

EduFLOW – Manual for Parents

1. About eduFLOW

eduFLOW organizes and simplifies communication within the school environment—whether between teachers and students, between the school and parents, or even within the teaching staff, administration, and management.

- The eduFLOW "Collector" informs you as parents more quickly and allows for prompt feedback.
- It eliminates the problem of forgotten signatures.
- It involves students, parents, and teachers more easily in decision-making.
- It helps save paper and printing costs, thus allowing the school to make a positive contribution to the environment.
- The eduFLOW "Collector" reduces administrative tasks, leaving more time for actual teaching.
- The core of eduFLOW is the "Collector." Through electronic forms created and sent by the school via eduFLOW, you as parents can quickly and easily receive well-structured information and respond to school requests.

2. New to eduFLOW?

Once you have received a welcome letter with a verification code from your school, you should register with eduFLOW.

Stellen Sie bitte sicher, dass Sie eine E-Mail-Adresse verwenden, die Sie auch regelmäßig abrufen und auf die nur Sie Zugriff haben.
Sie können sich jederzeit mit dem Mandanten, Ihrer E-Mail Adresse und Ihrem Passwort bei eduFLOW anmelden, um erhaltene Informationen anzuschauen.

Auf eine gute Zusammenarbeit freut sich,
Ihr LehrerInnen-Team

eduFLOW Einstieg: <https://www.eduflow.at/EduFlow>
Schule/Kennzahl: 987654
Verifikations-Code: SP7DLUVG



Sollten Sie bereits bei eduFLOW registriert sein, dann steigen Sie bitte mit Ihrer E-Mail und Ihrem Passwort ein und fügen Sie Ihr Kind als neue/n Schüler/in mit dem oben angegebenen Verifikations-Code hinzu.

(bitte hier abtrennen)

Dr. Petra Ajenstat, BSc
Ajenstat François, 1A

Ich habe die Informationen zu eduFLOW erhalten und mich mit meiner E-Mail-Adresse in eduFLOW registriert.

