



# MURRAYS BAY INTERMEDIATE SCHOOL

## School-links

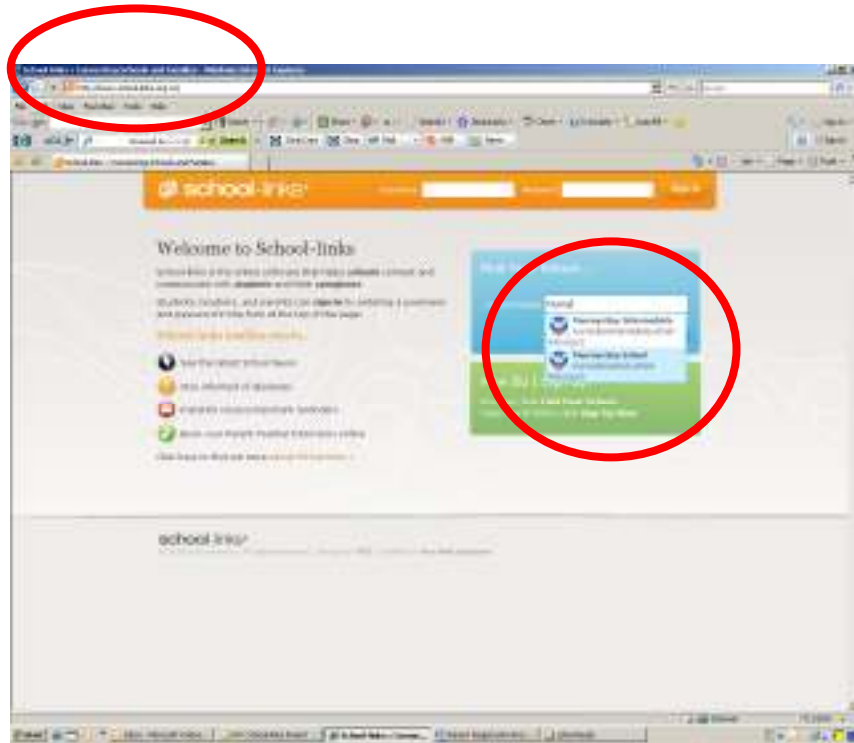
*'Connecting Schools & Families'*

### Getting Started

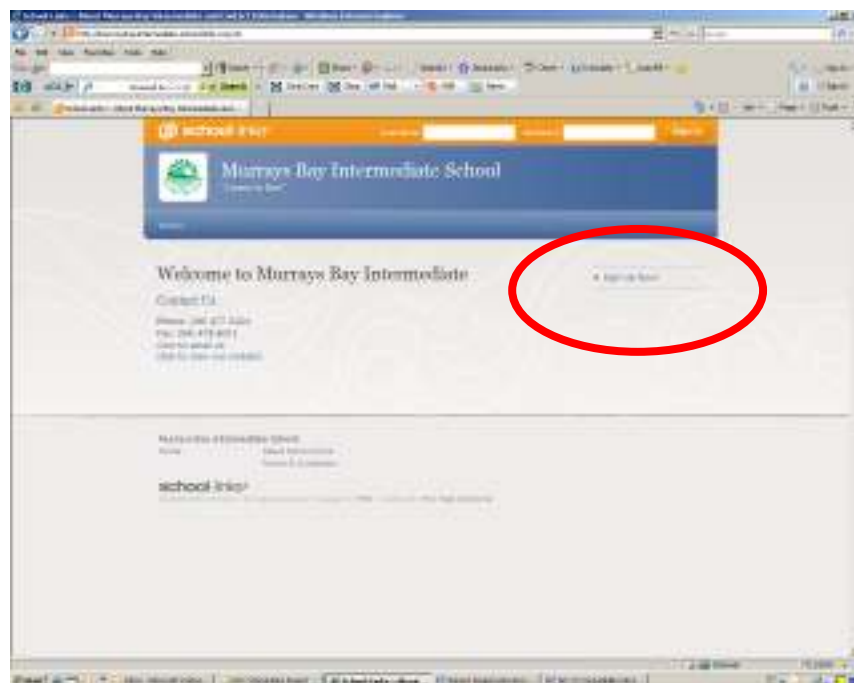
- You can receive two-way TXT and email alerts for example school closures, sport cancellations or ground changes, or in the event of a school emergency
- Receive TXT and email alerts if your student is noticed absent from school
- You can book your Parent-Teacher Interviews online
- Notify us of your students' absences at any time by simply logging on to our School-links portal
- Receive all your newsletters and general notices directly to your email account

