

## XUNO Family App User Guide

Hi there,

XUNO Family is an app that will help make communication with the school quick and easy - giving you access to a wealth of information, without having to sit at a computer.

### To log in, follow these steps:

1. Download XUNO Family from the App store (iOS) or Play store (Android)
2. Open the app
3. If asked, please allow push notifications for the most convenient experience with the app
4. Search for your school by typing the first few letters and then selecting your school from the list that appears.

If you have forgotten your password or Username, you'll need to head to your school's Xuno website to reset it. If you're not sure what the web address is, please contact your school or look for an email from Xuno which may have the address in it. The web address usually includes your school's name.

For example: <https://fakehighschool.xuno.com.au> - or - <https://xuno.fakehs.vic.edu.au>

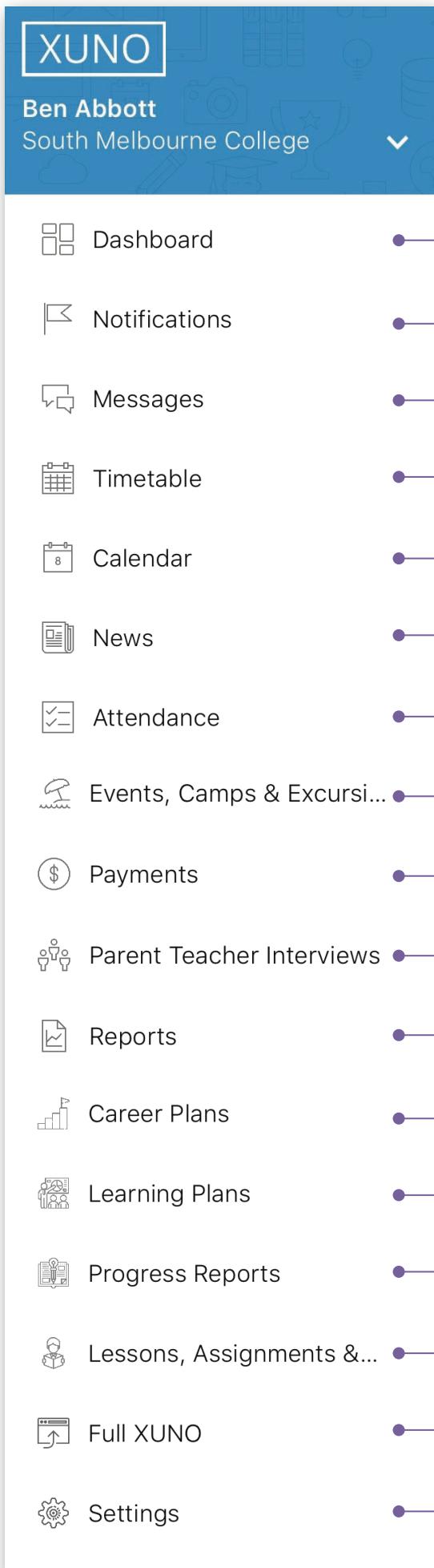
### REGISTER

School Name

Username

Password

[CANCEL](#)



