

**Mr D Bell**

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Dear Parent / Carer

MYEd App

At Manchester Enterprise Academy, we know that the best way to achieve a fantastic future is when parents and school work together. To support this we are introducing the MYEd app, a fantastic new way for MEA to communicate and share information with you, our parent community.

MYEd is the free parent app that provides a number of key features to help you stay in touch with what is going on at MEA. The app gives you direct access to your child's attendance, timetable, absence records, achievements, ParentPay, news and much more. The information in the app is updated as the school year moves along. MYEd app also allows us to send you important messages about your child's education and keep you updated on events that are taking place at the school. As a result of this exciting new development, MEA will be using MYEd as our primary parental communication tool.

In order to use the MYEd app, please install it on your Android or Apple device, a 'how to' guide can be found overleaf to assist with this.

If you are experiencing any issues with registering for or using the app, please don't hesitate to email s.sullivan@meacad.org.uk or k.wilson@meacad.org.uk; please include the full details of the problem, your child's name, your name and contact details or alternatively, pop into school to arrange a convenient time for a member of the MYEd team to help you.

Yours sincerely

Mr D Bell
Principal

Your 'how to' guide to MYEd

1

Step 1 - **Search for 'MYEd'** on your mobile or tablet App store or Google play to **download for FREE**

2

Step 2 - **Select a School** - either type in Manchester Enterprise Academy or the school postcode M22 9RH.

3

Step 3 - **Add your details** - Full Name, Mobile Number, Email Address (These must be the same as on our school records). Click on **'Link Account'**.

4

Step 4 - **Security Code** - You will be sent a security code by text message to finish creating your account.

5

Step 5 - Type the code into the App and press **Create Account**.



Please Note:

Your son/daughter's information will not appear in the App until the following day.
The App does not currently work on Windows Phones.