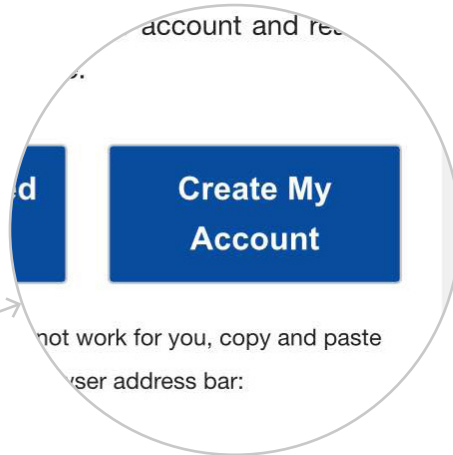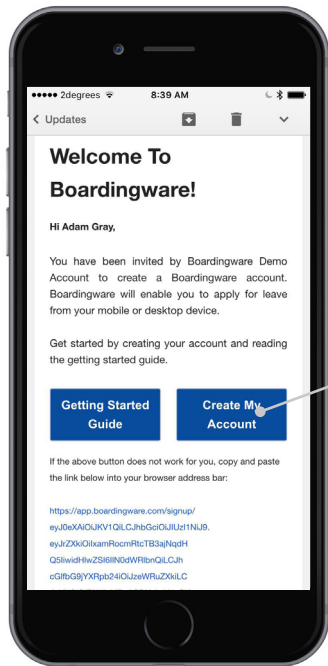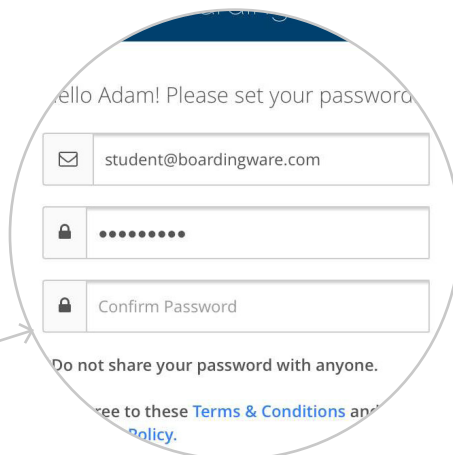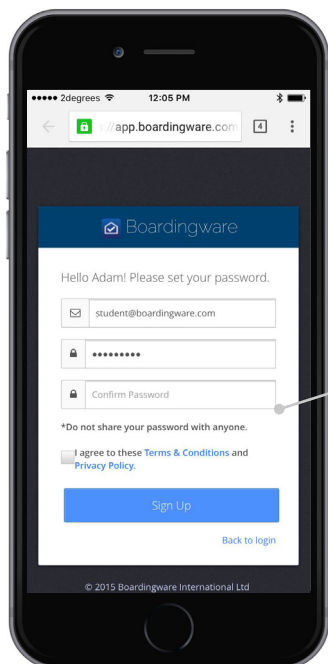# Quick Guide to Boardingware: Student Account

This guide will cover:

- Creating your account
- Applying for leave
- Bookmarking Boardingware on your device
- What to do if have trouble getting started

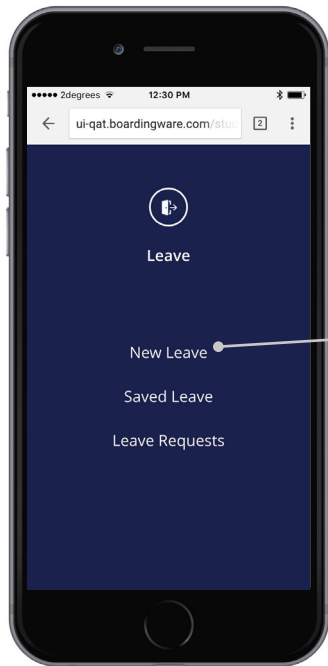# Creating your Boardingware account.

Create My Account

1. Click on the "Create My Account" button in the welcome email. If you have not received an invite please ask your boarding school staff to send

Welcome To Boardingware!

Hi Adam Gray,

You have been invited by Boardingware Demo Account to create a Boardingware account. Boardingware will enable you to apply for leave from your mobile or desktop device.

