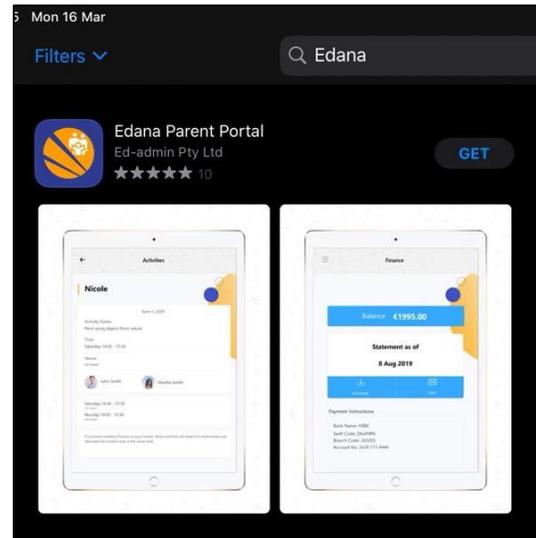
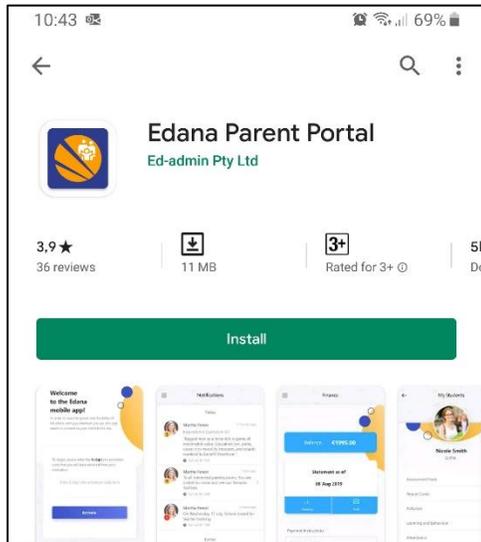


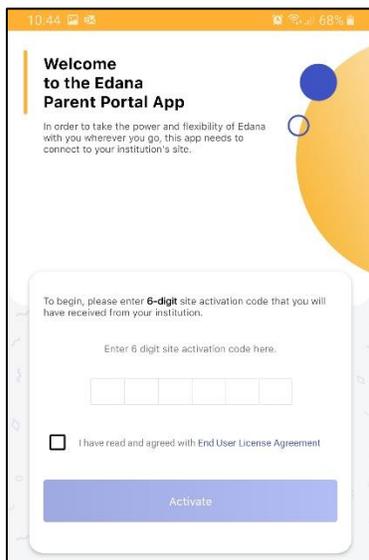
Edana Installation

To install the Edana mobile app on your device please follow the below instructions.

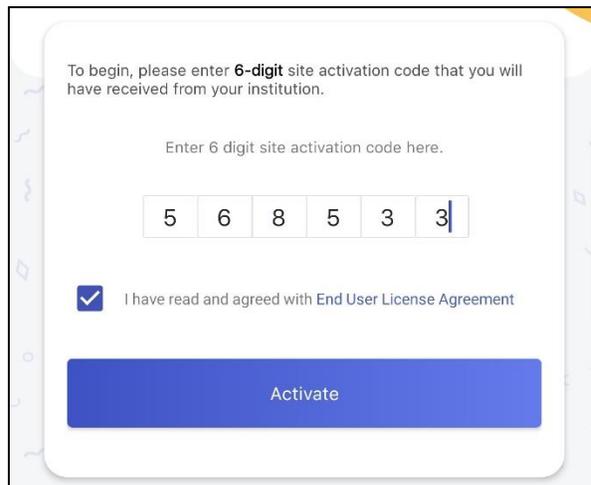
1. Open the Appstore on your device.
2. Search for Edana. The search result should look similar to the following:



3. Depending on your device, please either tap *Install* or *Get* to install the app.
4. Once the app is downloaded and installed, please open it. You should be greeted by a welcome page prompting for a six-digit activation code.



5. Please enter 568533 into the activation code field, accept the end user license agreement and tap the *Activate* button.



To begin, please enter **6-digit** site activation code that you will have received from your institution.

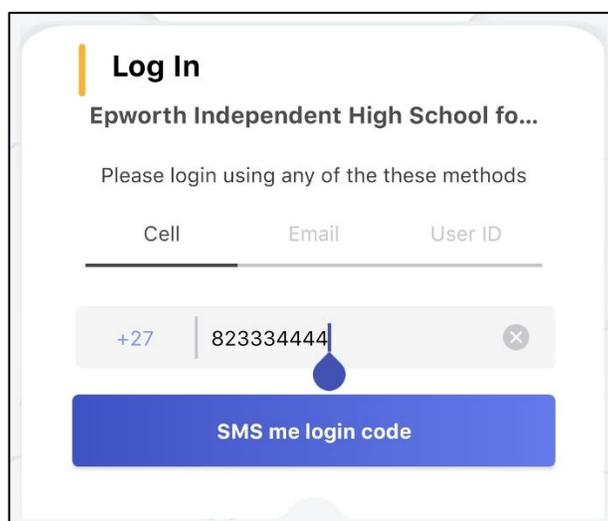
Enter 6 digit site activation code here.

5 6 8 5 3 3

I have read and agreed with End User License Agreement

Activate

6. Once this is done the app should be associated with the Epworth parent portal. You will still need to sign in to validate that you are one of our parents. There are three ways to do this, each on their own tab.
 - 6.1. If your details with the school are up to date you can use the cell method to sign into the app. Please enter your cell phone number into the field and tap the *SMS me login code* button. Please note that this number needs to be exactly the same as the one on your parent record in EdAdmin. Please also note that it expects an international number, so you will need to leave off the initial zero. For example, 082 000 0000 becomes +2782 000 0000.



