



## TIPS ON HOW TO ACCESS AND USE MYMARYKNOLL OUR ONLINE PARENT PORTAL

### HOW TO CREATE A BUTTON / SHORTCUT

#### APPLE MOBILE DEVICE (SAFARI)

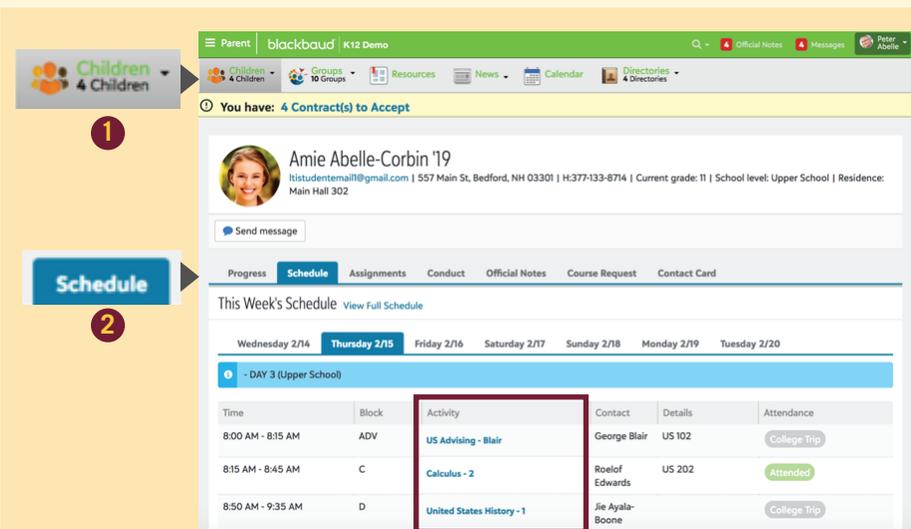
- 1 On your Apple device, open the Safari browser.
- 2 Open the website  
<https://<yourschool>.myschoolapp.com/app/#login>
- 3 Click the menu in the top left.
- 4 Select Login.
- 5 At the bottom of the phone's screen, click the Share Icon. It appears as a square with an arrow in it. 
- 6 Click the Add to Home Screen icon. 
- 7 Click return.

#### ANDROID (CHROME)

- 1 Launch Chrome for Android
- 2 Open the website  
<https://<yourschool>.myschoolapp.com/app/#login>
- 3 Tap the menu button (3 dots in upper-right corner) and tap Add to homescreen.
- 4 You'll be able to enter a name for the **shortcut** and then Chrome will add it to your home screen. **Our school name** is the default name.

### HOW TO VIEW YOUR CHILD'S SCHEDULE

- 1 Navigate to your child's name.
- 2 Click on Schedule to view the schedule for the day/week.



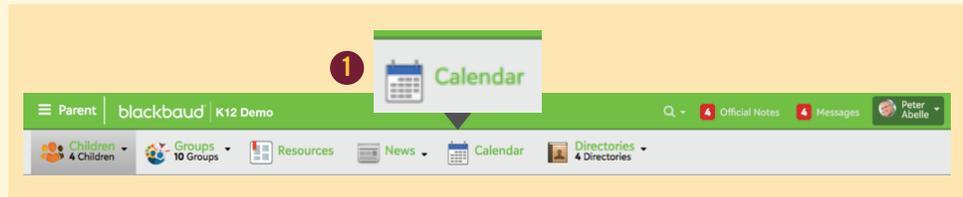
Time	Block	Activity	Contact	Details	Attendance
8:00 AM - 8:15 AM	ADV	US Advising - Blair	George Blair	US 102	College Trip
8:15 AM - 8:45 AM	C	Calculus - 2	Roelof Edwards	US 202	Attended
8:50 AM - 9:35 AM	D	United States History - 1	Jie Ayala-Boone		College Trip

Click on the course title to be taken to the course bulletin board.