## First time at the School-links website?

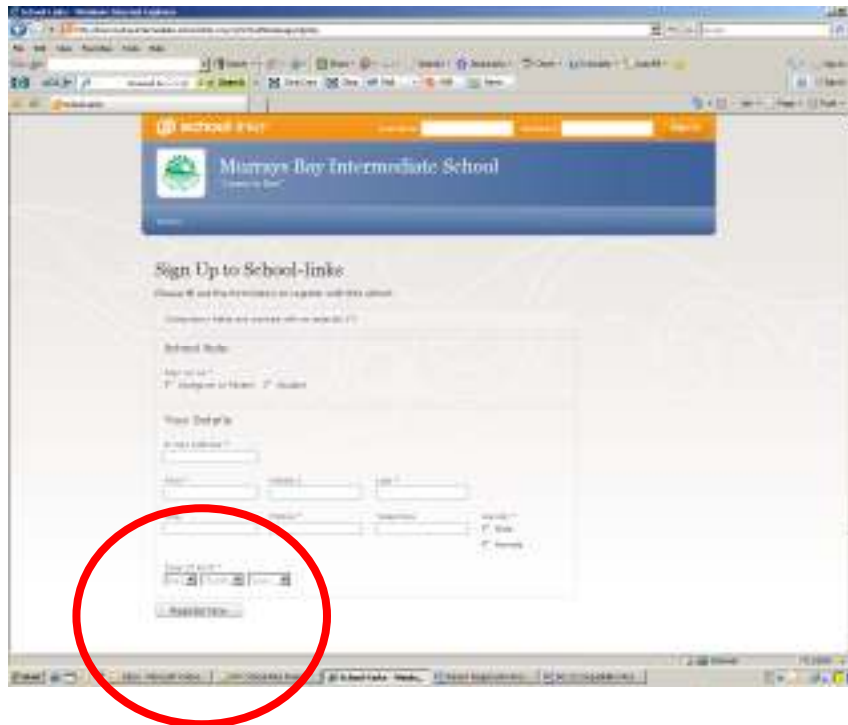
Point your internet web browser to [www.school-links.org.nz](http://www.school-links.org.nz)  
Enter “Murra ...” into the “Find your School” box, wait a second or two and you will be presented with the full name of the school to select. Click on it when it appears.



