

# 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'. The page has a dark purple background. At the top, the 'edge caregiver' logo is displayed in white. Below the logo is a white rectangular box containing the login fields. On the left side of this box, under the heading 'Log in using:', there are three buttons: 'g+' (Google+), 'facebook', and 'Office 365'. On the right side, under the heading 'Log into Edge Caregiver:', there are two input fields labeled 'Email:' and 'Password:'. Below the password field is a link that says 'Forgot Password?'. A 'Log in' button is located at the bottom right of the login box. In the top right corner of the login box, there is a small green 'Help' button. At the bottom of the page, there is a green banner with the text 'powered by musac' on the left and links for '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:

g+ facebook Office 365

Log into Edge Caregiver:

Email: user@myemailprovider.com

Password:

Forgot Password? Log in

Help

powered by musac

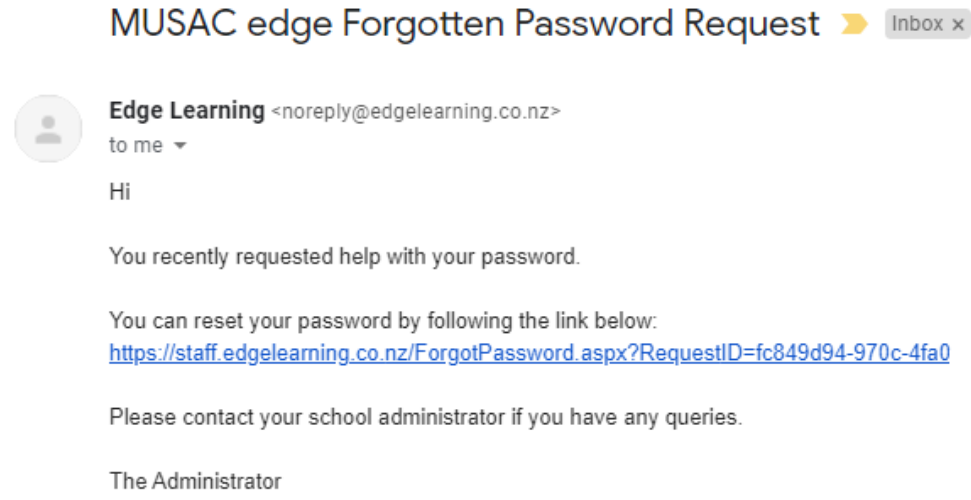
Terms & Conditions Privacy Statement



# 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'.

A screenshot of a web form for resetting a password. It has a dark purple background. The form contains three input fields: 'Email' with the text 'user@myemailprovider.com', 'Type New Password', and 'Retype New Password'. Below these fields is a blue button with the text 'Save 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 text '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 page, outside the login box, is a yellow ribbon button labeled 'Help'. At the bottom of the page, there is a green banner with the text 'powered by musac' on the left and links for 'Terms & Conditions' and '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

○ ○ ○ ○



# 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

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New Zealand

  
Cook Islands

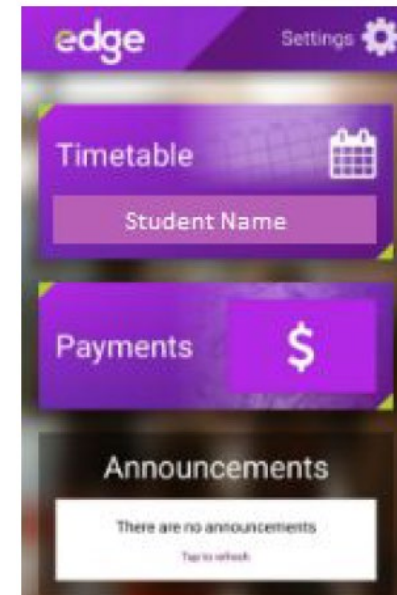
[Edge Login](#)

Or login in with one of the following:





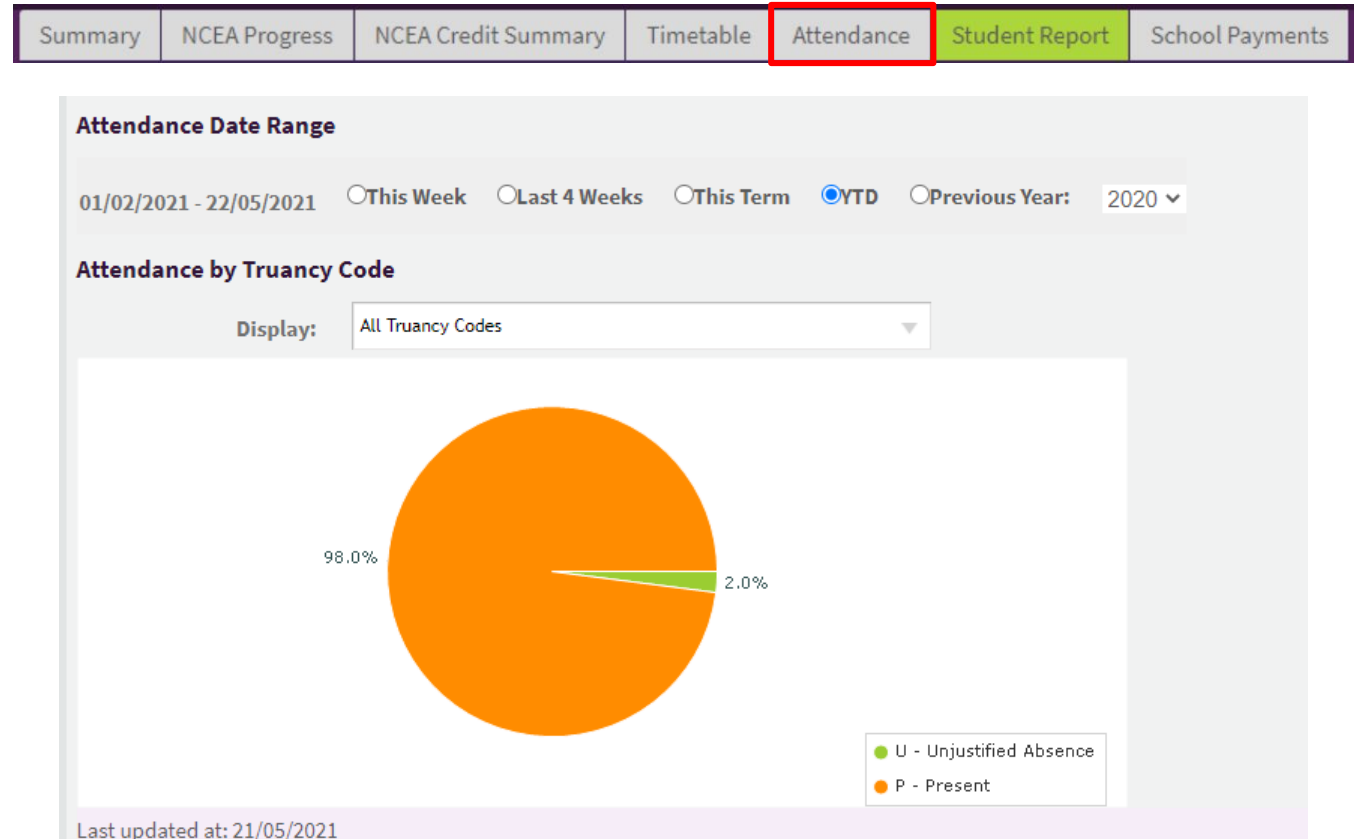
[Help ?](#)





# 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.
- You can choose between 'Caregiver Reports' and 'Attitude to Learning'.
- 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' section of a web portal. 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, the user's name 'John Smith' is displayed on the left, and the school's contact information (Trinity Catholic College, 340 Rattray Street, Dunedin, admin@trinity.school.nz, 03 4773408) is on the right. A secondary navigation bar below the contact info shows two buttons: **Caregiver Reports** (highlighted with a red box) and **Attitude to Learning** (highlighted with a red box). The main content area is titled 'Student Report' and features three links: [Previous Year](#), **This Year (2021)**, and [Next Year](#). Under 'This Year (2021)', there is a dropdown menu labeled 'Report: Attitude To Learning' (highlighted with a red box) and a **Download PDF** button (highlighted with a red box).

# 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.

