How parents can access the App4 Diary

Accessing your children’s App4 College diary to see what they have for homework is now available to all parents using either an iPad app or a web interface. The diary can be accessed from a desktop computer, laptop or any internet enabled mobile device. Accessing the diary will allow you to keep up with homework and deadlines, sign agreements electronically and view any merits and demerits your children may have. It is also another way of communicating with teachers through the diary. We understand that everyone has hectic schedules and this is an easy way of keeping up with what is happening with your children at Aitken.

Accessing the College diary requires an initial setup using your child’s App4 Diary on their iPad. When this stage has been completed you are able to see a copy of the diary using the Parent iPad app or through the web portal which is available on the College website http://www.aitkencollege.edu.au/.

Stage 1 – Creating access to your child’s diary
1. Ask you child to open up their App4 Student Diary on their own iPad.
3. Tap the ‘Add New’ button. Fill in new parent or guardian details. Fields shaded red are compulsory.
4. Select your own 4-digit Parent Access Code. Please note: Your PAC should be recorded somewhere safe and kept confidential. If at any time you should lose or forget your PAC, please contact the school for this to be re-set. Do not share this with your son or daughter!
5. Once all fields are completed, tap ‘Done’. You will now see the new parent or guardian entry, as in the example on the right.
6. Setup is now complete.
7. If you have more than one child at Aitken the process will need to be repeated using their iPad.
Stage Two - Parents using their own own iPads to access student diaries

2. Open the App4 Parents app. The first time you open the app, or whenever you are not logged in and tap the icon, this is the screen you will see:
3. Fill in the School Identifier (Aitken) and your child’s College ID number for the User Name and then the Parent Access Code (PAC) you have created in Step 1.

Using the parent iPad diary

1. Log in with your child’s user ID and the 4 digit pin number you have created
2. You will see a live copy of your child’s College diary including merits, demerits and homework.

Accessing the web edition

1. This is suitable for any mobile device with internet capability, laptop, desktop etc. so long as they are able to access the internet.
2. Go to the Aitken College website [www.aitkencollege.edu.au](http://www.aitkencollege.edu.au) and tap on the green “App4 Parents Diary’ tab located top right.
3. Enter your child’s Aitken College ID and the 4 digit pin number you have created.
4. You will see a live web version of the College diary.