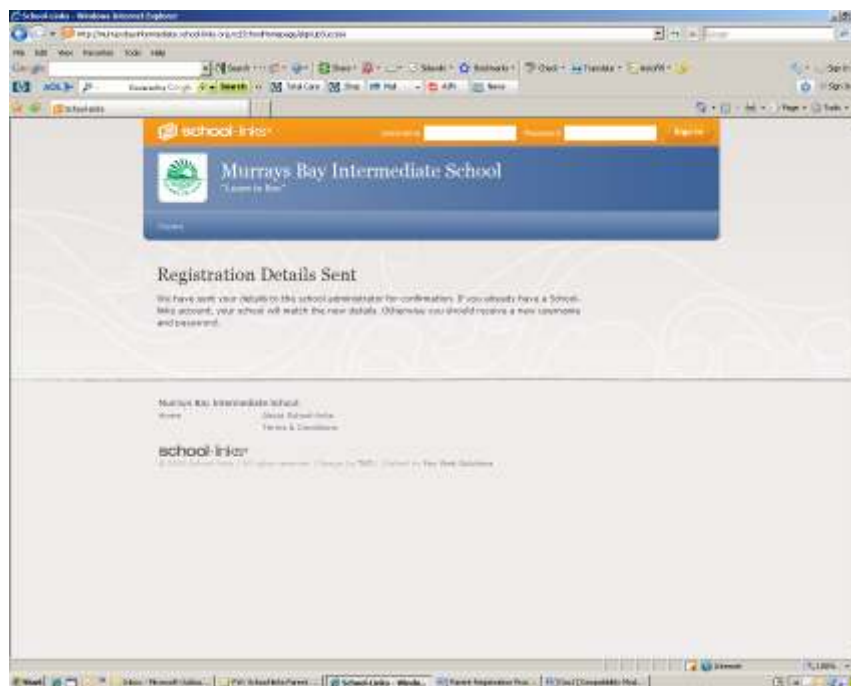
This leads you directly to the front page of the School-links site for Murrays Bay Intermediate School. Click on the “Sign up now” link.



On the “Sign Up” page, you should sign up as a Caregiver and provide the information requested. Click the “Register Now” button to complete the first part of the process.



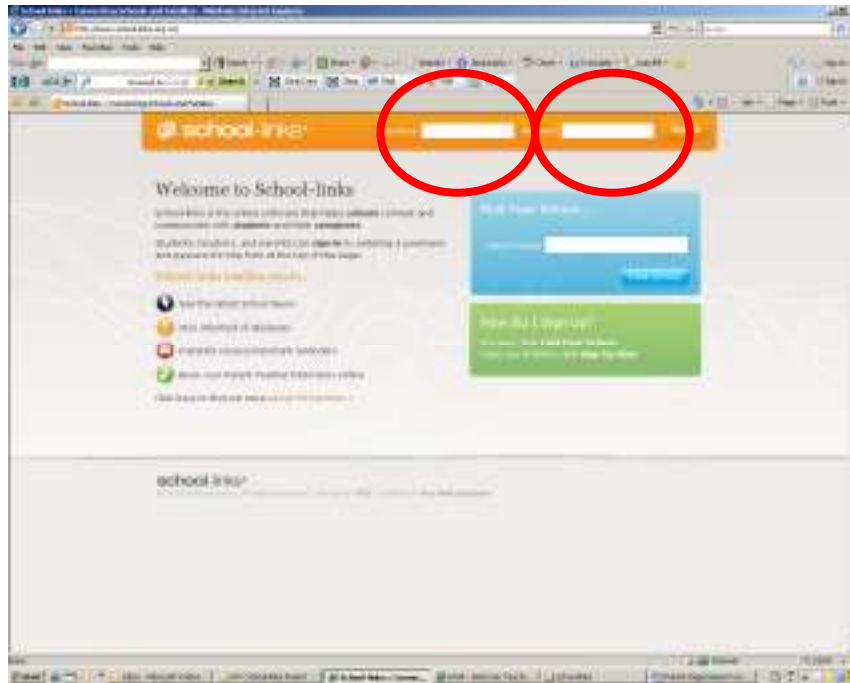
Successful registration gives you this screen ...



You will need to wait until you receive a confirmation email before you can complete the rest of the process.

