



[Click here for Video Demonstration](#)



STAFFSYNC

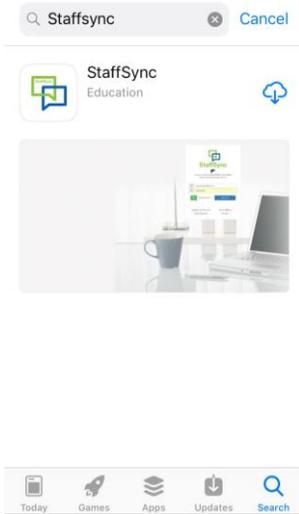
now

StaffSync

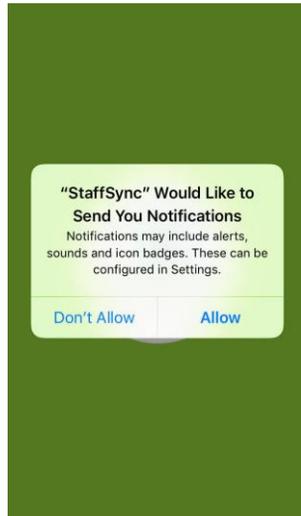
Auckland Primary School have published a new job: 'ROOM 25 Year 4'
Thursday, 29 November 2018:
8:30am to 3:30pm



GET STARTED



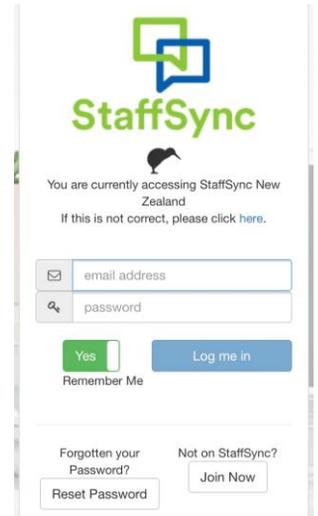
Download the StaffSync App from your App Store / Play Store



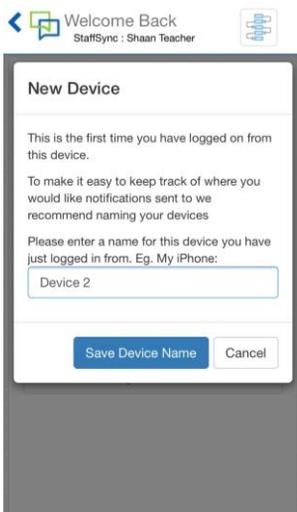
Allow the app to send you notification and access your location.



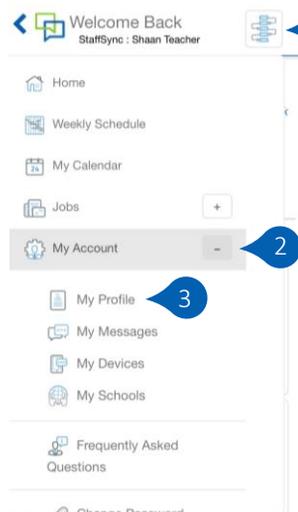
Select **New Zealand**



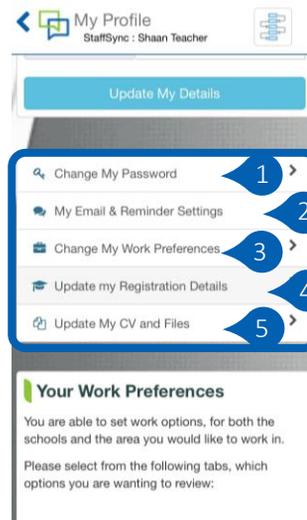
If you were registered by a school then you can enter your email address and your password (initially set up to be your first name), then select 'Log me in'. Otherwise select **Join Now** and follow the set up instructions.



Enter any name you prefer to identify your device. Select **Save Device Name**.



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



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 MoE number 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

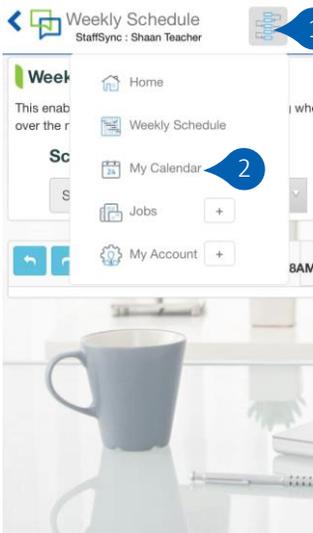
(2)My Email & Reminder Setting – Select this option to edit how your reminders are sent. You can also set how many hours prior to the job you wish to receive a reminder.

