#### HOW TO LOG INTO HERO FOR THE FIRST TIME

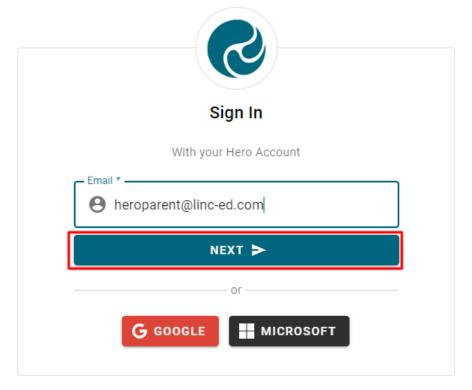
Download the **Hero by LINC-ED** app from the app store/play store. <u>Note</u>: use the keywords Hero LINC-ED when searching for the app.

Alternatively, open your browser and enter go.linc-ed.com

You can log in to Hero with your email and password, or log in using your Google or Microsoft accounts.

#### LOG IN WITH YOUR USERNAME AND PASSWORD

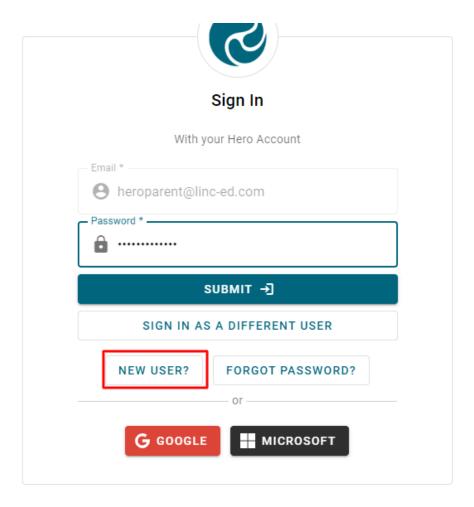
1. Enter your email address. This must be the email address you supplied to the school.



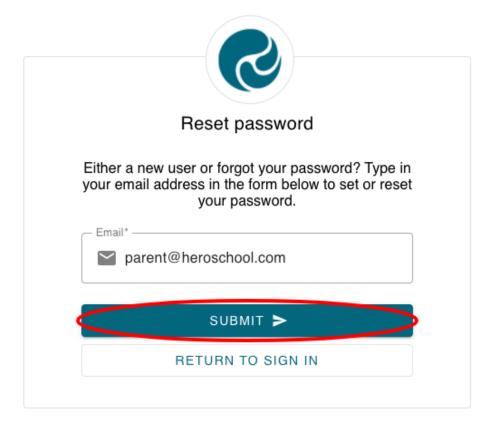
#### 2. Click **NEXT**.

If your email address is not accepted, please contact your school.

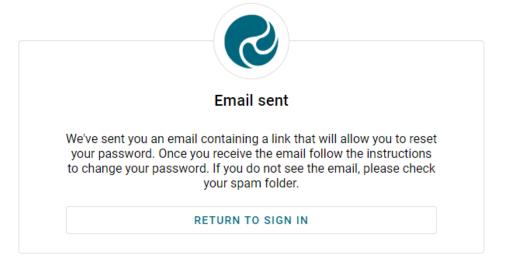
#### 3. Click **NEW USER**



4. Enter the email address you have provided the school and click **SUBMIT.** 



5. You will receive a message confirming a password email has been sent.

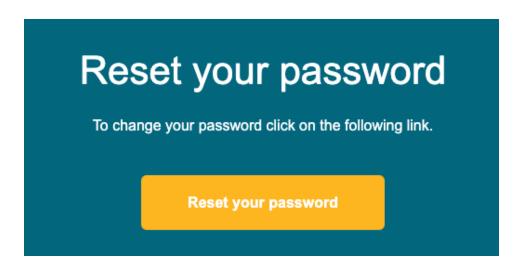


6. Open your email inbox and click on the Hero Password Reset email.

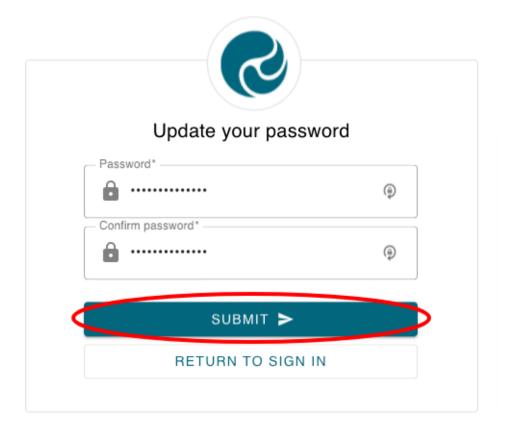


If you do not receive a Hero Password Reset email, check your spam folder.