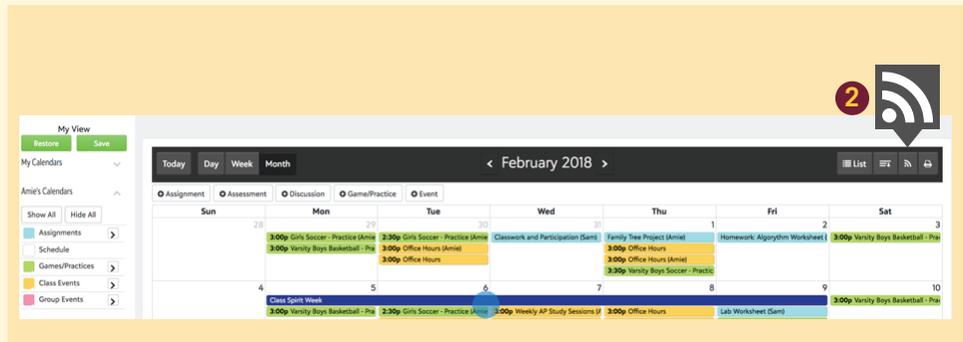
# HOW TO IMPORT SCHOOL CALENDARS (GOOGLE CALENDAR)

If you want to add your School's Calendar into another application, such as, Microsoft Outlook\* or Google Calendar:

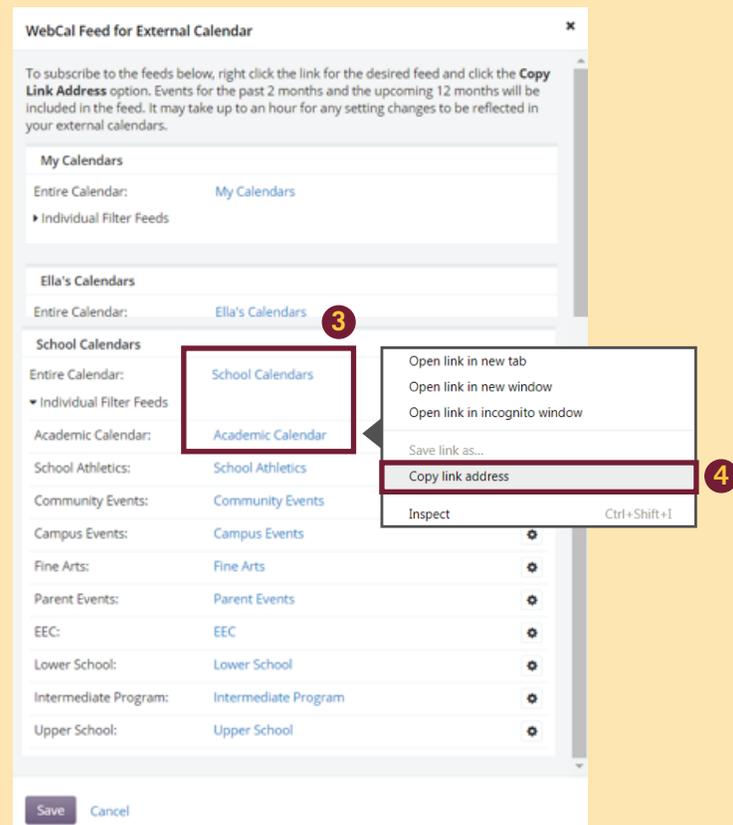
- 1 Navigate to the calendar in the portal.



- 2 Click on the RSS Feed Icon on the top right of the Calendar's frame



- 3 The WebCal Feed for External Calendar Window will pop-up. Find the Calendar that you want to import. Click on School Calendars to expand options.
- 4 Right Click on the link of the Calendar name and select Copy Link Address.
- 5 Open Google Calendar.
- 6 Next to "Other calendars" on the left, click the Down arrow.
- 7 Select Add by URL.
- 8 Enter the calendar's address in the field provided. The address needs to be an ICAL link. (link from step 4 above)
- 9 Click Add Calendar.



Calendars can also be added to Microsoft Outlook. Follow steps 1-4 and then follow Microsoft's instructions to add an iCal file into Outlook Calendar.