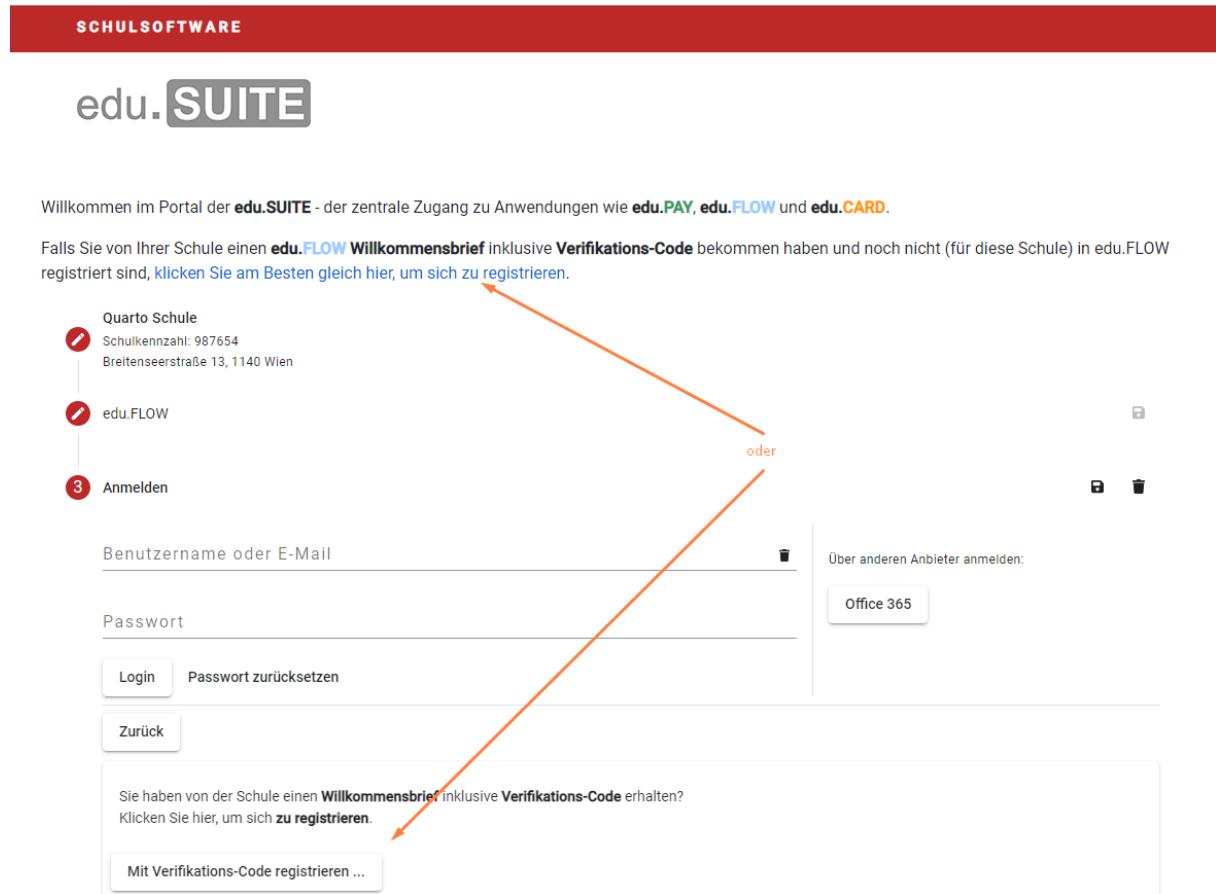
Datum, Unterschrift

PLEASE NOTE:

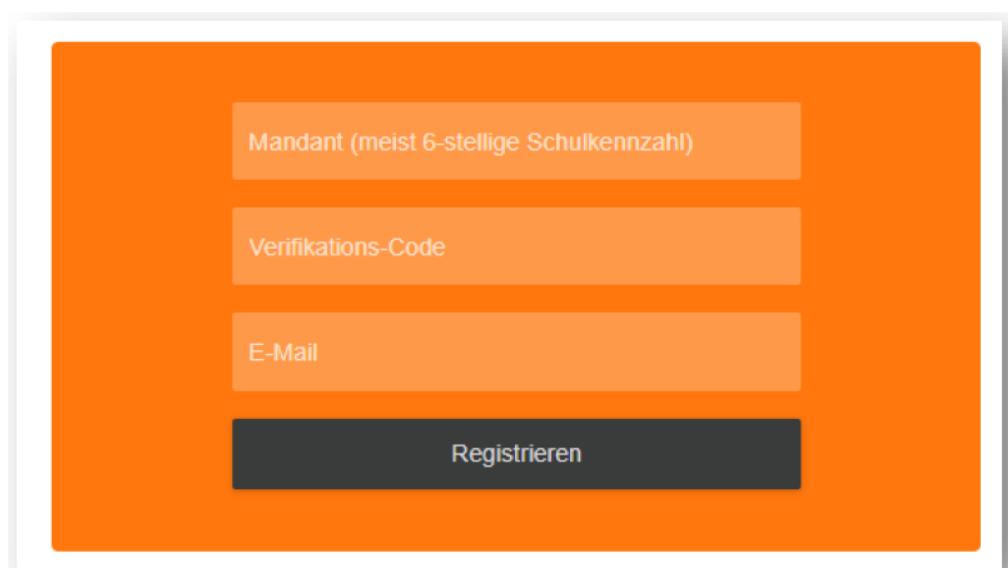
If you have already registered for this exact school in the past—perhaps for a sibling who attends or has attended the school—you do not need to register again. Instead, log in to edu.FLOW and add the "new" child using the verification code.

If you have previously registered with edu.FLOW at a different school, you will need to register again for this (new) school. However, you can use the same email address.

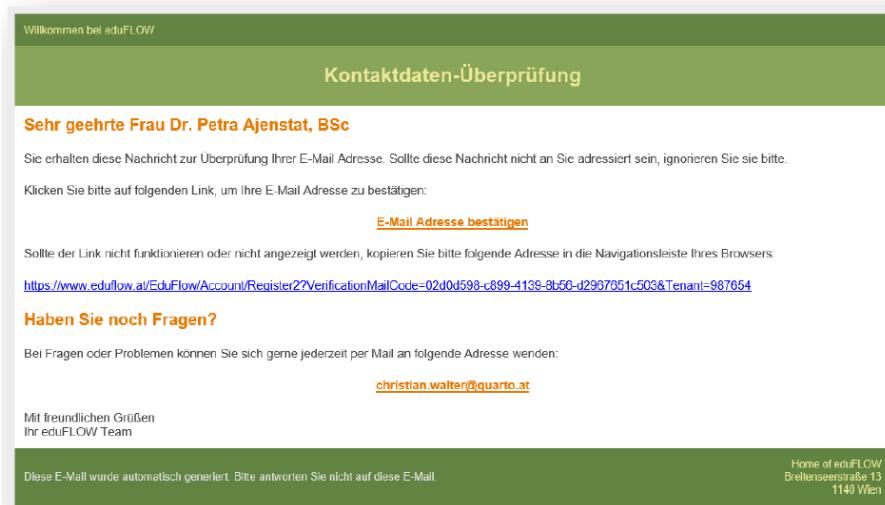
Scan the QR code on the welcome letter or visit <https://edusuite.at/portal> and click on the link displayed there ("it is best to click here to register").