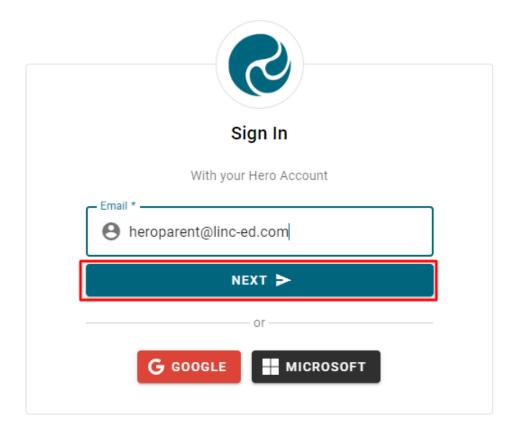
7. Open the email and click Reset your password



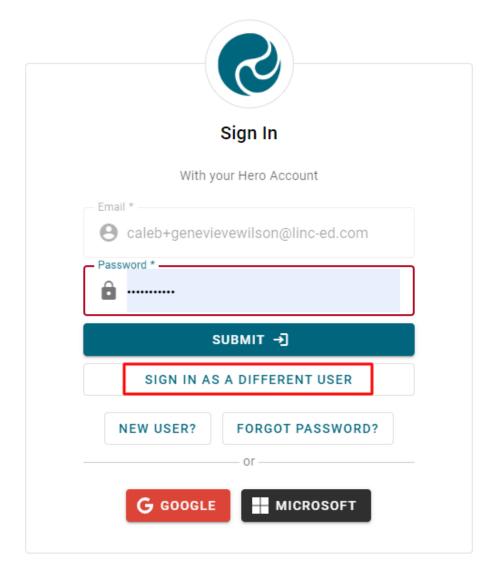
8. Enter a secure password (8 or more characters), verify this password then click **SUBMIT.** This will log you into Hero.



9. The next time you sign into Hero enter your email address, click **NEXT**, then enter your chosen password. Click **SUBMIT.** 

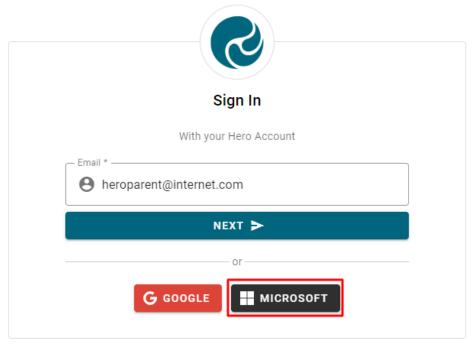


10. If you have entered an incorrect email address and need to return to the previous screen, click **SIGN IN AS A DIFFERENT USER.** 

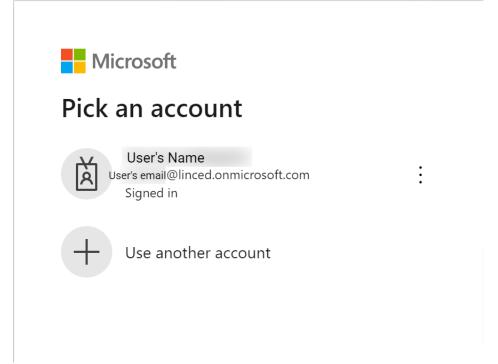


# LOG IN USING YOUR MICROSOFT ACCOUNT

1. At the login screen, click **MICROSOFT**Note: Entering an email address is not required.



2. You will now be taken to the Microsoft authentication process. You will be signed straight into Hero if possible. If not, you may be required to enter your Microsoft Password and authenticate your account or confirm which Microsoft account you would like to use to sign into Hero.