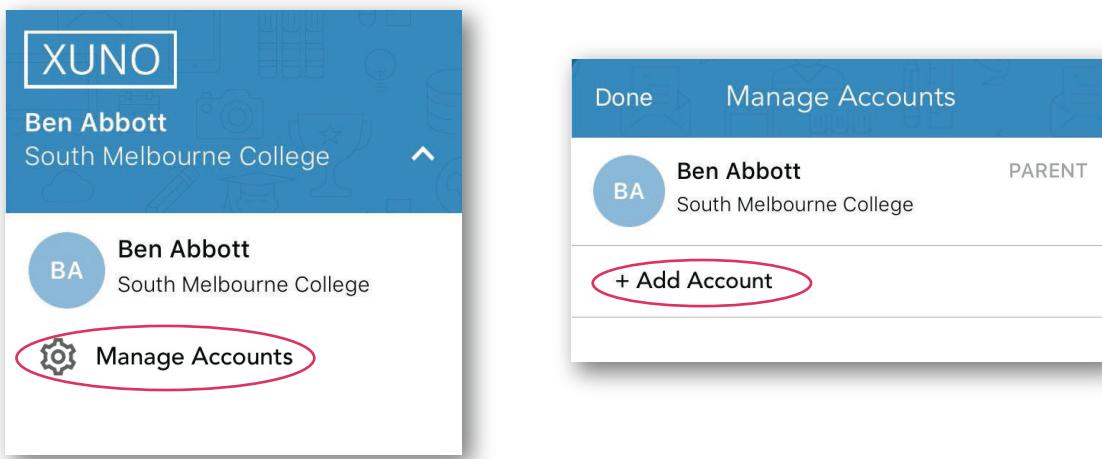
# XUNO Family

## Features: At a glance

- Dashboard: A collection of widgets including Upcoming Payments, Attendance, Events, Forms and Homework
- Notifications: A list of all notifications you've received since registering your account on the XUNO Family app
- Messages: Send a new message or read messages sent to you by school staff
- Timetable: Your child's timetable, showing today's date by default and any relevant timetable changes
- Calendar: A list of upcoming events and important dates
- News: School newsletters, announcements and other important information
- Attendance: View your child's marked attendance and contact the school regarding future or past absences
- Events, Camps & Excursions: View, approve, fill out forms and make online payments for Excursions, Camps and Events
- Payments: Pay for Events, Fees, Voluntary Contributions and other items
- Parent Teacher Interviews: Book Parent Teacher interviews and manage existing bookings
- Reports: View and print your child's school reports, including reports from past years
- Career Plans: View published Career Plans. Edit / contribute to career plans (Students only)
- Learning Plans: View published Career Plans. Edit / contribute to career plans (Students only)
- Progress Reports: View published Progress Reports and feedback
- Lessons, Assignments & Tasks: View homework and class learning tasks, submit assignments, view learning task results if published
- Full XUNO: Log into the full XUNO website if necessary with one single click - No need to re-enter your password
- Settings: Check your app settings, and if necessary, send a report to the support team in a few simple taps

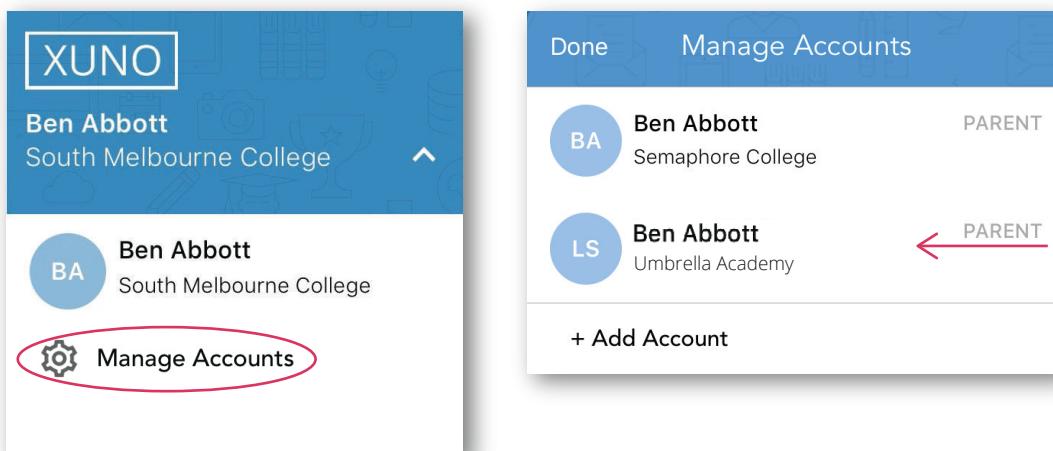
If you have children at multiple Xuno schools, you can login to more than one Xuno user on your device:

1. Tap the menu button in the top left 
2. Tap the small white arrow next to the school name
3. Tap Manage Accounts
4. Tap + Add Account
5. Register the new account using the School Code and user details you've been provided.



