



WELCOME TO REACH

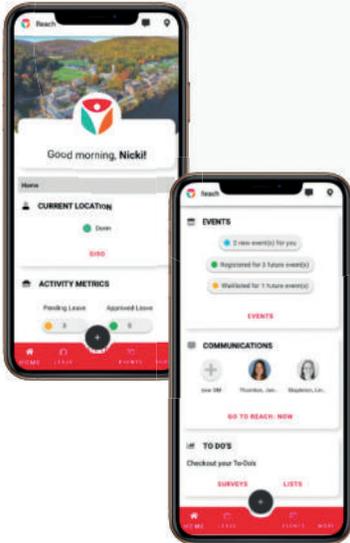
STUDENT LIFE MANAGEMENT





STUDENT MOBILE USER GUIDE

The Reach Mobile App is the main system in Boarding. You will use this for updating locations and submitting leave requests.



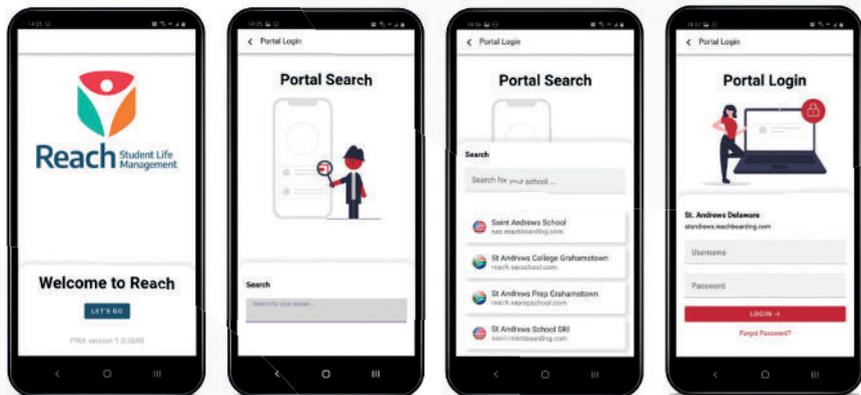
LOGGING IN

1. Open the App
2. Click the 'Let's Go' button
3. Search & click on MPW London
4. Click 'Use School Login'
5. Sign in with your MPW school email and password

USER TYPE EXPERIENCE

Once you have a profile created via the Reach Web Portal, your login will be set, at this point, you also have access to the Mobile App. The features that are available to your login are dependent on the user type; student/parent or staff/faculty user. Additionally, the accessibility permissions set in your profile affect the features available for you as a user of the Reach Mobile App.

APP



DOWNLOAD THE REACH STUDENT LIFE APP

this should be downloaded on your arrival day or the day after.



NAVIGATING THE MOBILE APP

The two main menu areas of the App are as follows.

Firstly, as shown on the right, the home screen is sectioned into 'Cards' for fast access to the main areas of Reach. The 'Cards' presented will differ with the type of login and active permissions per user.

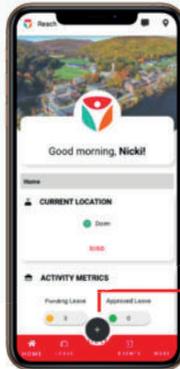
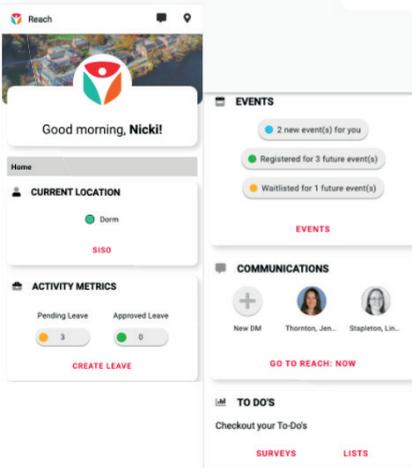
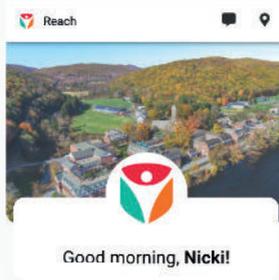
Secondly, as shown to the right, the central PLUS button at the bottom of the screen, will pop up a list of Quick Access features, these are all about creation, as each link takes you directly to a function to start new items including Leave Requests and Messages. Each item is detailed in the relevant section of this document.

METRICS VIEW / HOME SCREEN

The **Home Screen** is your base Metrics View and launch point for the main functions of the Mobile App Portal.