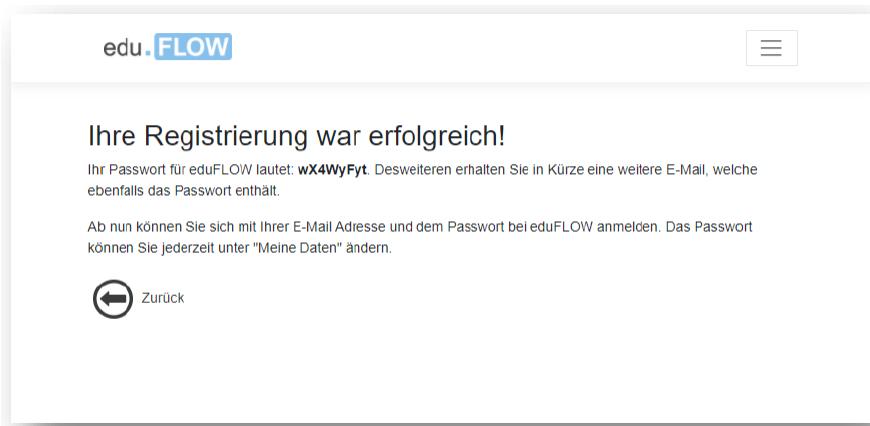
Enter the client (usually the school identification number) and verification code as indicated in the welcome letter, along with your email address, and click "Register."



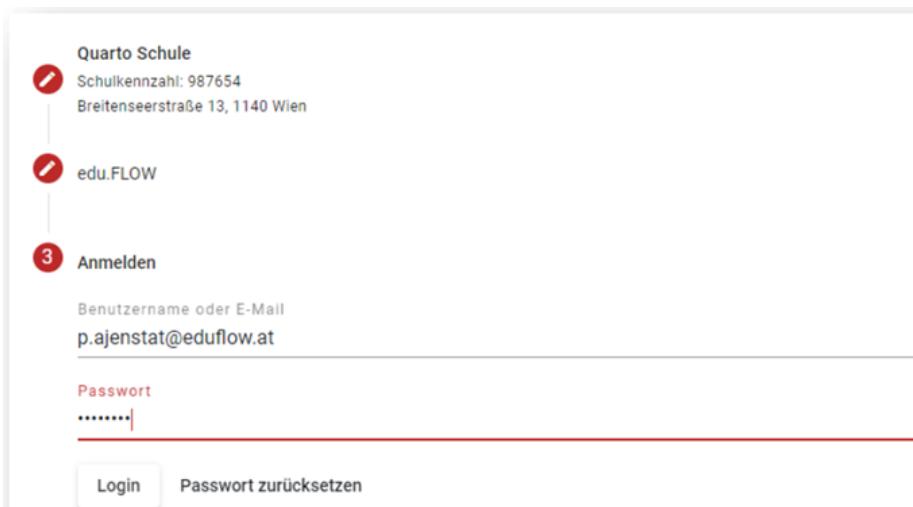
You will then receive an email at the address you have just entered, confirming your registration.
Please enter the verification code only ONCE!



Click on 'Confirm Email Address.' You will be redirected to a webpage where your successful registration will be confirmed.

