

## Setting Up Your SafeArrival Account

To get started, check your email inbox for a SafeArrival Account invite from your child's school.

**If you don't have an invite email, please contact the school and they will send you an invite.**

(1) Note the **login name** and **password** in your invite email and click the SafeArrival link to login.

Dear Parents and Guardians:

Student safety is of paramount importance to us. For the safety of your child(ren), please use our SafeArrival Portal website to notify us of all planned absences in advance, including full-day absences, lates and early departures due to vacations, appointments, etc. You can create planned absences in advance for the whole school year. This will help us identify the students whose absences are not planned more quickly and notify their parents as soon as possible.

Our Attendance System is fully automated. If you call the school, you will be prompted to enter the reason for an absence via touch tone. Please do not call the school office or send notes to a teacher to notify us of a planned absence.

If you have an Android or Apple device, you can also download the SafeArrival app (simply go to the Google Play store or the Apple App and search "safearrival" (one word) and download the Synrevoice SafeArrival app). The app is by far the fastest way to enter student absences.

Your personal login information is as follows:

Login Name: jordan.kleckner	<b>Login Name</b>
Phone number: (250)860-9729	
E-mail address: <a href="mailto:jordan.kleckner@sd23.bc.ca">jordan.kleckner@sd23.bc.ca</a>	<b>Temporary Password</b>
Password: sQ3ap5uM	

You will need the above information to access the Parent Portal. When you log in for the first time, you must complete an authentication process to ensure the privacy and security of your child(ren). You will receive a verification code by email. You must type the verification code into the appropriate field on screen to complete the activation process.

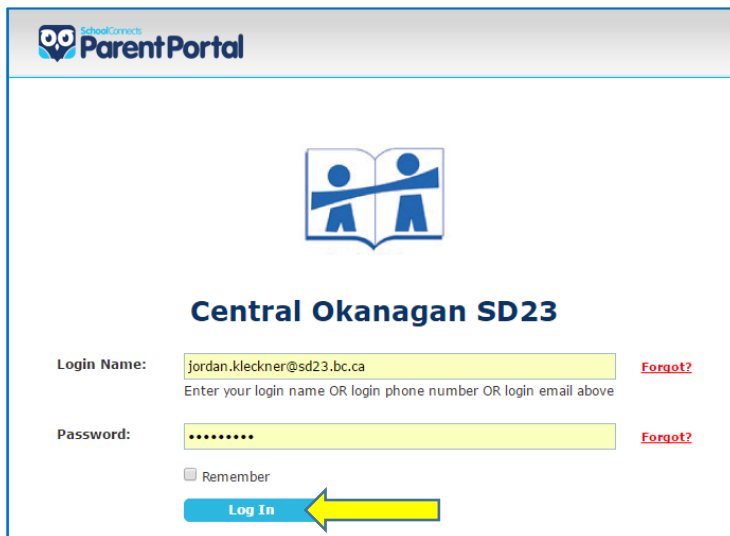
When you are ready, please click on the link below and begin the authentication process. We recommend you bookmark this link for future use:

<http://sd23safearrival.schoolconnects.com> **SafeArrival Login Link**


If you have any questions concerning any of the information included in this message, please contact your child's school directly.

Thank you.

(2) Enter your **login name** and **password** (you'll be prompted to enter a new password when you log in).



Parent Portal

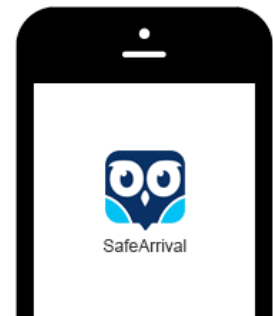


**Central Okanagan SD23**

Login Name:  [Forgot?](#)  
Enter your login name OR login phone number OR login email above

Password:  [Forgot?](#)

Remember



**NOTE!** Once you've logged in and authenticated your account. You can now download and use the SafeArrival smartphone app. The app is by far the quickest and easiest way to report absences.

(3) You'll then be taken to the main Parent Portal. Click on '**Student Attendance**' to enter absences.

**SchoolConnects Parent Portal**

Welcome to our SafeArrival Portal

**Enter Student Absences Here**

**Student Attendance**  
Explain student absences marked by teachers or notify the school of planned absences, late arrivals and early departures

**Edit Contact Information**  
Update contact information and preferences for parents and relatives the school may contact

**Edit Your Login Information**  
Change your password, login name, login phone number, or login email

**Review Messages Sent to You**  
Retrieve messages that have been sent to you through SchoolConnects

**\*Please contact the school to update any of your contact information (ex. phone # or email)\***

(4) You can see previously entered absences by clicking on the child's name and viewing the table below. Click on the child you wish to enter an absence for and click the '**NEW**' button.

**Explain Absence / Report Planned Absence** Return to Home Page

Click on student name to select student:

Kleckner, Jane	SafeArrival Test School
Kleckner, Stuart	SafeArrival Test School

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**Click Here to Enter a New Absence**

**Planned Absences: 3** **New** **Attention:** Before reporting a new planned absence, please review the lists below to see if it has already been reported.

Edit	Date	Incident	Reason	Entered By	On	At	Conf.#	Delete
	Jan 4	Absent full day	Illness	Kleckner, Jordan	Dec 29	15:38		
	Dec 12	Absent full day	Illness	Kleckner, Jordan	Dec 12	07:40		
	Dec 9	Absent full day	Illness		Dec 9	08:20	Jn680	

**Click here to edit a planned absence** **Click here to delete a planned absence**

(6) Complete the following to enter an absence:

- **type of absence**
- **1-day OR multi-day**
- the **date(s)** of the absence
- the **reason for the absence**
- click **SAVE** to finish

**Report A Planned Absence** ?

Student: Kleckner, Jane

Type of absence: Full-day absence ▼

1-day  Multi-day

Date: Jan 6, 2017 22

Reason: Illness ▼

Save
Cancel

You can use SafeArrival on your smartphone by downloading the '**SafeArrival**' app. Use the search word '**SafeArrival**' in the App Store (iPhone) or in the Google Play Store (Android).