Get started by creating your account and reading the getting started guide.

Getting Started Guide   Create My Account

If the above button does not work for you, copy and paste the link below into your browser address bar:

https://app.boardingware.com/signup/
eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.
eyJrZXkiOiIxamRocmRtcTB3ajNqdH
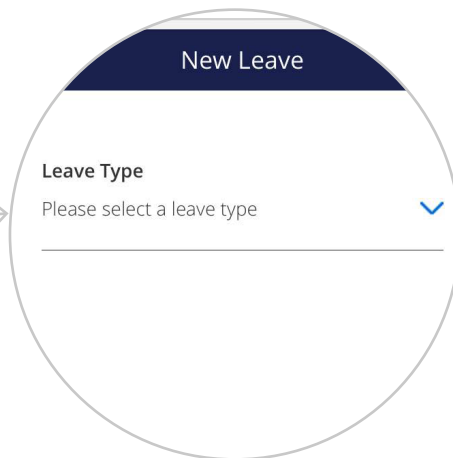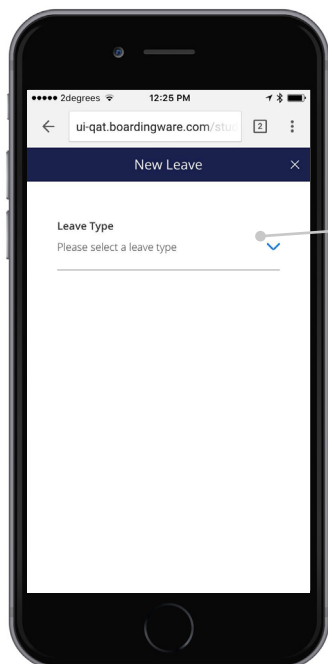Q5IiwidHlwZSI6IiN0dWRlbnQiLCJh
cGIfbG9jYXRpb24iOiJzeWRuZXkiLC

2. Enter a username and password for your account and tap submit. You will be required to use these credentials every time you log into your Boardingware account.

Hello Adam! Please set your password.

student@boardingware.com

•••••••••

Confirm Password

*Do not share your password with anyone.

I agree to these **Terms & Conditions** and **Privacy Policy.**

Sign Up

Back to login

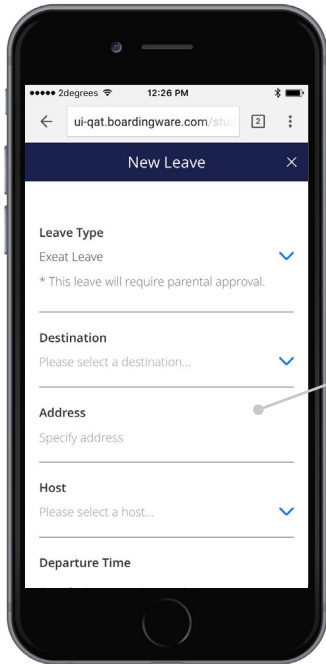© 2015 Boardingware International Ltd

Applying for leave

1. Tap 'New Leave' on the main Leave page.

2. Select the leave type you want to apply for.

Applying for leave

Destination

Please select a destination...