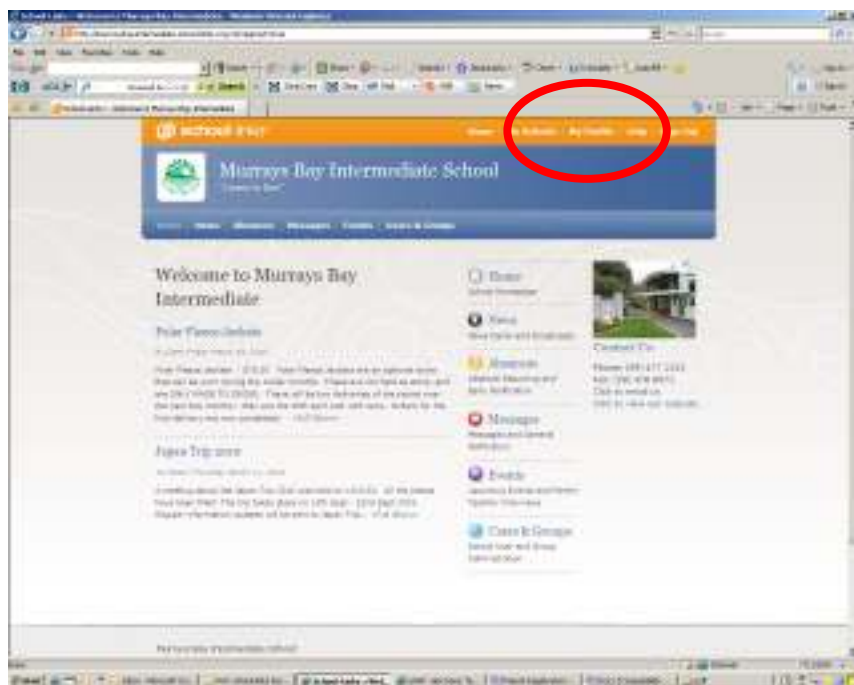
We will receive an email alerting us to your registration request. Once accepted by the school, an email from School-links will be sent to you which will include a temporary username and password.

Go back to the School-links website ([www.school-links.org.nz](http://www.school-links.org.nz)) and enter your temporary login and password in the appropriate spaces in the orange bar at the top of the page.

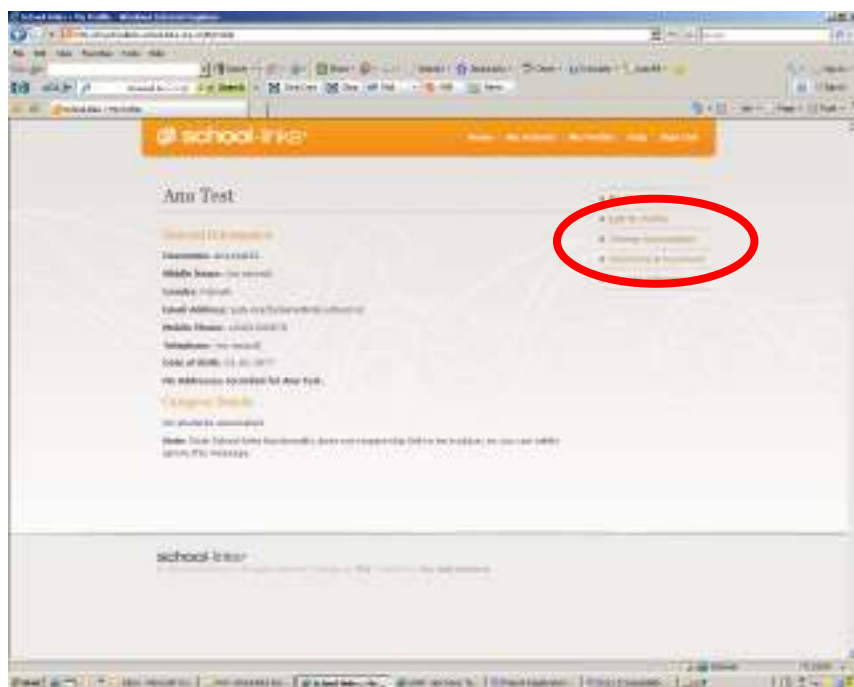


(Ever wondered how to remember your username and password? You can use the same username over and over again eg brownj or john.brown or jbrown etc ... But, choosing a password is trickier. One suggestion could be to use a favourite word like apple and add a prefix and suffix appropriate to the website that you are using eg for **school-links** you could use **sapples**. Your **gmail** password could be **gapplel**.)