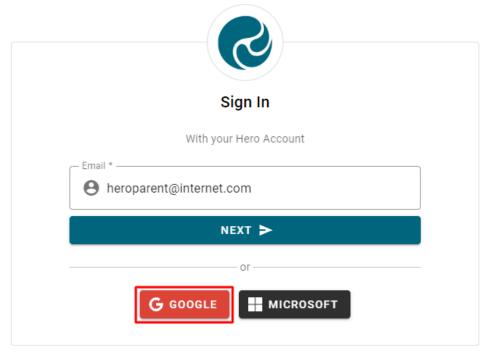


<u>Note</u>: Your Microsoft Account email must be the same email address that you have on your Hero account.

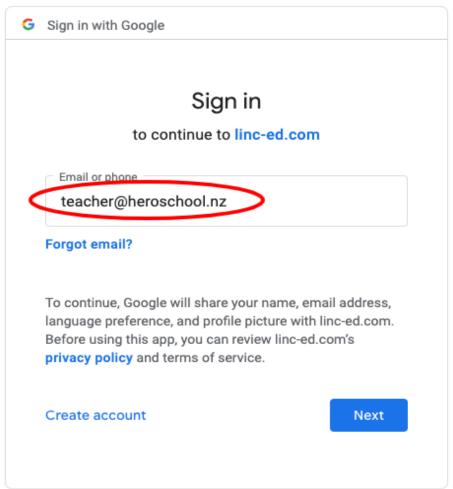
#### LOG IN USING YOUR GOOGLE ACCOUNT

1. At the login screen, click GOOGLE

Note: Entering an email address is not required.



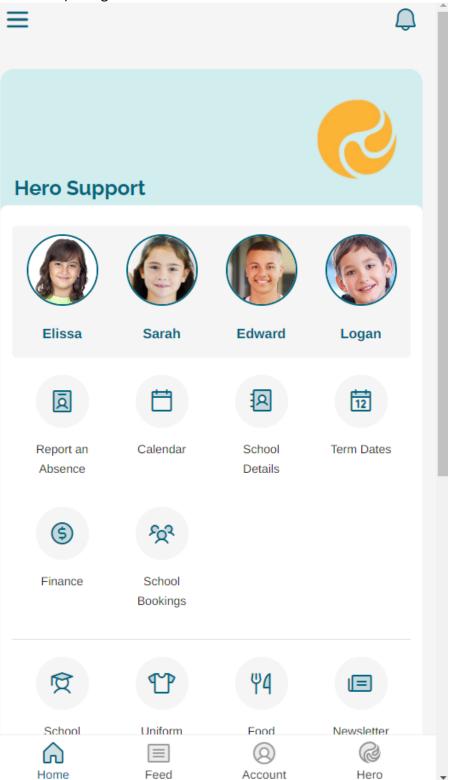
2. You will now be taken to the Google authentication process. You will be signed straight into Hero if possible. If not, you may be required to enter your Google Password and authenticate your account or confirm which Google account you would like to use to sign into Hero.



<u>Note</u>: Your Google Account email must be the same email address that you have on your Hero account.

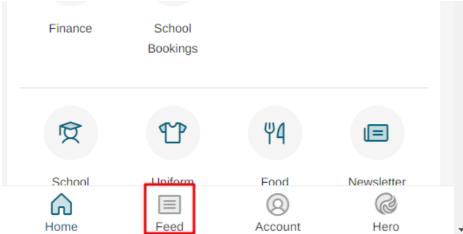
#### **ONCE YOU HAVE SIGNED IN**

You will be taken to the home page. If the school has enabled these, you will see options for reporting an absence, viewing and paying accounts and school bookings (e.g. parent/teacher interviews) along with links to the school calendar and external school-related sites.