Address

3. Fill in the required leave information.

Message
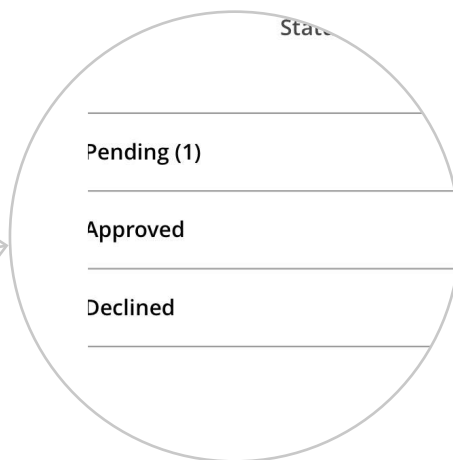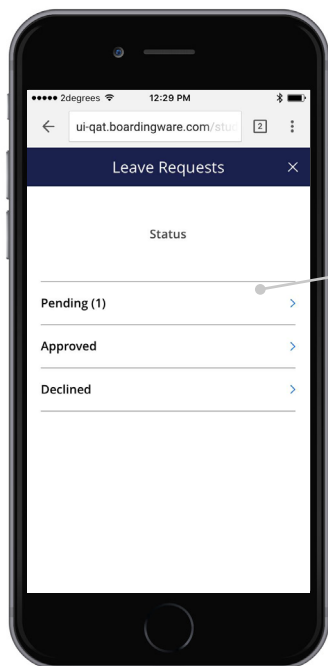
Going home for the weekend.
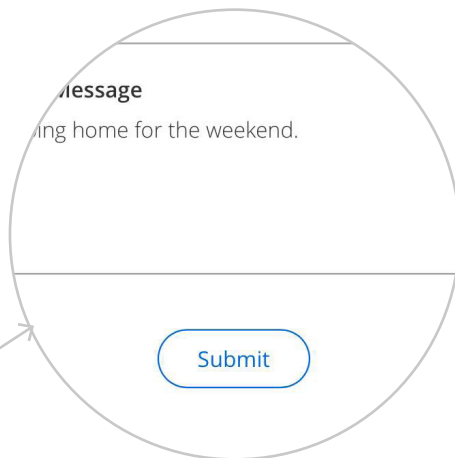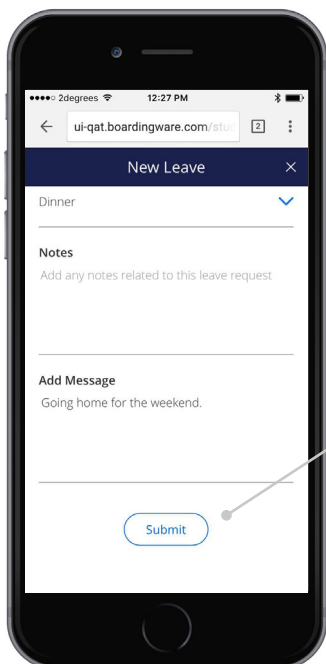
Submit

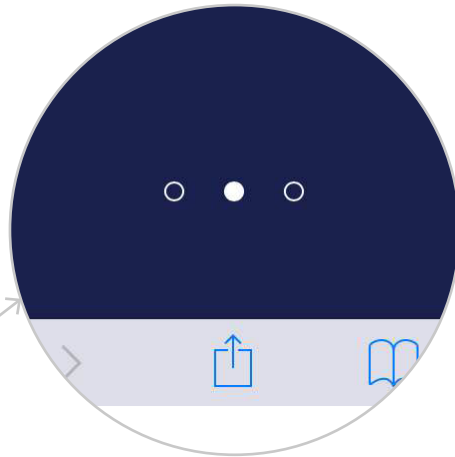**4.** Tap 'Submit' to complete your leave request.
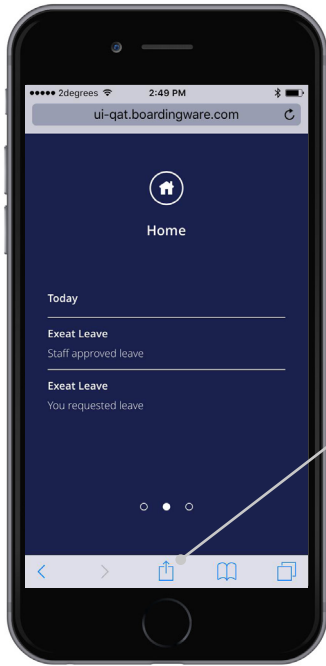
Applying for leave
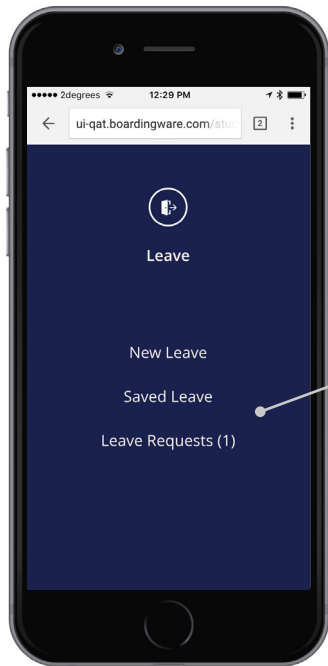
5. You can see how many request you have awaiting approval from the main leave page.

