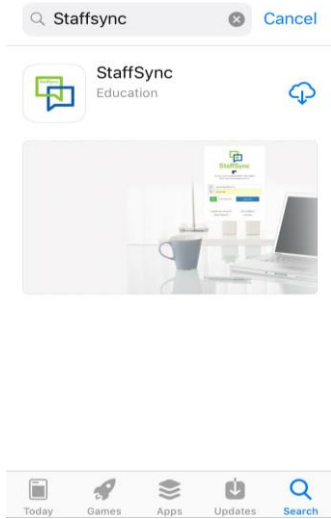
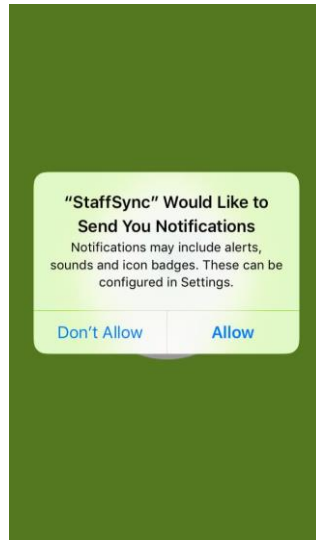


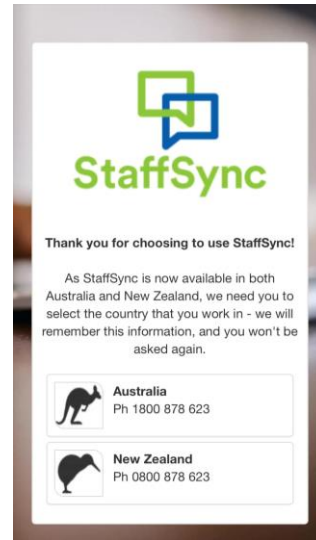
GETTING STARTED WITH STAFFSYNC



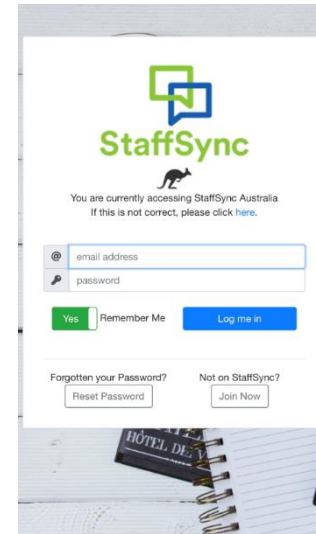
1. Download the StaffSync App from your App Store / Play Store



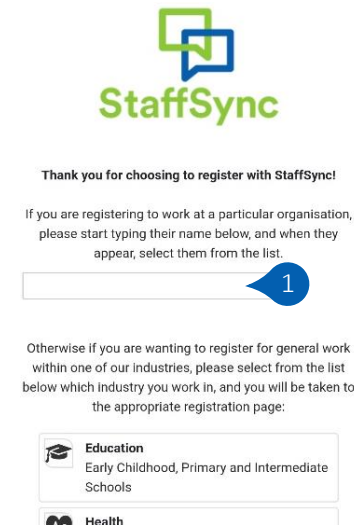
2. **Allow** the app to send you notification and access your location.



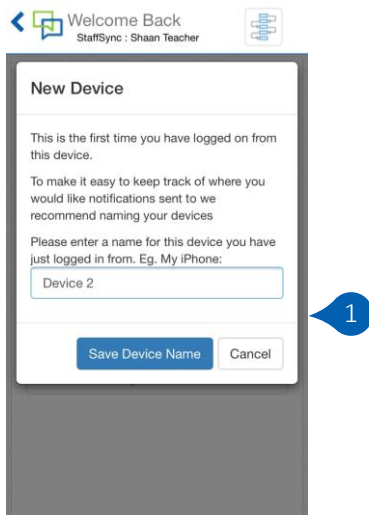
3. Select **New Zealand**



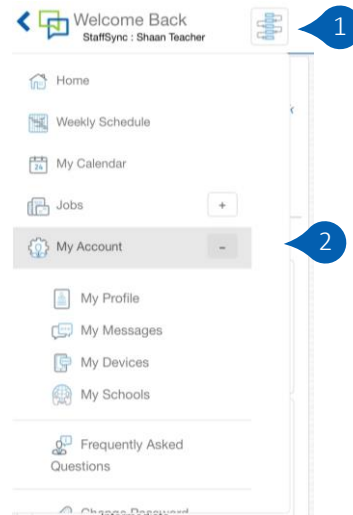
4. Select **Join Now**



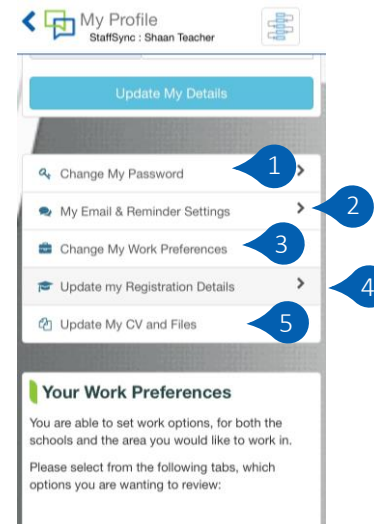
5. Type **Dunedin Kindergartens [1]**
Answer the basic registration details and click Register Now. This sends a request to our office to respond to your application



6. You will be invited to name your device, which is optional. Cancelling without naming is OK. If this window does not pop up, it means your registration has failed. **Phone the admin office for assistance 03-455-8892**



7. You will now need to update your details. You can do this by selecting the **Menu Icon (1) → My Account (2) → My Profile (3)**



8. **Scroll down** to find the 5 options shown above. By clicking on each of them you can manage your profile. Schools require you to have your registration details and other key information entered into StaffSync. Please make sure your profile is complete and up to date.

(1)Change My Password – By default your first password is your first name (lowercase), we recommend you change this to a more secure password

(2)My Email & Reminder Setting – Select this option to edit how your reminders are sent. You can also set how many hours prior to the job you wish to receive a reminder.

(3)Change My Work Preferences – Select this option to add or remove schools, roles and work area.

(4)Update My Registration Details – Please complete all fields in this section to ensure centres have your information on file.

(5)Update My CV and Files – Here you can upload your CV, a photo of your, Drivers Licence or Qualification (you may prefer to do this on the computer – <https://apps.staffsync.nz>)