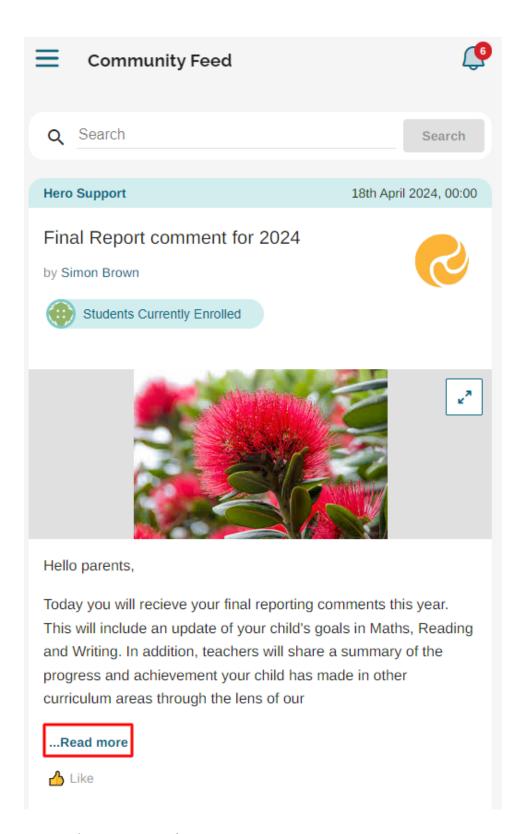
# **VIEWING NOTICES SENT TO CAREGIVERS**

1. To view notices sent by your child's school, click the **Feed** button at the bottom of the home page.

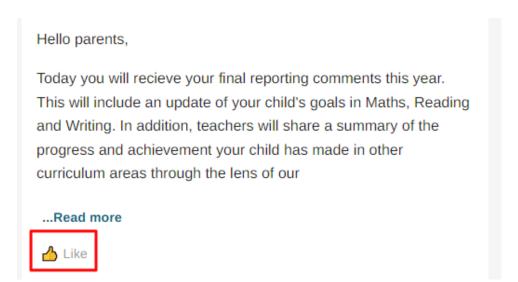


This will take you to the Community Feed.

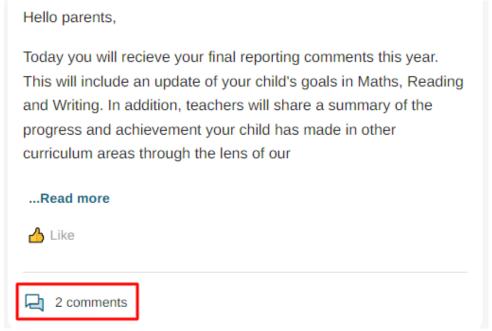
2. If the text is long, you may need to click **read more** to view the whole message.



3. From here you can **Like a post** 

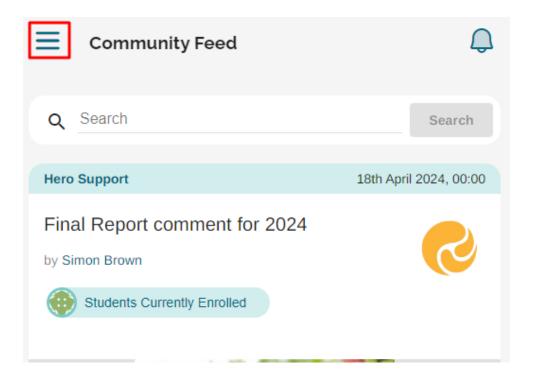


4. If your school has enabled the function, you can post a **Comment** back to the post author.



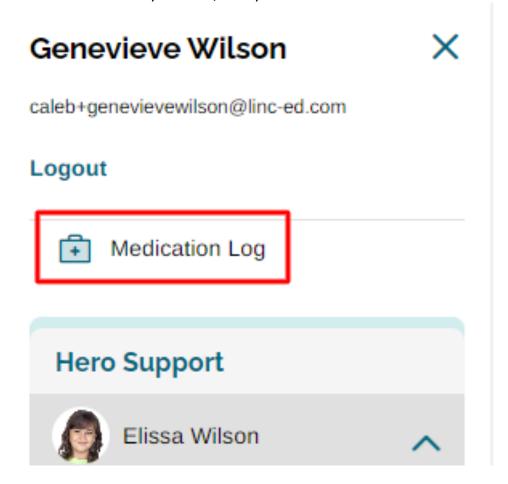
#### **VIEWING ADDITIONAL INFORMATION**

To view additional information, click on the **three lines** at the top left-hand side of your screen. Here you will see the Hero school or schools your child/ren attend.