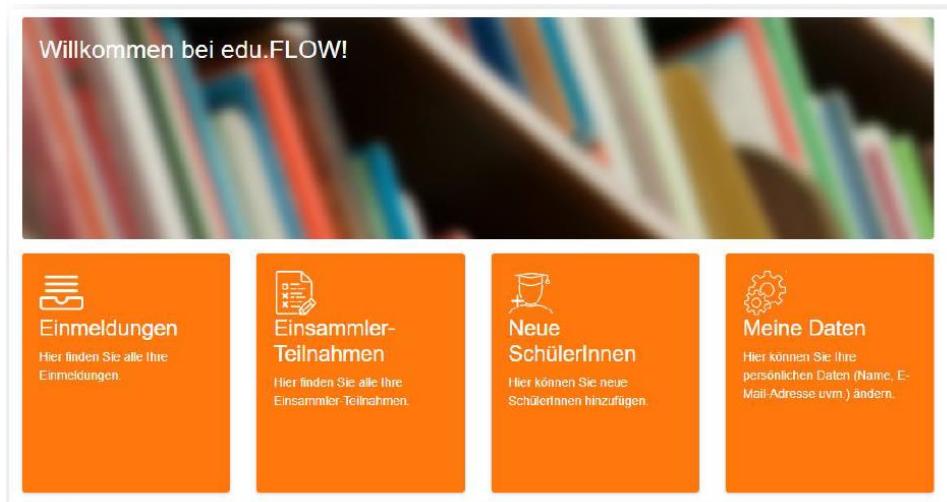


You will now receive another email with your password for login. Please log in at
<https://edusuite.at/portal>.



After that, you can, among other things, in the section

- 'My Data'
 - ... change your email address.
 - ... provide an additional address.
 - ... change your password.
- 'New Students'
 - ... add additional children using further verification codes.
- 'Collect and Respond'
 - ... view and respond to received information.
- 'Fill in and Submit'
 - ... fill in and submit predefined electronic forms from the school.



You can click on the logo in the top left at any time to return to this home screen:



3 . You are already registered with eduFLOW?

You do NOT need to register again if you are already registered for this school with eduFLOW—such as for a sibling at this school.

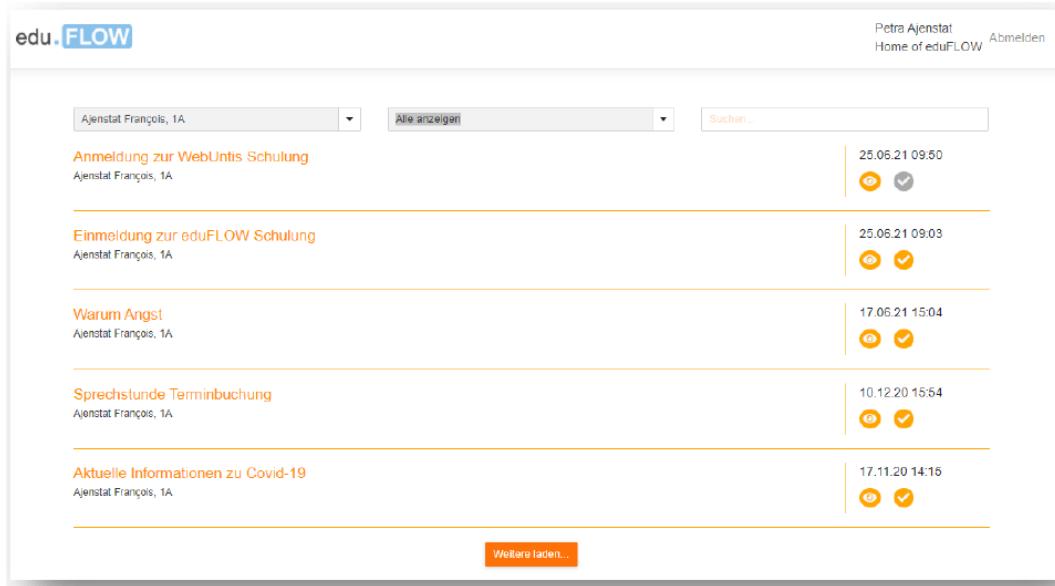
Please log in at <https://edusuite.at/portal>.

If you have forgotten your password, click on 'Reset Password' and follow the instructions.

4. Collect and Respond

Here you can see all the information material that has previously been sent to you via email for your children or for yourself by the school.

Click on an entry to access the corresponding message or form.



The screenshot shows the edu.FLOW inbox with five messages from 'Ajenstat François, 1A'. The messages are:

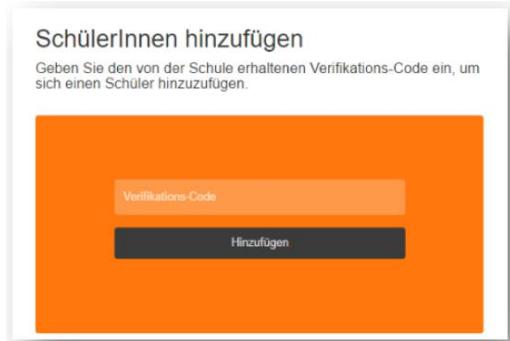
- Anmeldung zur WebUntis Schulung (25.06.21 09:50)
- Einmeldung zur eduFLOW Schulung (25.06.21 09:03)
- Warum Angst (17.06.21 15:04)
- Sprechstunde Terminbuchung (10.12.20 15:54)
- Aktuelle Informationen zu Covid-19 (17.11.20 14:15)

Each message has an orange checkmark icon next to it. At the bottom of the inbox, there is a 'Weitere laden...' button.

