

27 Mar 2019

A2019/0103



Dear Parents,

**Invitation to Parents Gateway**

Parents Gateway is a mobile app specially designed for parents. Developed by MOE and GovTech, the app allows parents to engage with schools, receive information and perform a range of administrative functions such as giving consent for school trips.

We would like to invite you to download the Parents Gateway mobile app on your mobile phone (available on iOS and Android platforms) and perform a simple one-time login process. Please refer to Annex A for a step-by-step guide. Once you have logged in to Parents Gateway, please notify the form teachers by returning the reply slip attached.

The school will send a notification via Parents Gateway in Term 2 Week 3. Please respond to the notification by **12 Apr 2019** and give consent to the school to disseminate information using Parents Gateway to you in future. As the school is moving towards paperless communication, all notifications and consent forms will be carried out using Parents Gateway starting from term 3.

We look forward to our continuing strong partnership as we embark on this new platform. Should you require further information, you could email to [admiralty\\_ss@moe.edu.sg](mailto:admiralty_ss@moe.edu.sg) or call Mr Coleman Chong (HOD/ICT) at 63651733.

Yours sincerely,

\_\_\_\_\_  
Mr Coleman Chong  
HOD /ICT

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**Reply Slip**

Dear Form Teachers,

I, \_\_\_\_\_, Parent / Guardian of my child / ward  
\_\_\_\_\_ of Sec \_\_\_\_\_ hereby acknowledge the use of Parents Gateway to disseminate notifications and consent forms from school. I have performed the one time login process.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

Admiralty Secondary School 31 Woodlands Crescent Singapore 737916 Tel: 6365 1733, 6365 4596 Fax: 6365 2774

## Annex A - Instructional Guide

### Step 1 – SingPass Registration and 2FA Setup

SingPass 2-Step Verification (2FA) is required for login. If you have not registered for a SingPass, please visit the website <https://www.singpass.gov.sg/singpass/resources/pdf/RegisterSingPass.pdf> or scan the QR code below.



If you have a SingPass account but have not set up the 2FA, please visit the website <https://www.singpass.gov.sg/singpass/resources/pdf/SetupSMS2FA.pdf> or scan the QR codes below.



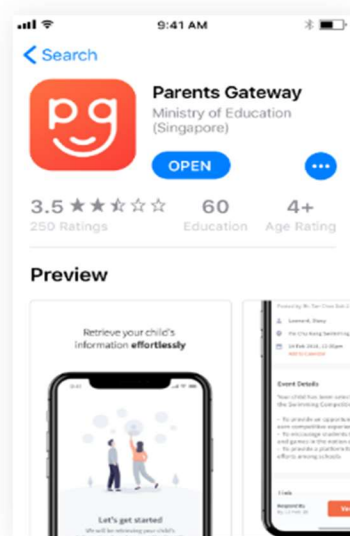
Should you require further assistance, please visit any of these Community Centre <https://www.singpass.gov.sg/singpass/common/counter> or contact SingPass Helpdesk at 6643-0555.

### Step 2 – Download Parents Gateway Mobile App

- Open the Apple App Store or Google Play Store app on your mobile phone.
- Search for the '**Parents Gateway**' mobile app, or scan the QR code below.
- For Android user, please download 'QR Code Reader' from the Play Store in order to scan the QR code below.



QR Code Reader  
Scan



- d. Download and install the app onto your phone.
- e. Enable '**Allow Notifications**' to receive push notifications.

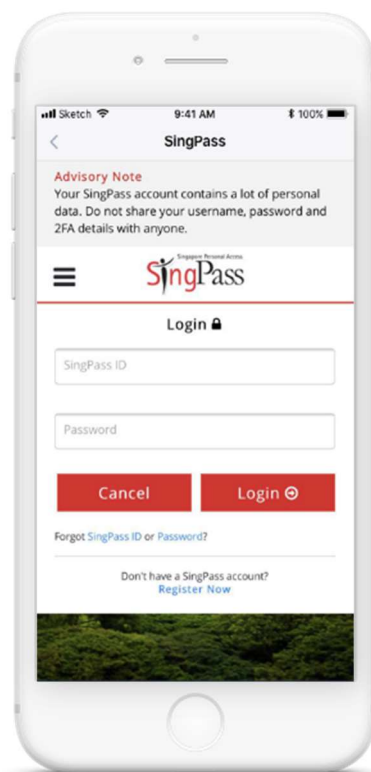
**Note:** Supported OS Versions - **Android 5.0 or later & iOS 9.1 or later**

### **Step 3 – One-Time On-boarding**

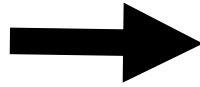
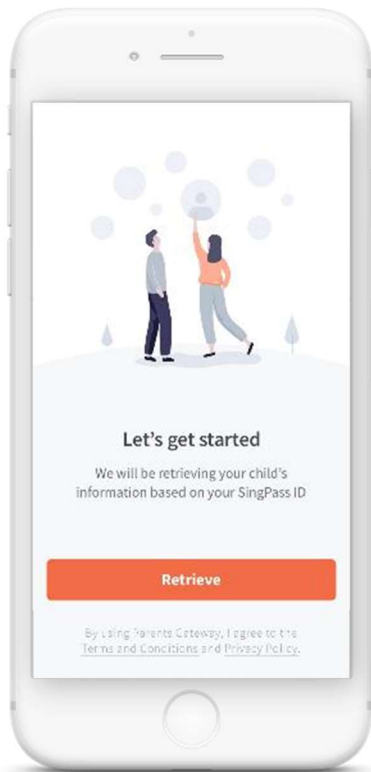
1. Tap on “Log in with SingPass”



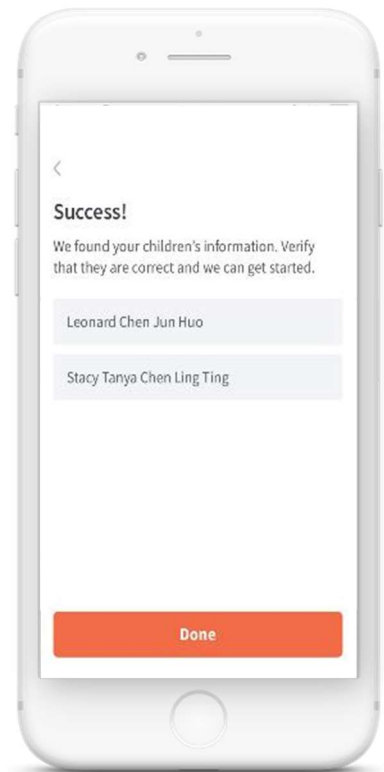
2. Log in with your SingPass (2FA)



3. Tap on "Retrieve" to retrieve your child(ren)'s information



4. Tap on "Done" to complete on-boarding



5. You should see your child(ren)'s school announcements and activities (if any)

