

# GRAND RAPIDS PUBLIC SCHOOLS MOBILE APP

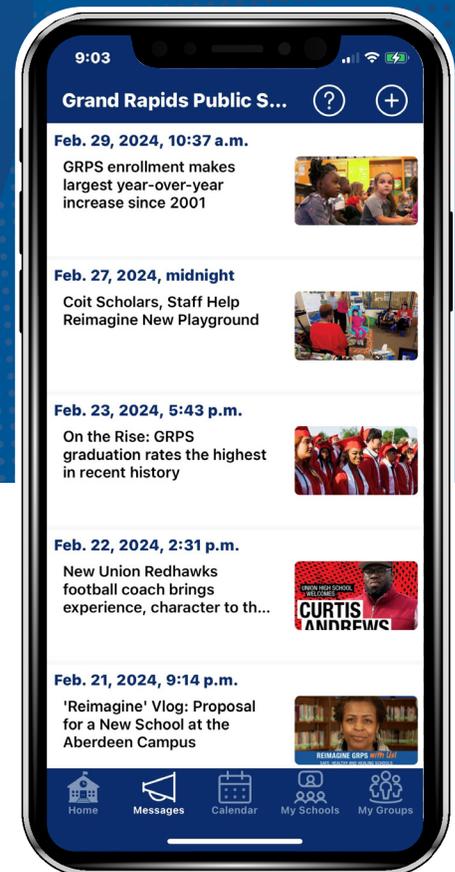
**ALERT • INFORM • ENGAGE • CONNECT**

Search the **App Store** (Apple) or **Google Play** (Android) to install the free app "Grand Rapids Public Schools".



**SCAN THE QR CODE  
TO DOWNLOAD**

or text @grps to 616-816-1777



## INTRODUCING THE *NEW* GRPS MOBILE APP

This fast, easy, on-the-go mobile app experience allows staff to receive alerts, stay informed with district initiatives, and access information on the *new* Staff Infohost. Staff also have the option to connect directly with app users from their mobile device.

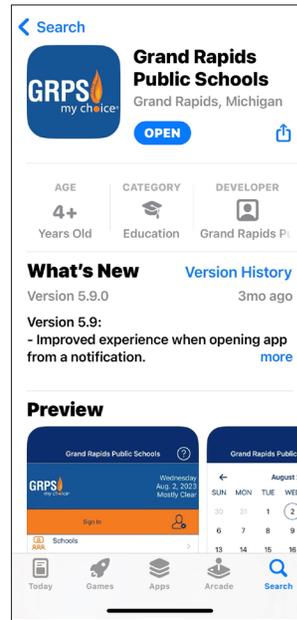
### CREATE AN ACCOUNT:

This mobile app can be viewed on any smartphone (Apple iPhone, Samsung Galaxy, BlackBerry, and so on). Staff members can enjoy a personalized experience by creating an account with the Microsoft login credentials.

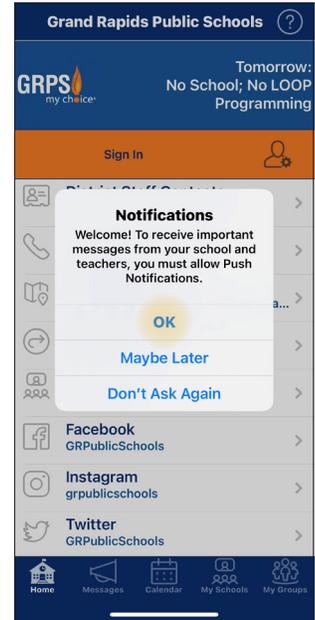
To create an account on the GRPS mobile app, follow the steps on the following pages.



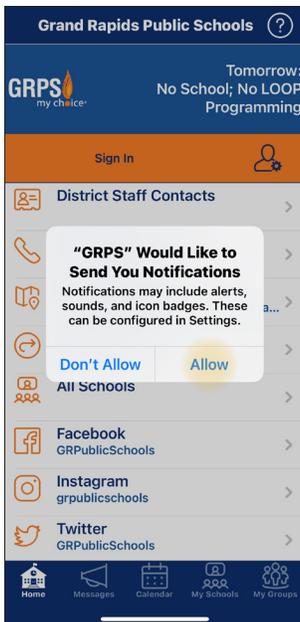
# DOWNLOAD THE APP & SIGN IN



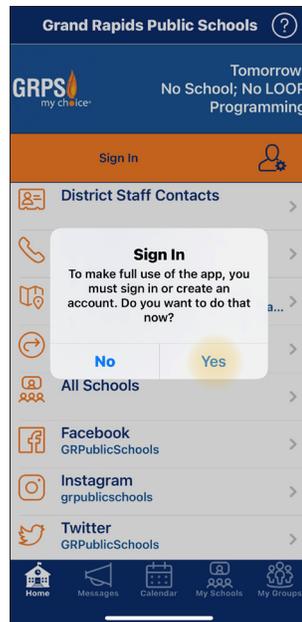
**1** Download and install the *Grand Rapids Public Schools* app from the Apple App Store or Google Play.



**2** When you first open the app, you will be presented with this pop-up. Tap **"OK"** to allow Push Notifications.



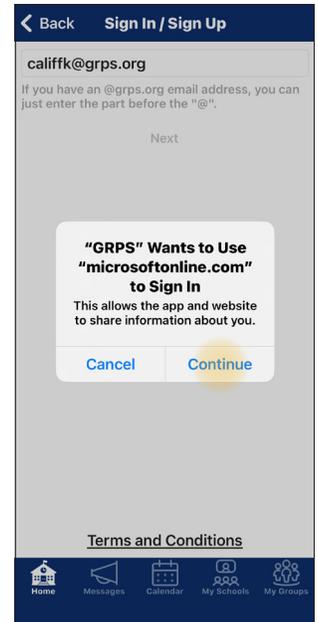
**3** After tapping **"OK"**, another pop-up will appear with more information about notifications. Tap **"Allow"**.



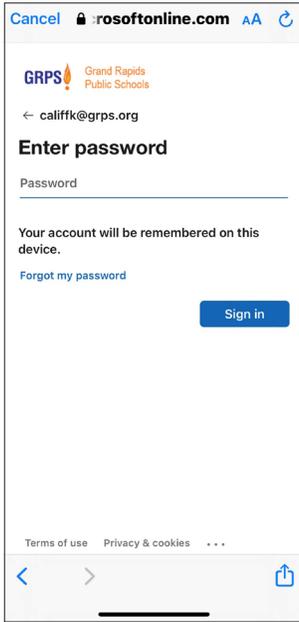
**4** You'll be prompted to sign in to make full use of the app. Tap **"Yes"** to sign in.



**5** You will be brought to the Sign In / Sign Up screen. Enter your GRPS Microsoft Email (i.e. *califfk@grps.org*) Then tap **"Next"**.

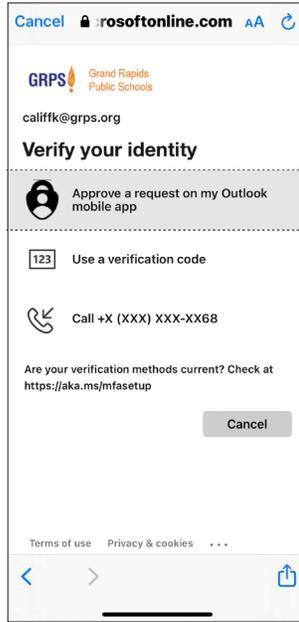


**6** A pop-up will appear prompting you to use Microsoft sign in authentication. Tap **"Continue"**.



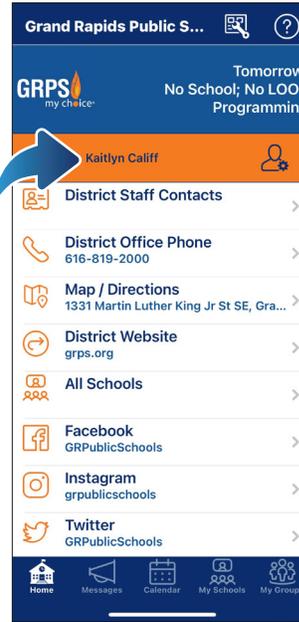
**7** A new screen will appear allowing you to enter your Microsoft password. **Note:** *This will be the same password used to sign in to your GRPS computer.*

Tap “Sign In”.



**8** A new screen will appear prompting you to Verify your identity.

Select the best option for you. **Note:** *Make sure you are near your office phone if you select the Call option.*



**9** Once you are signed in, your name will appear on the Home screen in the app.

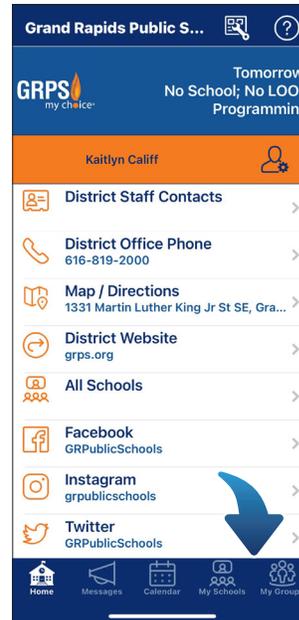
**You are now signed in to your staff account!**

Time to customize your mobile app experience by following schools and groups.  
*(steps 10 through 16)*