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

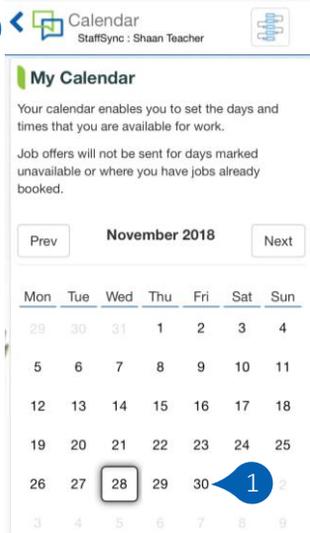
(4)Update My Registration Details – This is a vital step as this is part of the schools Vulnerable Childrens checking procedure. Please complete all fields in this section.

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

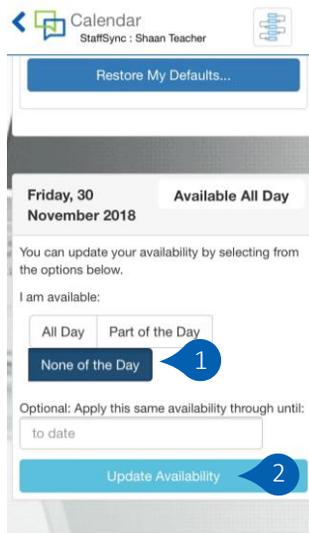
Managing your Calendar



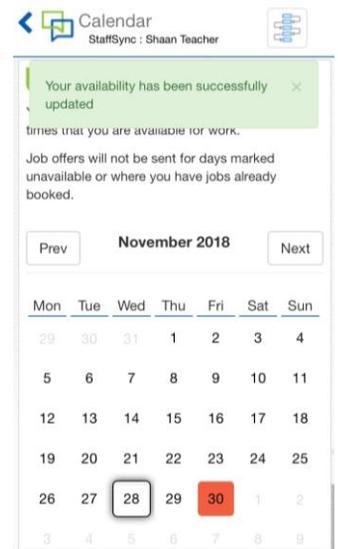
To view or manage your calendar select the **Menu Icon (1)** then **My Calendar (2)**.



To block out a date on your calendar, select the date that you are unavailable (**1**).



Scroll Down. Select **'None of the Day' (1)**, then select **Update Availability (2)**.



If you scroll up you will now see the day has turned red – i.e. unavailable. To undo this, simply repeat the same steps again however this time select **All Day** instead.

Applying for a job

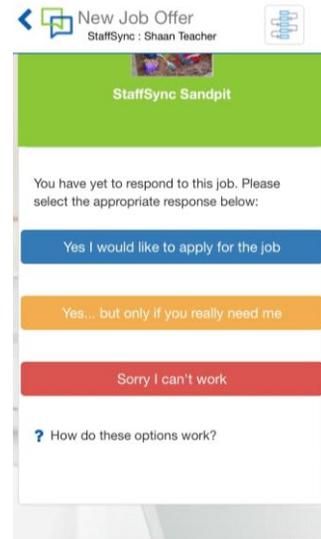
STAFFSYNC now

StaffSync
StaffSync Sandpit have published a new job:
'Room 25 – Year 5/6'
Wednesday, 5
December 2018: All Day
(8:30am to 3:00pm)

You will receive a notification when a school has posted a job. Click on the notification to view the job.



View the details then **Scroll down**.



Select one of the three possible responses.

When the school accepts your application you will be notified (as below).

This job will now be added to your calendar.

Look out for a number that will appear in red on your app icon. This indicates you have notifications waiting for you.



STAFFSYNC now

StaffSync
Congratulations, you have been successful in your application to undertake the position: **'Room 25 – Year 5/6'** Wednesday, 5 December 2018: All Day (8:30am to 3:00pm)

& STAY CONNECTED

You can access StaffSync on your computer as well. You may prefer to do the initial set up on your desktop. Login using the same details – <https://apps.staffsync.co.nz>