You are welcomed to the App with a greeting and your school logo.

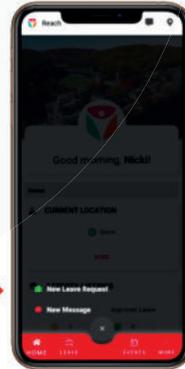
Also in the top right corner is the Reach: Now messaging icon for fast access to the Communications area of the App. Tap this to open the Reach: Now feature. More information of this section is detailed in the Communications section below.



CURRENT LOCATION



Your current location within the Reach system is displayed here. Any upcoming leaves or your scheduled return time from a leave will also be listed here.



ACTIVITY METRICS

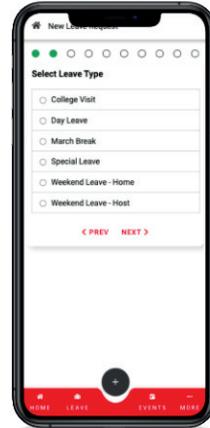
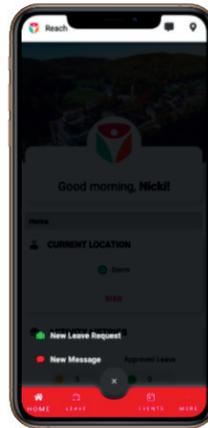


This panel visualises your Total number of upcoming Pending and Approved Leaves.

Pending Leave – how many leave requests are waiting approval

Approved Leave – number of approved Leave items in the system

Create Leave button – will take you through a simple page by page process to create a new Leave Event quickly and easily



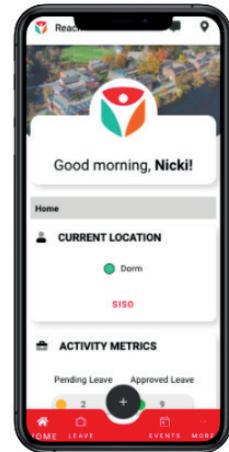
SISO and Quick Leave

You can change your locations within Reach by selecting Quick SISO in one of two ways; either by selecting SISO in the Current Location widget or by selecting the Location icon in the top right corner of their screen.

Your current location will be displayed in the banner at the top of your screen and will have a checkmark next to the location in the list below. Various On and Off Campus locations will be listed as options.

To change your current location, simply click on SISO at the bottom of this tile or the Location Pin icon in the top right corner of your screen. This will open your locations page that is separated into Off / On Campus, click your new Location to activate.

You must update your location each time you leave and return to QGH. Failure to do so will result in sanctions.



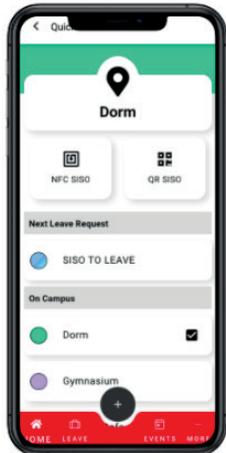
Creating a New Leave Request



Select the plus button in the bottom centre of the screen and choose **New Leave Request**.

Follow the series of prompted screens to input the travel details; Leave Type, Departure and Return Dates/Times, Transportation methods, Host information, Destination and Notes, as well as if it's a recurring leave. You can select multiple legs of transportation for your departure and return. For recurring leaves, select the frequency and duration that the leave plans will repeat (this must be approved by the Senior Houseparent prior to the submission of the leave request on Reach).

Prior to submitting the leave request, review the leave details and make any changes if needed.



Editing a Leave Request

Reach app allows you the ability to view current and historical leaves, including their statuses of pending, approved and rejected. You can access Manage Leave by selecting either the **Pending** Leave or **Approved** Leave icons in the **Activity Metrics** widget or by selecting **Leave** from the bottom menu bar.

Quick access filters for Approved, Pending, On Leave and Rejected will populate a list of leaves with the corresponding status when selected. Along the top right of the screen, you can search, filter and sort by way of additional details.

Selecting a leave will display the leave's details, including the main details of the leave request, if any special meals accommodations were scheduled due to the leave timing, notes entered regarding the leave and the complete audit trail of the leave's approval process.

To edit an existing leave request, select the note and pen icon in the top right corner of the Leave Details. You can then progress through to make any necessary updates by selecting Next and selecting Finished on the final summary page to save changes made.



Don't forget to download the Reach Student Life App!



For more information, scan here:

