

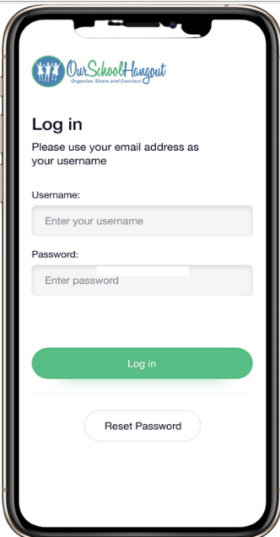
Our School Hangout (OSH) App

Parent Getting Started Guide



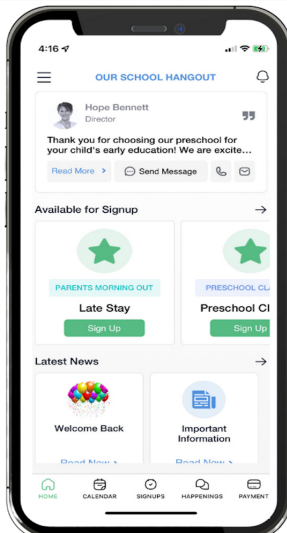
1

Go to the Apple App Store (for iPhone) or Google Play (for Android) and search for “Our School Hangout App”.



2

Login with the username (email address) and password you use on the Our School Hangout website. Press the reset password button and follow the steps if you have forgotten your password. Note: you can also reset your password on the website if you have any issues resetting your password through the app.



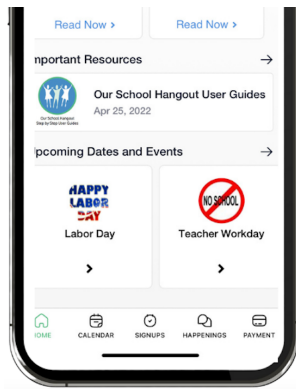
3

After logging in, you will see the home screen. Here you can message the office staff, see the latest news, view and download resources and see upcoming important dates and events.



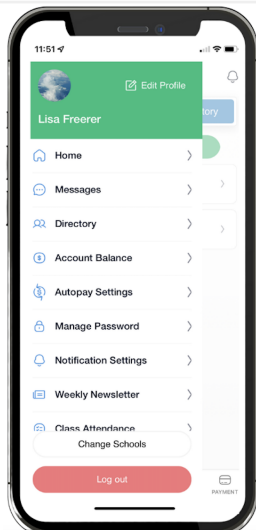
Our School Hangout App

Parent Getting Started Guide



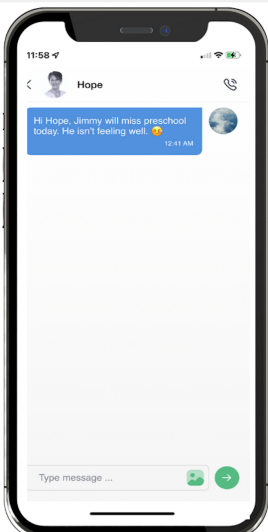
4

Notice the menu at the bottom of the screen which offers quick access to the **Calendar**, **Signups** (what's available for signup and what you have signed up for), **Happenings** (how teachers keep you informed with photos and videos on your child's class activities and **Payment** (make a payment, turn on AutoPay or view your payment history).



5

The hamburger menu in the top left corner of your screen (three horizontal bars) offers more app menu options. Here you will find your **profile name and picture** (click on your image to open your profile). To hide information from other parents in the directory, edit your profile (with the edit button) and uncheck the box "Show in directory".



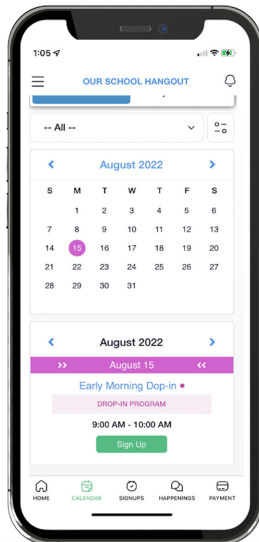
6

The message icon seen on the home screen and in the directory allows you to send app **messages**. You will receive a notification if a message is sent to you (a badge will sit on your phone screen and you will see a red dot over the notification bell located at the top of the screen). You can access app messages directly from notifications or via the hamburger menu "Messages".



Our School Hangout App

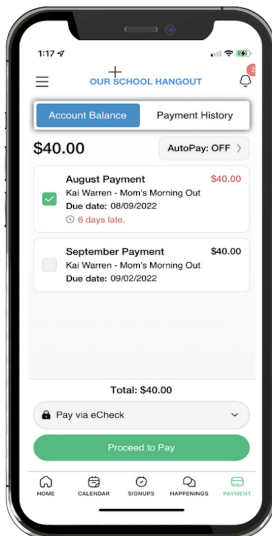
Parent Getting Started Guide



7

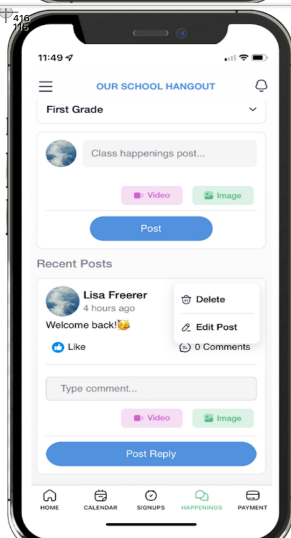
Click on the bottom **Calendar** menu option to sign up for any drop-in programs or view important dates and events. Press the green sign up button and follow the steps to select your child and make an online payment (if one is required on sign up).

To view classes or programs you have signed up for, select the bottom **Signups** Menu option.



8

To make a payment, select **Payment** located on the bottom menu. You will have the option to pay via eCheck or Credit Card. Select each payment method to see the different online surcharge fee (Note: eCheck will have a much lower fee than credit cards). AutoPay is available for your convenience.



9

Your teacher will keep you up to date on activities in your child's classroom via **Class Happenings**. This is where they can post updates, pictures, and videos. You will have the ability to download what has been posted as well as react and comment to their posts. If you need to edit your reply post, look for the three dots in the right corner of your post to make any edits.