To remove an old user account from your device:

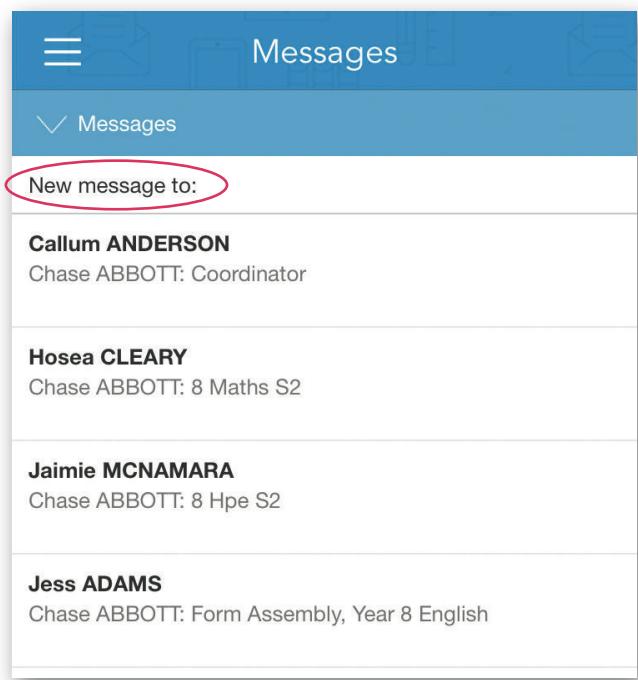
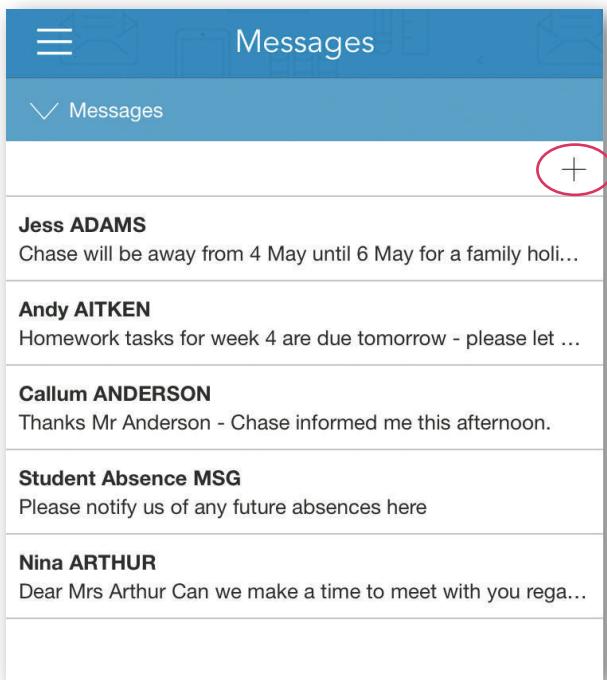
1. Tap the menu button in the top left 
2. Tap the small white arrow next to the school name
3. Tap Manage Accounts
4. For iOS, slide the account you want to remove all the way across toward the left. A red X will appear - tap it - follow the prompts to remove.
5. For Android, hold your finger down on the account you want to remove. A message will appear - follow the prompts to remove.



Apple users: *swipe*  
Android users: *hold*

## To send a new message to a staff member

1. Tap the menu button in the top left 
2. Tap Messages
3. Tap the name of a Staff member who you've messaged in the past to view Message history or reply to a previous message
4. To start a new conversation, tap the + button in the top right and select from your child's teachers and coordinators



**Please note:** Schools may choose to disable certain XUNO features at their discretion - if you don't see some of the menu items contained within this user guide, it may mean that the school has chosen not to enable it. If you are interested in using a particular feature, or can't see a menu item that you've been asked to use by the school, please contact the school directly to discuss your options.