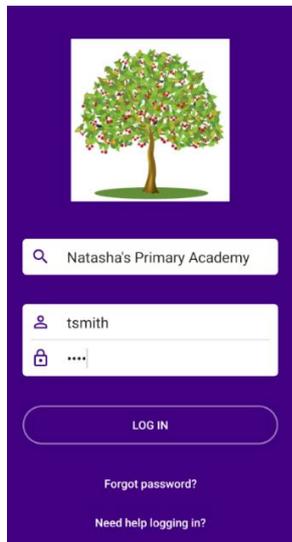
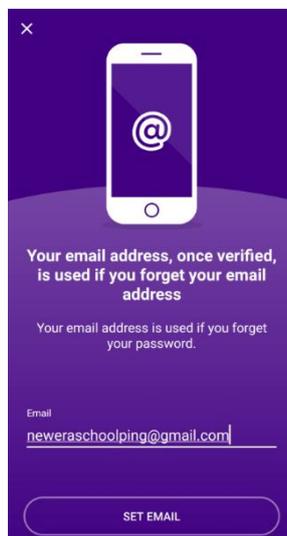


## How parents can set up the School Switcher in SchoolPing for multiple schools

Parents can receive SchoolPing messages from multiple schools on the same app. To enable this functionality, they must **verify the same email address against each of their SchoolPing accounts**.



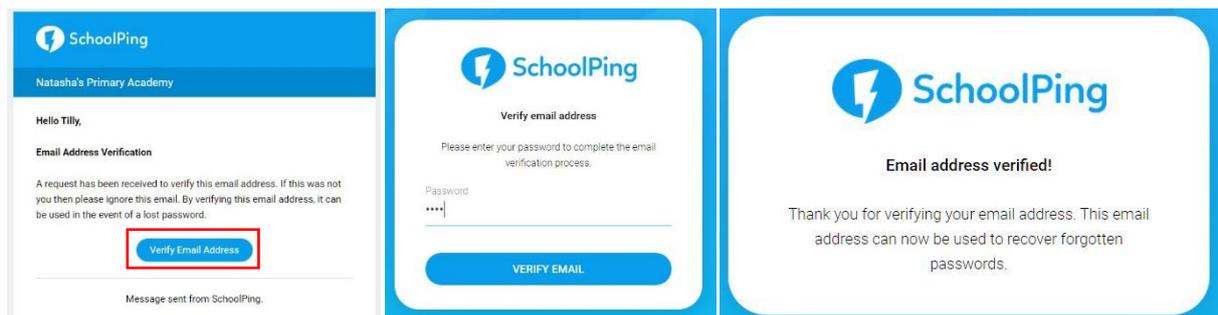
First, they should download the SchoolPing app onto their mobile device and select the first school to log in to. They should enter their username and password for this school and click 'LOG IN'.

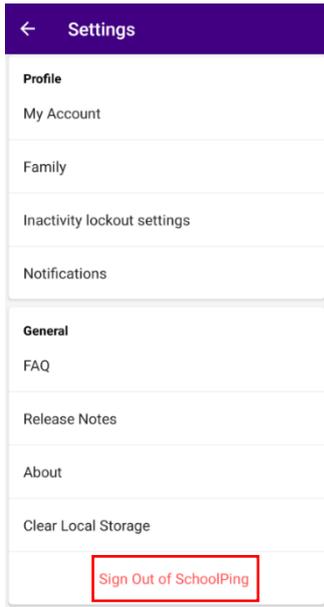


They will then be asked to change their password and then they will be asked to enter an email address to verify. They should type in their email address and then click 'SET EMAIL'.

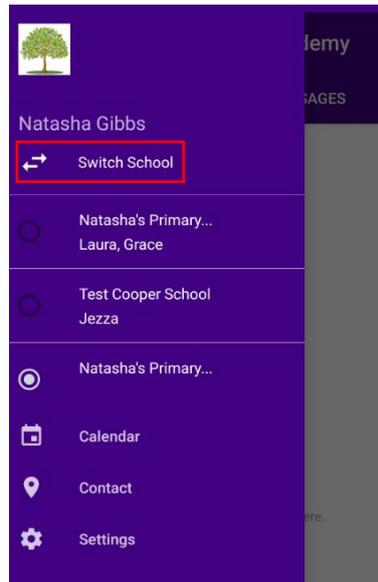
Once they have entered an email address to verify, they should go to their email inbox and find the verification email sent to them (they may need to check their Junk mail).

They should click the link in the verification email to verify their email address and it will ask them to enter their SchoolPing password to do this.



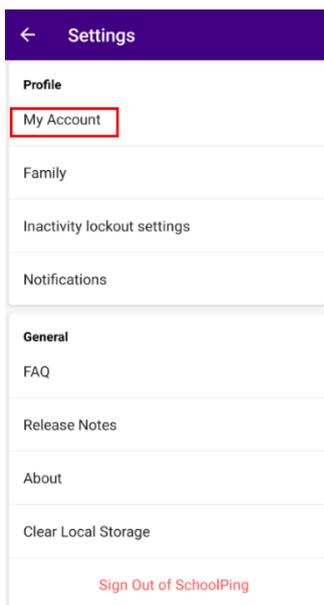


Once they have verified their email address against the first account, they should sign out of the SchoolPing app.



They can then select the second school to log in to and repeat the process. As long as they **verify the same email address** as they used for the first account then the two accounts will sync together and when they log back in to either of their SchoolPing accounts they will see the option to 'Switch School' in the side menu within the app.

If the parent has already logged into both their SchoolPing accounts and has already verified two different emails, then they will need to change the verified email address on one of the accounts so that they match.



They can do this by logging in to SchoolPing and opening the side menu. They then need to click into 'Settings' and then choose 'My Account'.

They can then click on the email address they have previously verified and it will then allow them to enter a new email address to verify. Once they have entered this, a verification email will be sent to their email address and they will need to click on the link in the email to verify it.