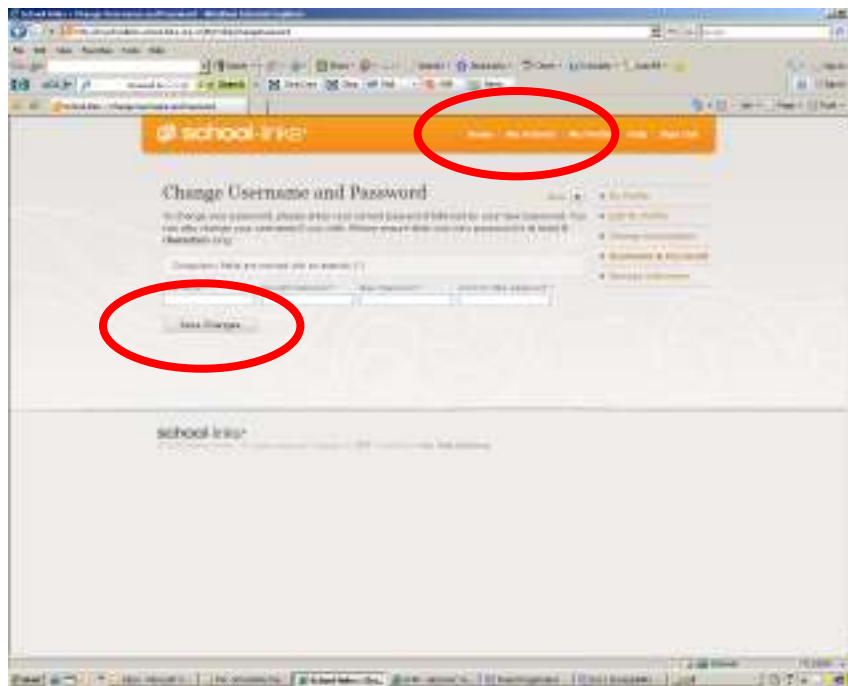
Clicking “Sign In” will take you to the “My School’s” page in School-links where you can now edit your profile and change your username and password to something that you can remember. So click on “My Profile” in the orange bar at the top of the page.



This takes you to a page showing all the details that are currently recorded for you. At the right-hand side of the screen are some options. Click on “Username & Password”.

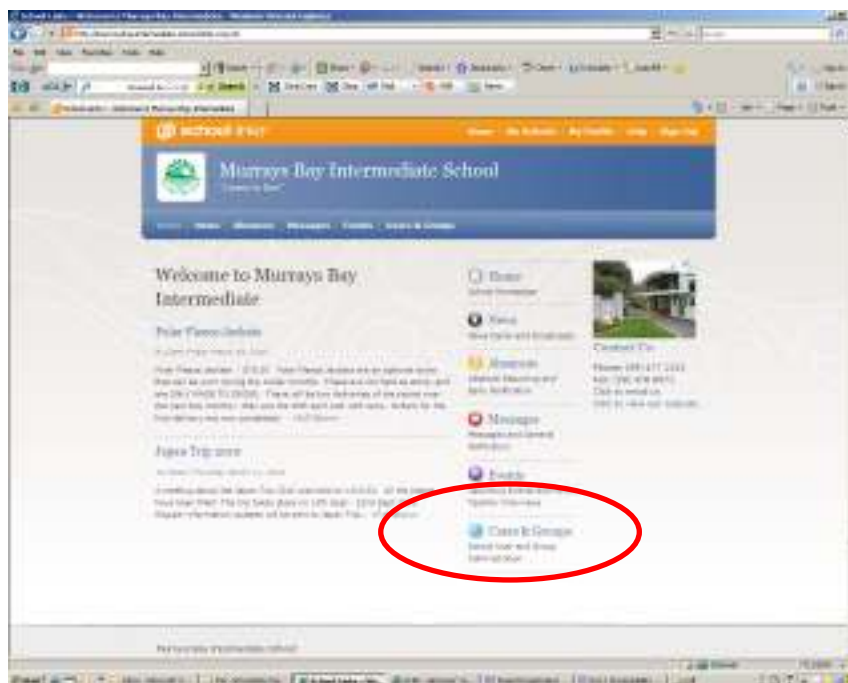


You will be presented with a page on which you can now alter your User name and password to something that you can remember.