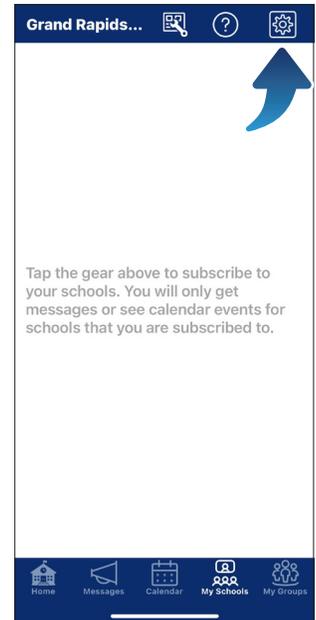
# FOLLOW SCHOOLS & GROUPS



Receive app notifications, and access school or group information and calendar listings based on your selection(s).

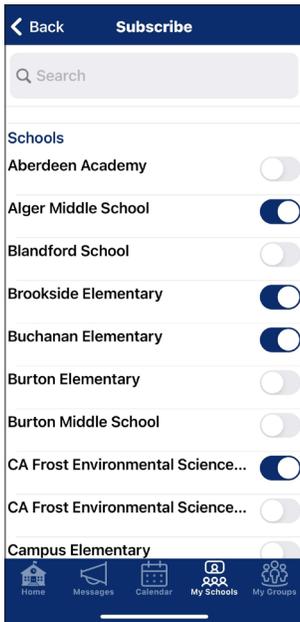


**10** Tap on the “My Schools” or “My Groups” tabs to customize your app experience.

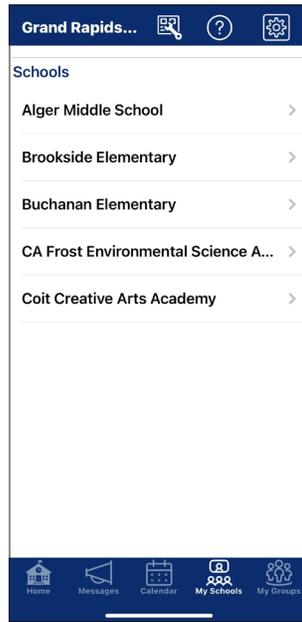


**11** After tapping the “My Schools” tab, you will be brought to a screen that prompts you to choose your schools.

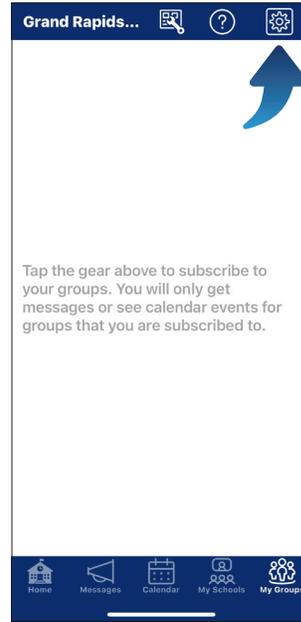
Tap the gear icon.



**12** Select the schools you want to follow.

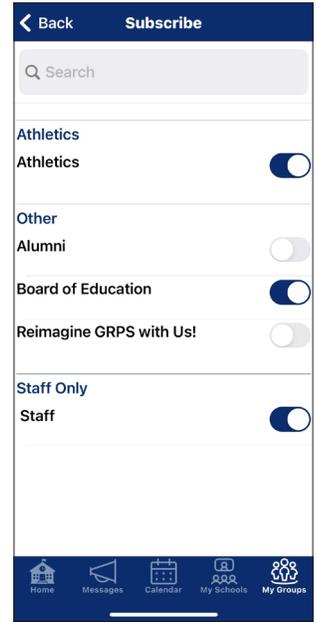


**13** You will now see the schools selected in the “My Schools” tab.



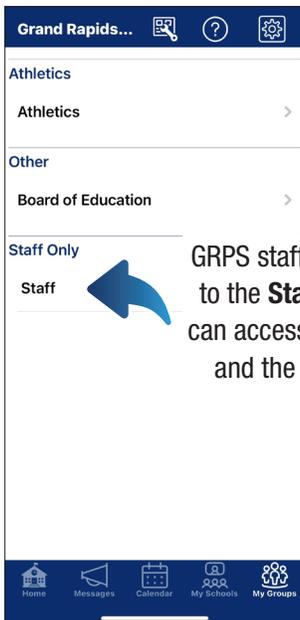
**14** After tapping the “My Groups” tab, you will be brought to a screen that prompts you to choose your groups.

**Tap the gear icon.**



**15** Select the schools you want to follow.

***Note:** Groups are topics or interests that you want to follow.*



GRPS staff have special access to the **Staff** group where they can access staff only messages and the *new* Staff Infohost.

**16** You will now see the groups selected in the “My Groups” tab.