6. Tap on the pending leave option to view all your leave request awaiting approval. Once your leave is approved you will receive an email confirmation.
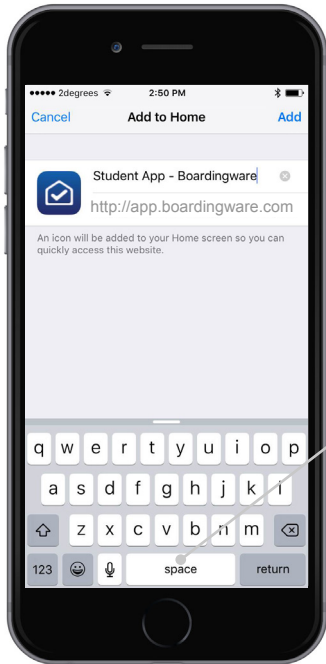
Bookmarking Boardingware on your device

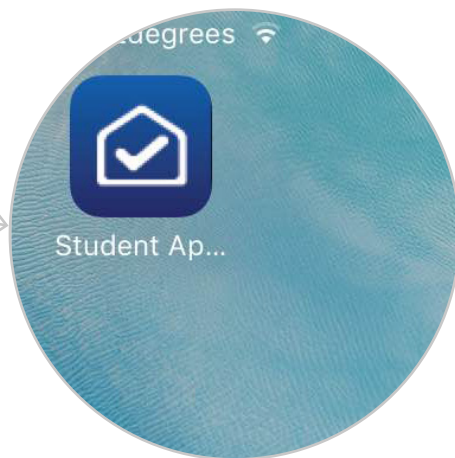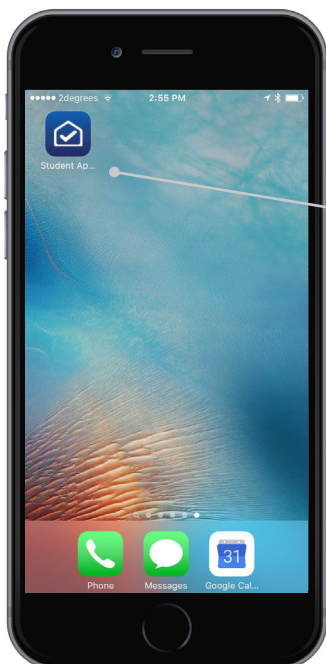**1.** Go to app.boardingware.com and log into your account. Tap the options button in the browser.
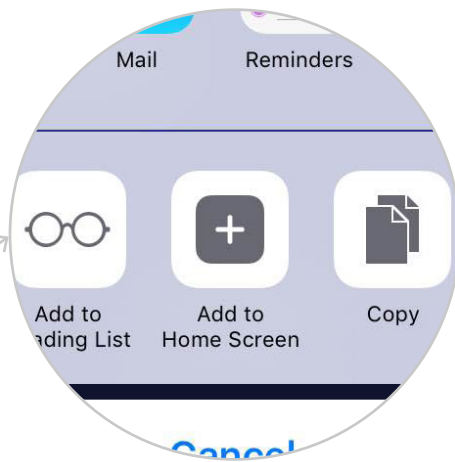
2. Select 'Add to Home Screen'.

Bookmarking Boardingware on your device

3. Name the bookmark and tap 'Add'.

4. Now you should see a Boardingware shortcut on your device.

What to do if you have trouble getting started

If you did not receive an invitation e-mail:

- Contact your boarding school staff and check that they have your correct email address on the system
- If they have the correct email address ask them to resend it
- Check your email folder

If you cannot open Boardingware on your device:

- Boardingware is designed for modern browsers, please ensure you have the latest version of Google chrome installed on your device and try again

Still having trouble getting started?

Visit our help center at:
boardingware.zendesk.com

Or, email our success team at:
support@boardingware.com