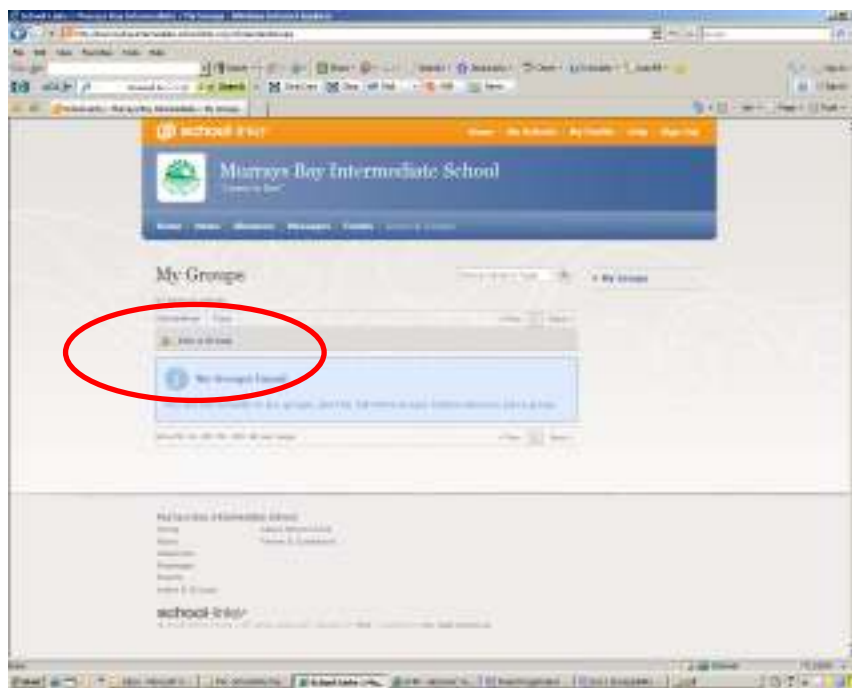


Click “Save Changes” when you’re done. You can change your telephone number and email address by using the “Edit My Profile” option if you need to. Now click on “My Schools” in the orange bar and select “Murrays Bay Intermediate” in the page that appears. This takes you back to our school’s home page.

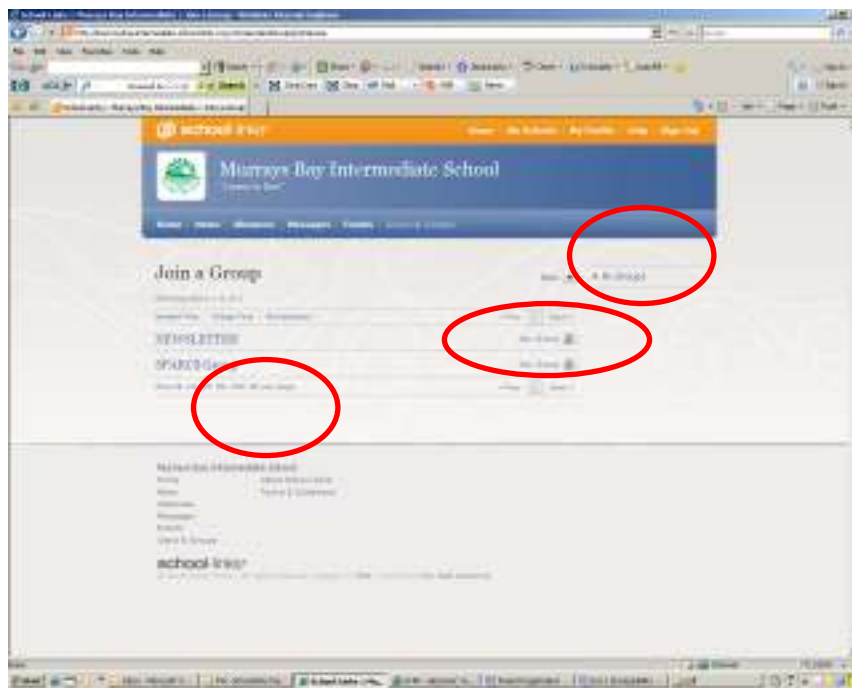
To select the Groups for which you wish to receive information in the form of texts and/or email, click on the link “Users & Groups”.



