

# Edge App & Portal

PARENT AND CAREGIVER

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# How to access Edge

- Enter the following URL in your web browser and press enter.  
<https://parent.edgelearning.co.nz/>
- If you have signed in to Edge previously, you can enter your email address and password and click 'Log in'.

If you have not signed in to Edge before, please continue on to the next page.



The screenshot shows the login interface for 'edge caregiver'. At the top, the 'edge caregiver' logo is displayed in white on a dark purple background. Below the logo is a white rectangular login box. Inside this box, on the left, is a section titled 'Log in using:' with three buttons: 'g+' (Google+), 'facebook', and 'Office 365'. On the right side of the login box is a section titled 'Log into Edge Caregiver:' which includes an 'Email:' label followed by a white input field, a 'Password:' label followed by another white input field, and a 'Forgot Password?' link below the password field. A 'Log in' button is positioned at the bottom right of the login box. A small green 'Help' button is located at the top right of the login box. At the bottom of the page, there is a green banner containing the text 'powered by musac' on the left, and 'Terms & Conditions' and 'Privacy Statement' on the right.

# Signing into Edge for the first time

If you haven't logged in into Edge before, you must first set a password before you are able to log in. You must also complete this before attempting to use the Edge App.

- Enter your email address and click 'Forgot Password'.

An automated email will be sent to your email address.

An email has been sent to the address on record.

Check your email account and locate the email sent by Edge

edge caregiver

Log in using:

8+ facebook Office 365

Log into Edge Caregiver:

Email: user@myemailprovider.com

Password:

Forgot Password? Log in

Help


powered by musac


Terms & Conditions Privacy Statement

# Signing into Edge for the first time

## (Continued)

- Check your email account and locate the email sent by Edge. It should look similar to the image to the right.  
  
If you have not received an email, please contact the school to confirm we have your correct email on record.
- Click on the blue link and you will be taken to a webpage to set a password for your Edge account.
- Type a new password in the fields required and click 'Save New Password'.

MUSAC edge Forgotten Password Request  Inbox x

 **Edge Learning** <noreply@edgelearning.co.nz>  
to me ▾

Hi

You recently requested help with your password.

You can reset your password by following the link below:  
<https://staff.edgelearning.co.nz/ForgotPassword.aspx?RequestID=fc849d94-970c-4fa0>

Please contact your school administrator if you have any queries.

The Administrator

Email

Type New Password

Retype New Password

# Signing into Edge for the first time

## (Continued)

Once you have set your password, you will be redirected back to the Edge login page.

- Enter your email address and newly created password and click 'Log in'.

If you have any issues logging in, please contact the school with details of the issue.



The screenshot shows the 'edge caregiver' login interface. At the top, the 'edge caregiver' logo is displayed in white on a dark purple background. Below the logo is a white rectangular login box. Inside this box, on the left, is a section titled 'Log in using:' with three buttons: 'g+' (Google+), 'facebook', and 'Office 365'. To the right of these buttons is a section titled 'Log into Edge Caregiver:' which includes an 'Email:' field with the placeholder 'user@myemailprovider.com', a 'Password:' field with masked characters, and a 'Forgot Password?' link. A 'Log in' button is positioned at the bottom right of the login box. In the top right corner of the login box, there is a yellow ribbon icon with the word 'Help'. At the bottom of the page, there is a green banner containing the text 'powered by musac' on the left and 'Terms & Conditions Privacy Statement' on the right.

# Edge mobile application setup

There is an Edge App, which is available on mobile devices (Android & iPhone). To install the app and configure, please follow the details below.

*Note: You must set your Edge password first before configuring the mobile app. If you haven't done so already, please go to ['Signing into Edge for the first time'](#) on Page 3.*

- On the Apple or Google Play stores, search for either 'Musac' or 'Edge' and install the app to your mobile device. The icon for the app looks like the icon below.



- Once the app has downloaded, launch the app. You will be prompted to create a 4-digit PIN. This is used to log into the Edge app on your mobile device.
- You will be prompted to verify the PIN by entering it again.