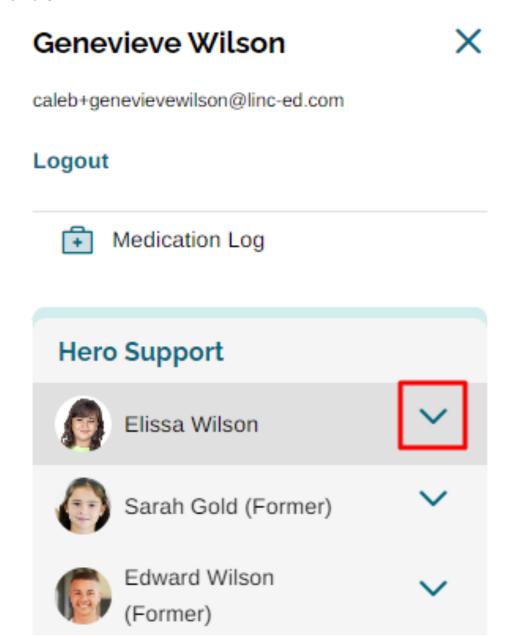
#### **VIEWING THE MEDICATIONS LOG**

1. Here you can view the **Medication Log** which gives details of any medication which has been administered to your child/ren by the school.



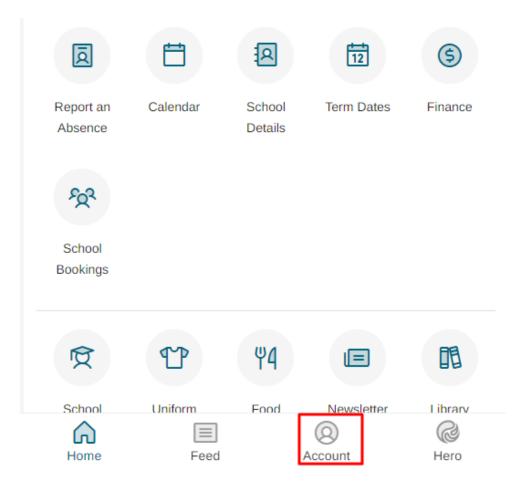
**VIEWING A STUDENT'S LEARNING PROFILE** 

2. Below the name of the school, you can select the learning profile for each of your children.



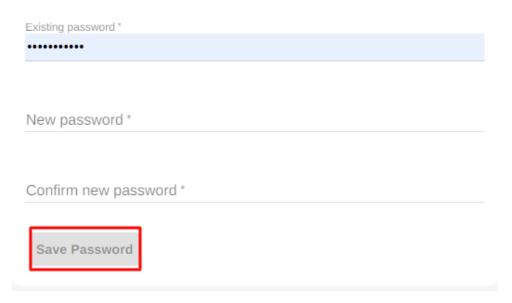
# **EDITING YOUR USER PROFILE**

1. Click on the Account at the bottom of your screen

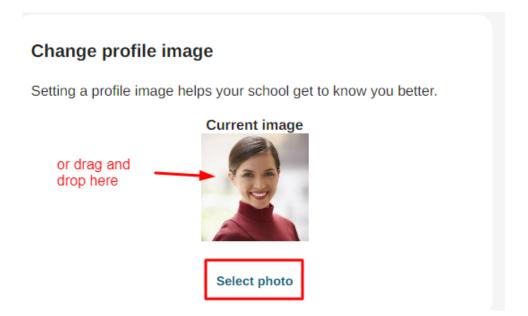


2. Here you can change your password.

# **Change Password**

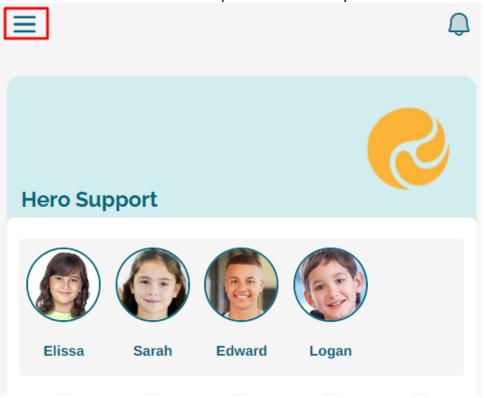


3. You can also add or change a profile image. Click **Select Photo** or drag and drop a JPG or PNG image.



# **LOGGING OUT OF HERO**

1. Click on the three lines at the top left-hand side of your screen.



# 2. Click **LOGOUT**

# Genevieve Wilson



caleb+genevievewilson@linc-ed.com





Medication Log

**Hero Support**