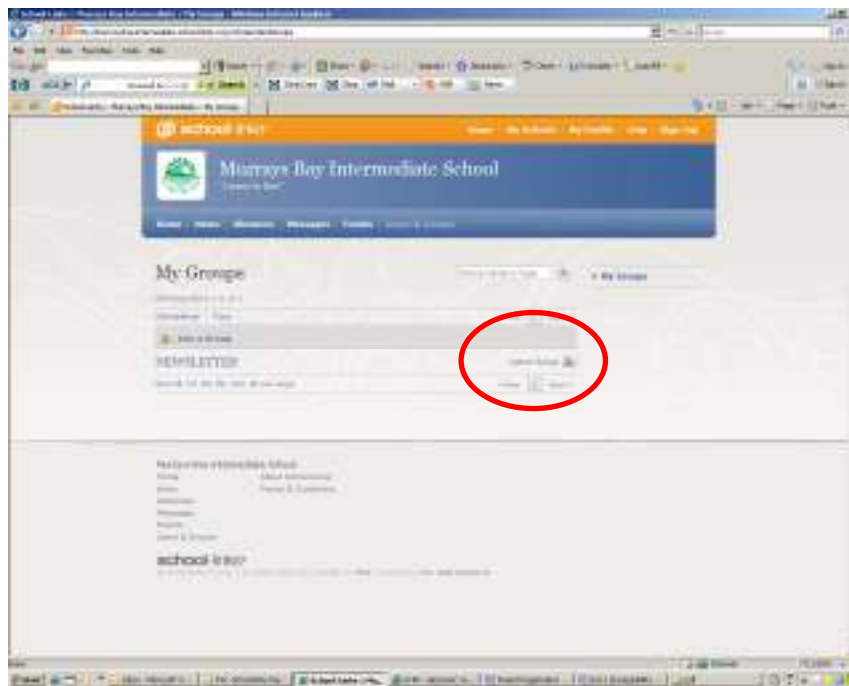
This passes you to a page which, slightly unhelpfully, tells you that no groups have been selected! Quite true, but there is a link - “Join a Group”. Click on it.



The page that is presented shows only 5 groups at a time ... there may be lots more. Just click on “All” per page at the bottom and you will be able to scroll through them. Click on the “Join Group” button for each group for which you wish to be a member.



Clicking on “My Groups” will present a list of all the groups for which you are a member. You can remove yourself from a Group at any stage by clicking the “Leave Group” button beside it.



You are now setup to receive texts and emails from the school and you can keep your contact information up-to-date yourself. Please remember to click the “Sign Out” link on the orange bar at the top when you have finished.

### **Absences**

Please use School-links to report your child’s absence. Click on “Absences”, type in your child’s name, Click on “Next Step”, type in reason and room number. Click on “Send Report”.

If you have any questions in the interim, please call the school office to ask for assistance, phone 477 2121 ext 702 or email [judy.macfarlaine@mbi.school.nz](mailto:judy.macfarlaine@mbi.school.nz)