Create a 4 digit PIN

○ ○ ○ ○

1	2	3
4	5	6
7	8	9
	0	×

# Edge mobile application setup

## (Continued)

- Enter your username (email address) and Edge password. Make sure 'New Zealand' is selected and press 'Edge Login'.
- The Edge App setup should be complete. When signing into the Edge App on your mobile device, you will be prompted to enter the 4-digit PIN you created in the previous steps.

Connect to edge

---

  
New Zealand

  
Cook Islands

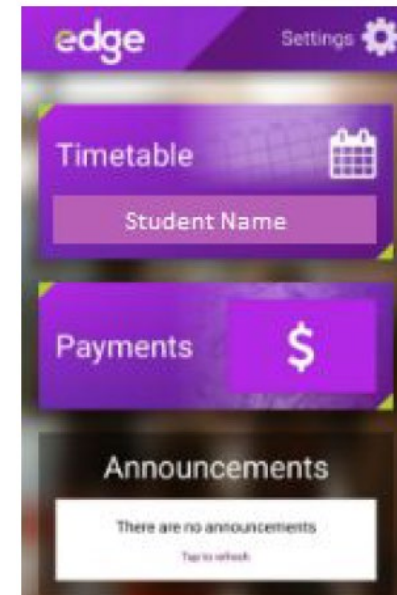
[Edge Login](#)

Or login in with one of the following:



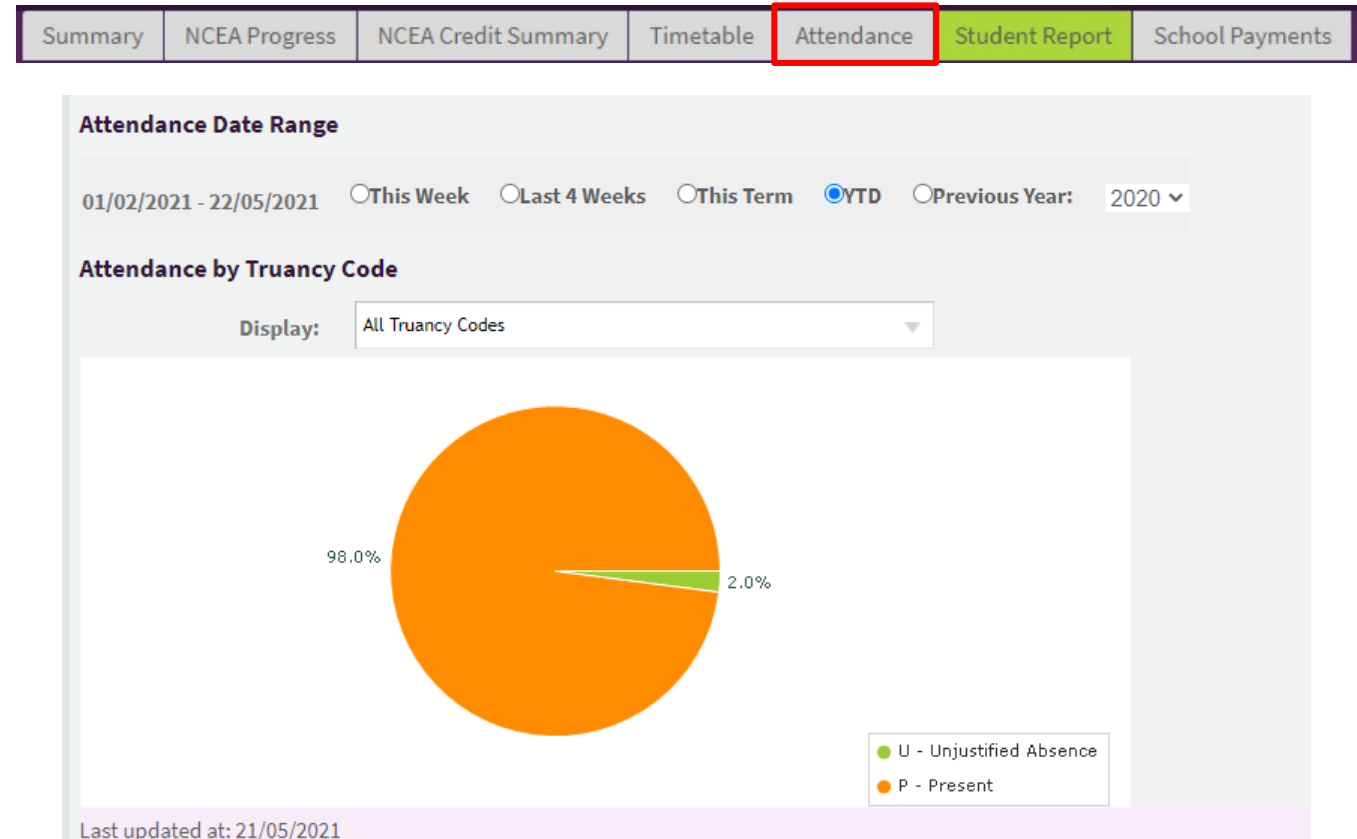


[Help ?](#)



# Attendance - Portal

- To access attendance from the web portal, click on the 'Attendance' tab.
- You can choose the date range and choose to display different truancy codes.



# NCEA Credit Summary - Portal

- To access NCEA credit summary from the web portal, click on the 'NCEA Credit Summary' tab.
- This displays the literacy and numeracy credits and NCEA credits at each year level.

Note: The purple 'i' for the UE Literacy does not change to a green tick when requirements are met.

5 reading and 5 writing credits are the minimum requirements.

SummaryNCEA ProgressNCEA Credit SummaryTimetableAttendanceStudent ReportSchool Payments

NCEA Student Summary

Provisional Credit Summary

Literacy Level 1:	208 Credits at level 1 (Achievement Standards)	✓
Numeracy Level 1:	93 Credits at level 1 (Achievement Standards)	✓
UE Literacy:	English (Unit Standards)	0 Credits
	English (Achievement Standards)	29 Reading Credits 10 Writing Credits 13 Reading or Writing Credits
	Māori (Unit Standards)	0 Credits
	Māori (Achievement Standards)	0 Credits
UE Numeracy:	93 Credits (Achievement Standards)	✓
NCEA Level:	Level 1:	143 Credits
	Level 2:	143 Credits
	Level 3:	31 Credits

Note: Results shown above are provisional only, and are not official until confirmed by NZQA.

NCEA Student Summary

Year Selection: ☒ Current Year ☐ All Years

NCEA Student Summary for 2021

# Student Reports – Portal

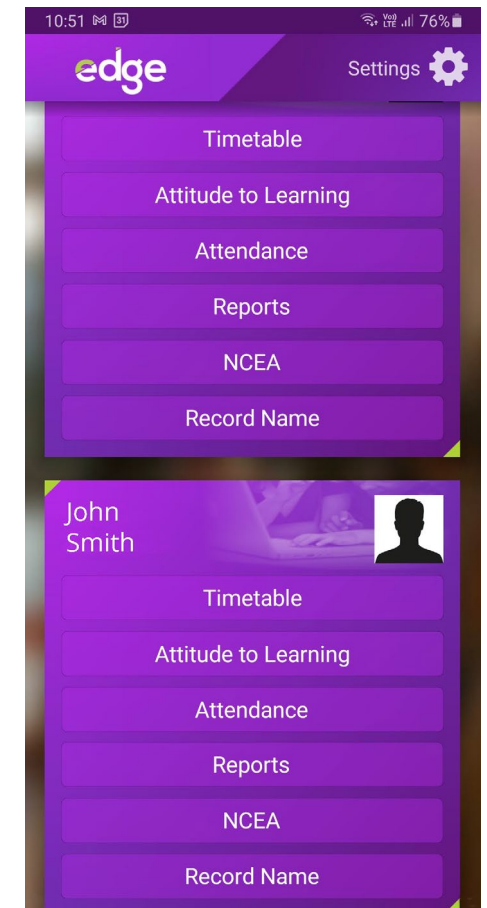
- To access student reports from the web portal, click on the 'Student Report' tab.
- Select 'Caregiver Reports'.
- Using the drop-down window, select the report you want to view and click on the 'Download PDF' button.

This will download the report in PDF format.