5. New Students

If you have multiple students at the same school, you can add them to the system after receiving another verification code.

To do this, enter the verification code in the field and click on 'Add'.



The form is titled 'SchülerInnen hinzufügen' and contains the following text: 'Geben Sie den von der Schule erhaltenen Verifikations-Code ein, um sich einen Schüler hinzuzufügen.' It features a large orange input field labeled 'Verifikations-Code' and a dark blue 'Hinzufügen' button.

6. My Data

Here you can change your personal information and, for example, provide a second email address to receive eduFLOW messages. If you change the email address, you will receive an email, just like during registration, asking you to confirm the accuracy of the new email address.

How to change your password? Enter your old password and your new password (twice) to change it.

7. What to Do If Your Email Address Changes

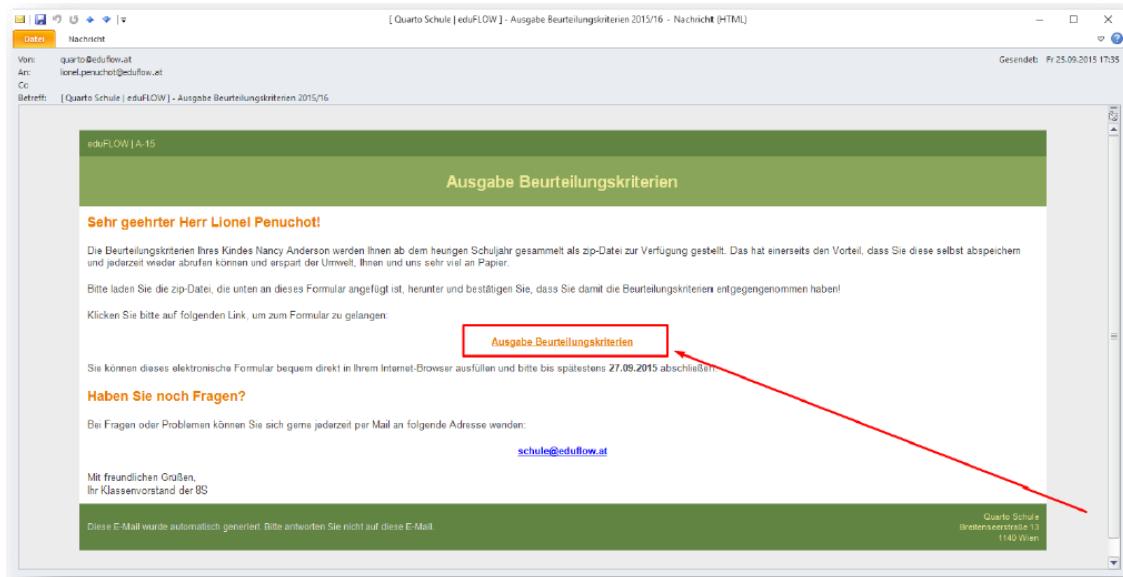
If possible, please change your email address registered in eduFLOW before deactivating your old email address.

PLEASE NOTE: Your current verified email address is also your username, which you always use to log in to eduFLOW. Regardless of whether this email address is still active or not, it will remain your username until you enter a new email address and successfully verify it using the link sent to you!

- If you still remember your password, log in with your (old) email address and update & verify your new email address under 'My Data', regardless of whether your old email address is still active or not.
- If you have forgotten your password and your old email address is still active, you can request a link to change your password to be sent to your old email address by using the 'Reset Password' option. Follow the instructions in the email.
- If your old email address is no longer active and you have forgotten your password, please contact your school.

8. How Are You as Parents Involved in the Events?

You will be notified via email by the school as soon as a new electronic form on a specific topic, known as an 'event,' is available for you. Below is an example of such an email:



If you **click on the link** (highlighted in red in the image), the electronic form will open in your web browser. Please keep the email, as it will allow you to view the content of the form at any time later!

The form contains various information, potentially including documents and additional web links provided at the bottom of the form.

Not only will information be sent to you through the form, but you can and should also—depending on the type and content of the form—send response texts and selections back electronically. Simply fill in the appropriate fields and **click on 'Submit'**.