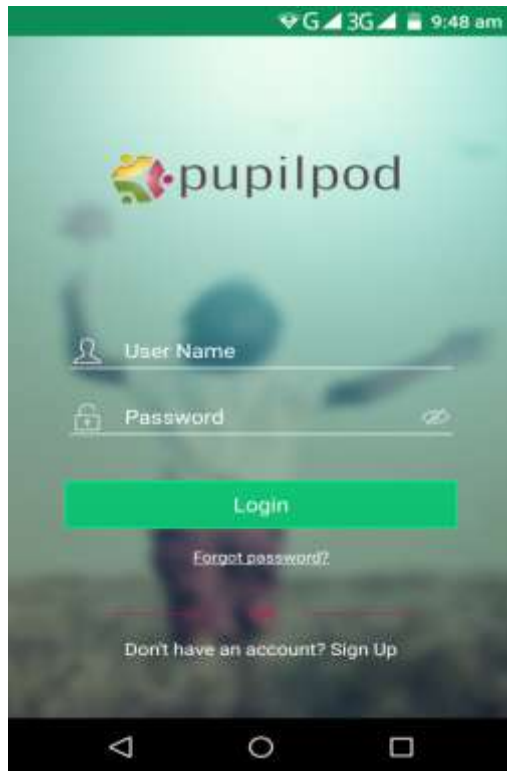


Image 5: Register to Pupilpod Mobile App

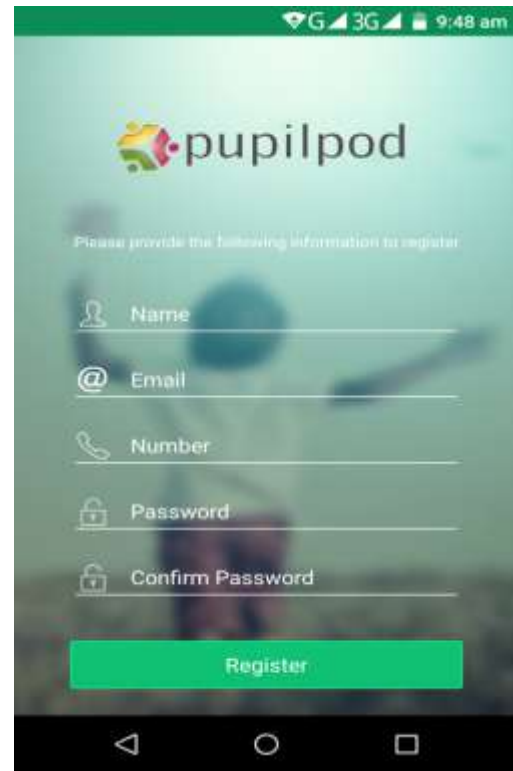


Image 6: Add personal detail

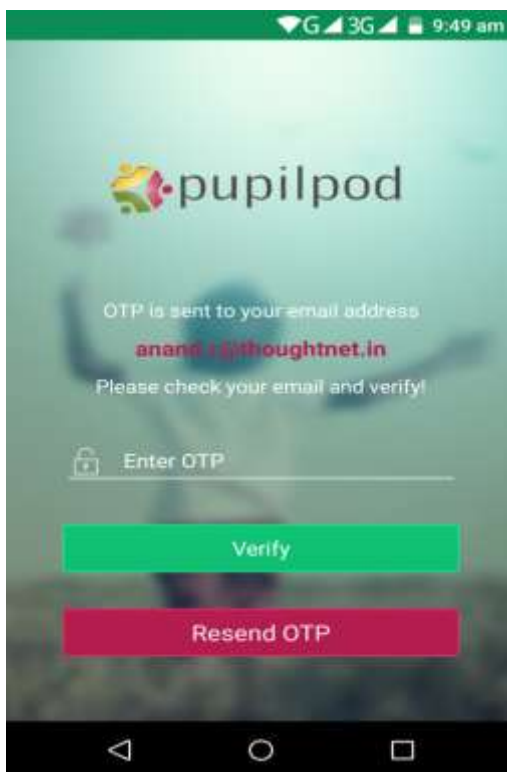


Image 7: OTP to verify email address

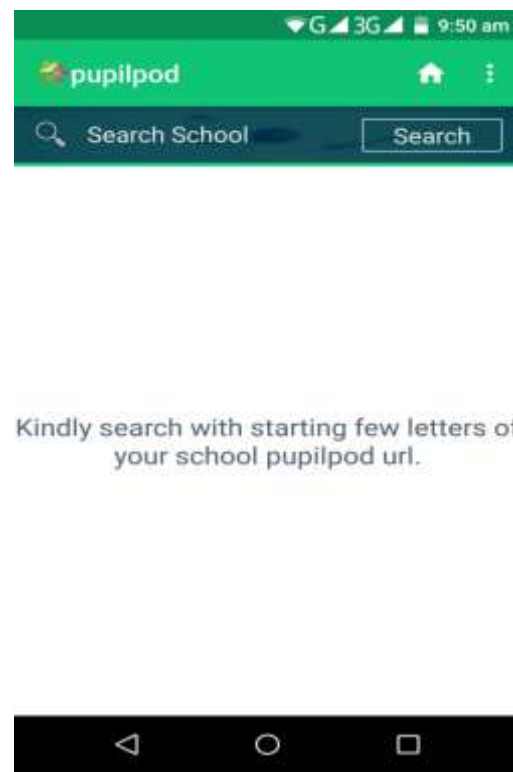


Image 8: Registration Complete

Add Student to Pupilpod Mobile App

Once you have downloaded and registered to the Pupilpod Mobile Application you need to add the student account to the App.

Note:

- You can add only the Institution or the School, who use pupilpod as their technology platform
- Parents or Students account must have be enabled by the Institution or the School
- Parents or Students must have activated their respective pupilpod account before adding the account in the App

Procedure to add the Student profile in the App

- After you have downloaded and registered to Pupilpod Mobile Application you will be on the directed to home page as shown in the **Image 8**
- Here in the Search School box type the School or Institute name or the pupilpod URL of the respective institute or School where the student is studying, as shown in **Image 9**
