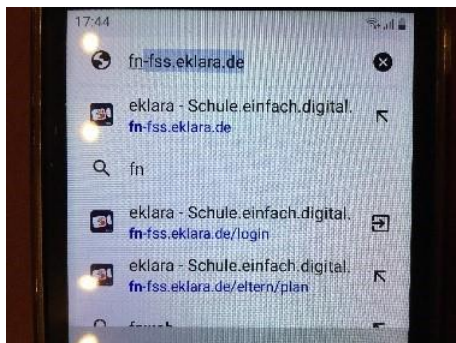


EKLARA on Android devices:

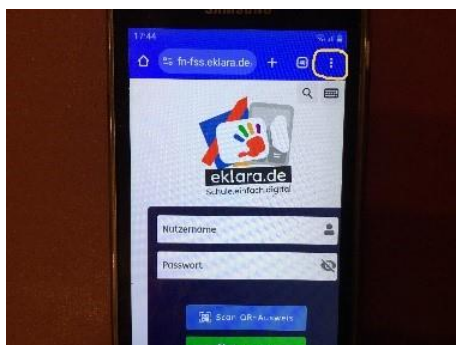
First, download the **Chrome browser (!)** from the Google Play Store to your phone. Chrome is the easiest way to "launch" EKLARA. **Therefore, it's a good idea to set Chrome as your default browser on your phone** . This can be done in your device's settings, but it varies from device to device.



To install EKLARA on your smartphone, first enter the following address in the **Chrome browser bar: fn-fss.eklara.de**

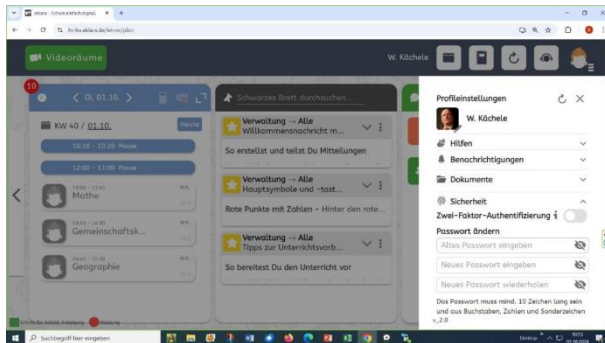


Once the EKLARA page is open, click on the three dots in the top right corner of your smartphone **before** logging in.

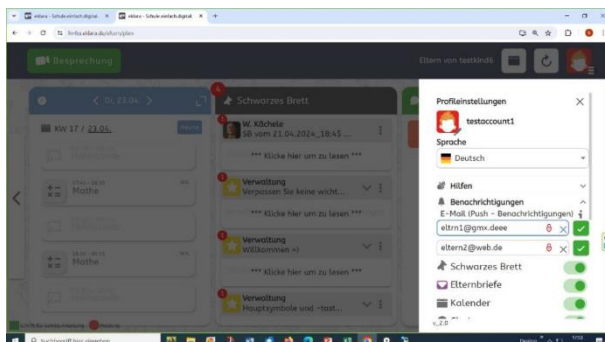


A menu will open . Click **"Install App" at the bottom** . On some devices, this may also be called " Add to Home Screen. "

Then, after logging in for the first time using the information we provided, please change your password (if you haven't already)! To do this, open your profile in EKLARA (top right) and then select **"Security"** ! Please note: ä = ae , ö = oe , and ü = ue !



Now you **need** to add your email address(es) to EKLARA. To do this, open your profile in EKLARA (top right) and then **select "Notifications . "** **If you only use one email address, please use the first input line .** Please note: ä = ae , ö = oe , and ü = ue ! Please also set all "switches to green"!



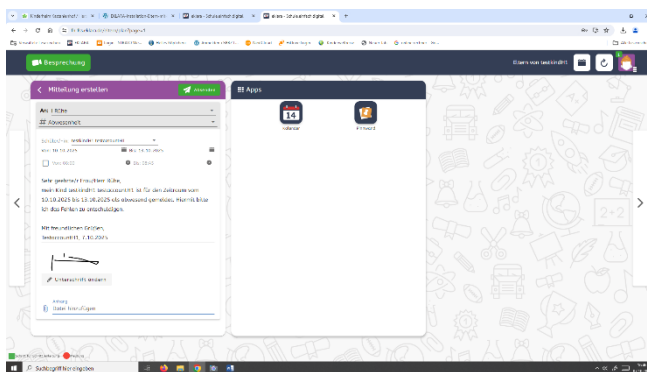
" Notice Board"

If we send you a message via the **"Notice Board"** (or as **a parent letter**), you will receive a short message **via email** ("push notification"). The enclosed link will take you to the EKLARA website. There, you can log in and then read our message on the **" Notice Board "** or as **a parent letter . You cannot reply** to messages from the **" Notice Board . "**

Parent Letter:

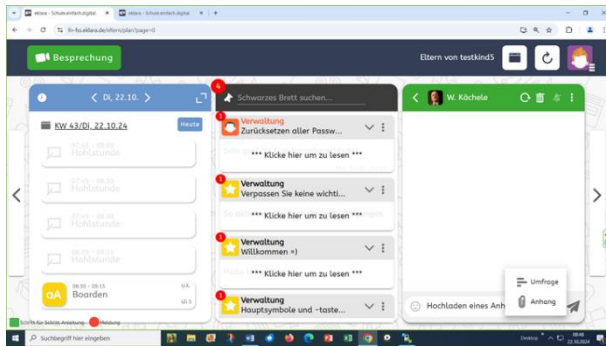
Use the parent letter (purple tile) **only** if you want to withdraw your child from

class, for example, due to illness or a bereavement, etc. Select a recipient next to "To." Below the "To" line is the "#" line: click there to find letter templates you can use. "Other" also counts as a reason for your daughter's or son's absence. You can, of course, also enter your own text in the text field. Then use the calendar function to record the duration of your child's absence! You can also upload attachments (images of a doctor's note) to your message. **Important:** Add a signature below—only then can you click the arrow in the top right corner of the purple bar; it will then turn green, and the mail will be sent! The following two images show an example: the parents of test child 5 are withdrawing their child from class due to illness for October 22nd to October 25th. The message is sent to Ms. R  he (class teacher).



Chat

Please use the chat for **any other messages or questions** you may have. In EKLARA, simply go to the green area. There, click the + at the top and select a chat partner. Once the contact is added, write your message and click the send arrow at the bottom right. Done! You can also upload attachments there (click the + below, next to the "Enter message" line). Please always refresh the chat activity in the green bar using the arrow next to the trash can.



The basic rule is: refresh all steps in EKLARA at the top right using the refresh symbol, ideally after each activity!

EKLARA on the iPad or iPhone (Apple devices)

To install Eklara on an iPad or iPhone , proceed as follows: first, enter the following address in the

Safari (!) browser bar: fn-fss.eklara.de

Once the EKLARA website is open , before logging in, click on the square with the upward- pointing vertical arrow in the top right (or at the bottom on some devices) . A menu will open in which you click on “**Add to home screen**” . You will now be asked again for confirmation (“**Add**”) . Once you have confirmed, there will now be an EKLARA desktop shortcut on your Apple device. The next steps are already described above! **You can also find a video explanation of both procedures below the EKLARA login screen.**

Good luck!