Log In

Epworth Independent High School fo...

Please login using any of the these methods

Cell Email User ID

+27 823334444

SMS me login code

You should receive an SMS containing the login code. Please enter it and tap the *Login* button to sign in.

Log In
Epworth Independent High School for Girls

Enter the Login Code here

6 9 6 8

Log In

[Resend login code](#)

Please note this SMS can take a while to arrive. If nothing has happened in over ten minutes, please resend the login code using the link on the page.

- 6.2. The second method of signing into the app is using your email address. It also needs to be the same as the one on your parent record, however this is likely correct as the email address is used for invoicing by the school. Once you have entered the address please tap the *Email me login code* button.

Log In
Epworth Independent High School fo...

Please login using any of the these methods

Cell Email User ID

example@email.com

Email me login code

You should receive an email containing the login code. Enter the code and tap the *Login* button to sign into the app.

Log In

Epworth Independent High School for Girls

Enter the Login Code here

6 9 6 8

Log In

[Resend login code](#)

Depending on the load on EdAdmin's email servers / provider the email can take a while to come through. If nothing has arrived in twenty minutes, please check your spam filter. If you still haven't received anything, please resend the code using the link on the page.

- 6.3. Lastly, you can sign into the app using your ParentID and password. Epworth currently doesn't use the web-based parent portal so this method of authentication likely won't apply.

Log In

Epworth Independent High School for Girls

001122

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Remain Logged In

Log In

If you do know both the ID and password please feel free to use this method of authentication.

Edana Usage

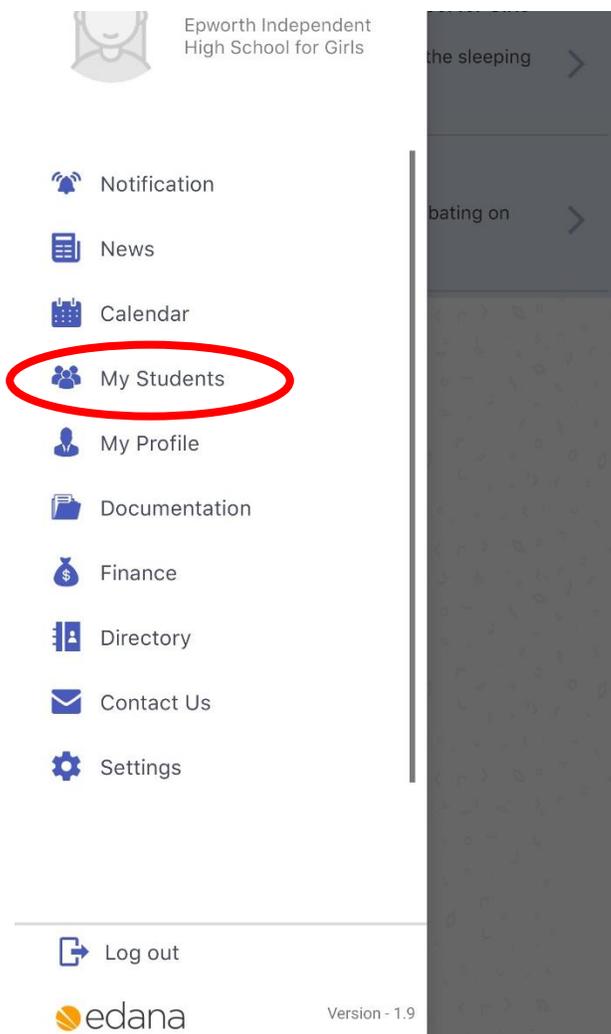
Termly Reports

To access published reports in the Edana app please do the following:

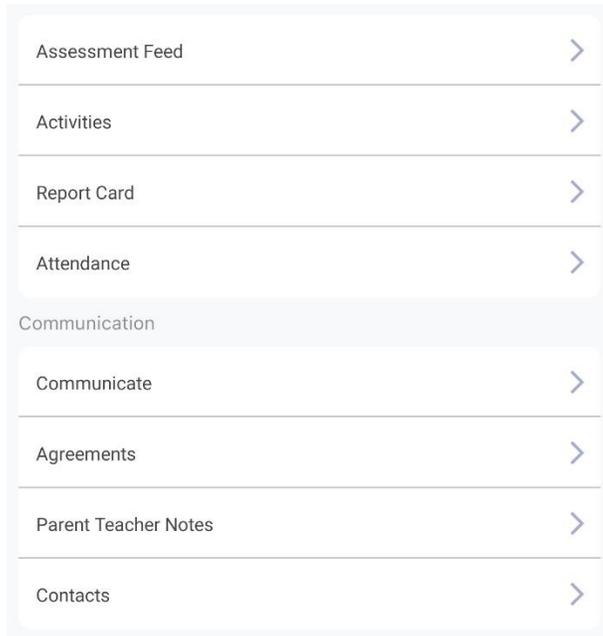
1. Tap on the hamburger menu in the top left of the app (circled below).



2. From the slide out menu please select *My Students* (circled below).



3. Select the student who's report you're interested in.
4. On the student page please select the *Report Card* option (circled below).



5. Any published reports for this student should be listed. Please swipe left on the report you are interested in and then select either *Download* (which directly downloads the report as a PDF to your device) or *Email* (which emails the PDF version of the report to your email address).