- If the School or Institute is using pupilpod, the search results will bring up the school in the list as shown in **Image 9**
- Select the School or Institute name and now the App would prompt you to enter the Username and Password of your pupilpod account for the respective School or Institute as shown in **Image 10**
- Enter your Username and Password to pupilpod and click on **Verify Now**. This will bring the details of the student into the Pupilpod Mobile Application as shown in **Image 11**
- Follow the same procedure if you have a student studying in other school or institution who use pupilpod as their technology platform

If you are not able to register to the application or should you have any queries in adding your ward details to the Pupilpod Mobile Application please email us on support@pupilpod.in and we will be happy to help you.

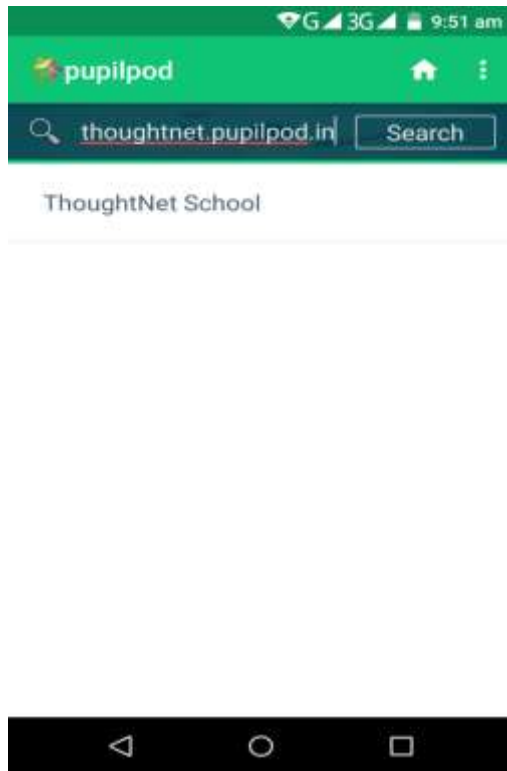


Image 9: Search the School or Institute

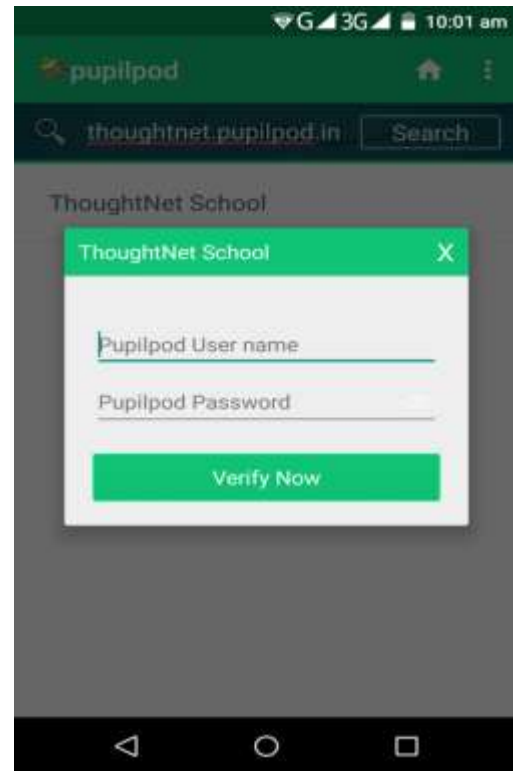


Image 10: Pupilpod Username and password



Image 11: Student Information in Pupilpod