The screenshot shows the 'Student Reports' portal interface. At the top, a navigation bar contains tabs: Summary, NCEA Progress, NCEA Credit Summary, Timetable, Attendance, **Student Report** (highlighted with a red box), and School Payments. Below this, a header section displays the student's name 'John Smith' and the school's contact information: 'Kavanagh College, 340 Rattray Street City Rise Dunedin, kavanagh@kavanagh.school.nz, 03 477 3408'. A sub-navigation bar shows 'Caregiver Reports' (highlighted with a red box) and 'Attitude to Learning'. The main content area is titled 'Student Report' and includes links for 'Previous Year', 'This Year (2021)', and 'Next Year'. A dropdown menu is set to 'Report: Attitude To Learning' (highlighted with a red box). A 'Download PDF' button (highlighted with a red box) is located in the bottom right corner.

# Edge mobile App – Viewing student data

- Student data can also be accessed via the Edge mobile App by tapping on the appropriate button.
- If a parent/caregiver has multiple students at the school, they have separate navigation menus for each student.



# Edge mobile App: Caregiver Absence Notifications

Caregiver Absence Notifications allows the caregivers to notify the school of student absences via the Edge mobile app. The school absence phone number is supplied as a backup for absences that are not suitable to be notified through the app.

➤ To access this, select “Notify School of Absence”.

You will be prompted to select whether your child is away sick today or if there is a different reason for absence.

**Note:** If you child will be absent for more than 3 days, more than 2 weeks in the future or for another reason that is not listed, please phone the school.

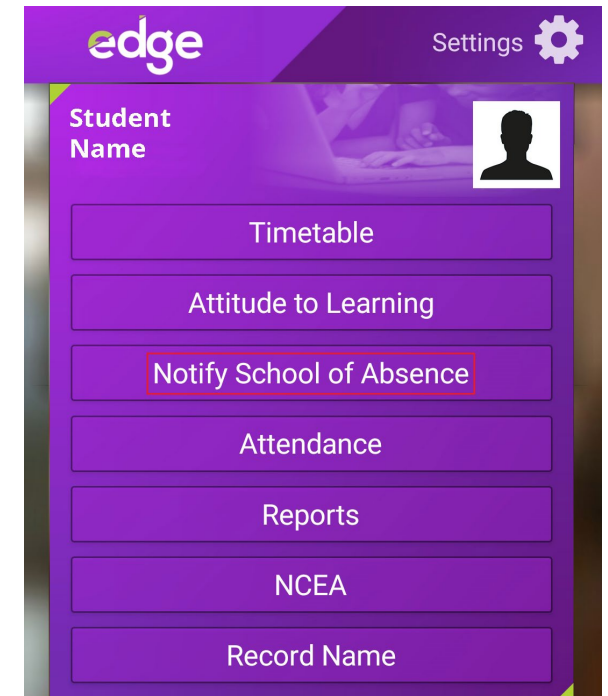
What type of absence is it?

Student Name is away sick today (Tuesday 15 February)

A different absence

For absences longer than 3 days, more than 2 weeks in the future or a different reason, please phone the school office.

Phone School



# Edge mobile App: Caregiver Absence Notifications

- If you select “away sick”, you will be prompted to provide additional information.

Please provide any additional information  
(not optional)

- If you select “A difference absence”, you will be prompted to select the absence type and then select the absence date (A) or multiple days (B).

Select the absence type

Sick	Doctor or dentist appointment
Family reasons (e.g. funeral)	Other reason

For absences longer than 3 days, more than 2 weeks in the future or a different reason, please phone the school office.

**Phone School**

Select the absence date

**A**

TUE 15 FEB	WED 16 FEB	THU 17 FEB	FRI 18 FEB	
MON 21 FEB	TUE 22 FEB	WED 23 FEB	THU 24 FEB	FRI 25 FEB
MON 28 FEB	TUE 1 MAR	WED 2 MAR	THU 3 MAR	FRI 4 MAR
MON 7 MAR	TUE 8 MAR			

Select the absence dates

A maximum of 3 days may be selected

**B**

TUE 15 FEB	WED 16 FEB	THU 17 FEB	FRI 18 FEB	
MON 21 FEB	TUE 22 FEB	WED 23 FEB	THU 24 FEB	FRI 25 FEB
MON 28 FEB	TUE 1 MAR	WED 2 MAR	THU 3 MAR	FRI 4 MAR
MON 7 MAR	TUE 8 MAR			