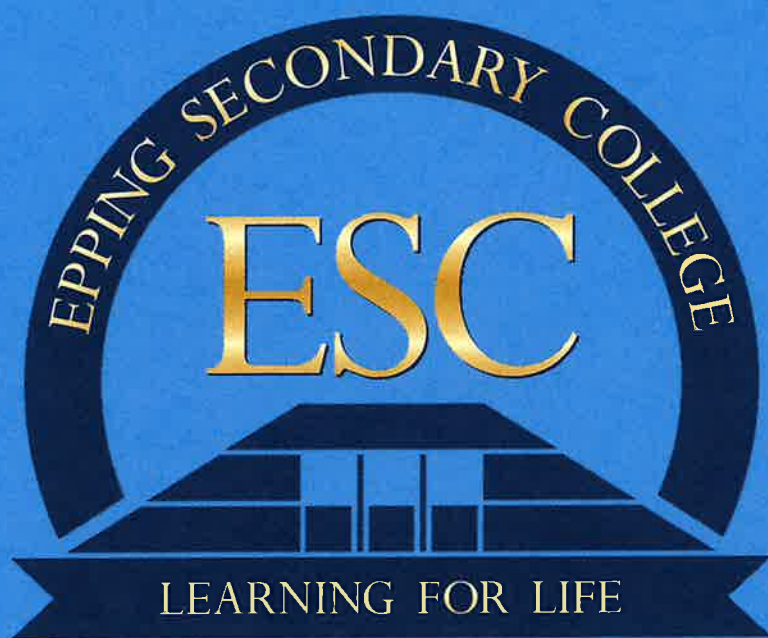


# EPPING SECONDARY COLLEGE

XUNO Assistance for Parents



2021



Dear Parents and Guardians,

Welcome to Epping Secondary College! At ESC, we use XUNO as our student information platform. XUNO allows for students and parents to communicate with staff, submit work, check timetables, read reports and many other functions.

Enclosed in your welcome pack is an information booklet about the various functions of XUNO online. We also have an app that allows for notifications about items relating to your child's schooling that will allow you to view homework updates, assessment notices, report notifications, news item alerts, internal message alerts & new calendar items. The app can be downloaded from:

Apple App store <https://itunes.apple.com/au/app/xuno/id1291835809?mt=8>

Google Play <https://play.google.com/store/apps/details?id=com.semaphore.xunoapp>

1. Download the app onto your device and register it to Epping Secondary College, using the code: **Oskwz2**. *(you may need to tap the +)*
2. Log into the app using your normal login details.  
*(when you have logged in successfully, you won't see much initially).*

Your child will receive access to XUNO, in the beginning of the school year once their enrolment is complete.

Any concerns regarding login details, XUNO or technology at Epping Secondary College, please contact Sean Hawkins (Leading Teacher – Digital Technology, Systems and Communication) on 9401 2599.

Sincerely,

A handwritten signature in black ink, appearing to read 'S.H.', is written over a light blue horizontal line.

**Sean Hawkins**

Leading Teacher – Digital Technology, Systems and Communication

# XUNO Assistance for Epping Secondary Parents

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## Forgot your username or password?

### Don't know your username or email address?

Please contact your school to find out and update your details. Your school will be able to send you an email or letter with a temporary password which you can then reset to your choosing.

If you forget your sign-in password for XUNO don't panic - here's how you can reset your password:

1. Navigate to XUNO using your internet browser.
2. On the sign-in page, click on the link labelled **Forgot your username or password?** underneath the Sign-in button.
3. Once you've entered your username or email address in the field provided click on the **Continue** button.
4. You will be sent an email with an authentication code. If you do not know your username or the email address your school has on file, then please contact your school.
5. Retrieve this authentication code from your email and type the code into the **Auth Code** field.
6. Type your new password into the two password fields. Make sure that you correctly type the same password into both fields. We recommend that you choose a secure password that consists of upper and lowercase letters and numbers.
7. Click on the **Continue** button to save your new password. You'll also receive an email confirmation after you have successfully reset your password.
8. You can now sign-in to XUNO using your email address and new password.

# Portal: Approving and paying for events in the parent Portal

## Who can pay for and approve events?

Only parents of a student's primary family can approve an event online. Online approval is only possible if your school has enabled this option for the event and an SMS with a 6-digit verification code will be sent to your mobile number to confirm the approval. Parents of a secondary family can not approve an event, but may be able to part-pay for an event if the payments have been split between families.

[View the XUNO Parent Portal](#)

## Approving an event

1. Log into the XUNO Parent Portal as a parent.
2. Click on the **School** menu and choose the **Events, Excursions and Camps** menu option.
3. A list of Upcoming events will be shown. Find the events that have not yet been approved, and click on the corresponding **View & Approve** button.
4. Carefully read all of the event details, and enter any additional medical details or direction in the field provided at the bottom of the page.
5. Click on the **Approve this Event** button at the bottom of the page. An SMS will be sent to your mobile phone number when you click the button. Allow up to 60 seconds for your verification code to be sent to your phone. Enter the correct verification code to approve the event.
6. You can print the event permission slip, sign and return the form to approve the event at anytime. Click on the **Print this Form** button to print the event notice.
7. A green success alert will appear at the bottom of the page if you have successfully approved the event.

## Paying for an event

1. Log into the XUNO Parent Portal as a parent.
2. Click on the **School** menu and choose the **Payments Due & Pay Now** menu option.
3. You can pay for multiple items at once if you wish. Choose which items you would like to pay by clicking on each corresponding **Select to Pay** button. As you select each item the Pay selected items amount will increase.
4. Click on the **Pay selected items** button to make the payment.
5. Enter in your credit card, or VISA/MasterCard debit card details into the fields provided. Confirm that the details are correct.
6. Click on the **Make a Payment** button to process the transaction.
7. You'll receive a success message and transaction number if your payment was successfully processed. Please record the transaction number, date and amount for your reference.
8. Click on the **Finish** button to go back to the Portal. A list of all successfully paid transactions your family has made will be shown.

## Portal: How to read news

### Dashboard

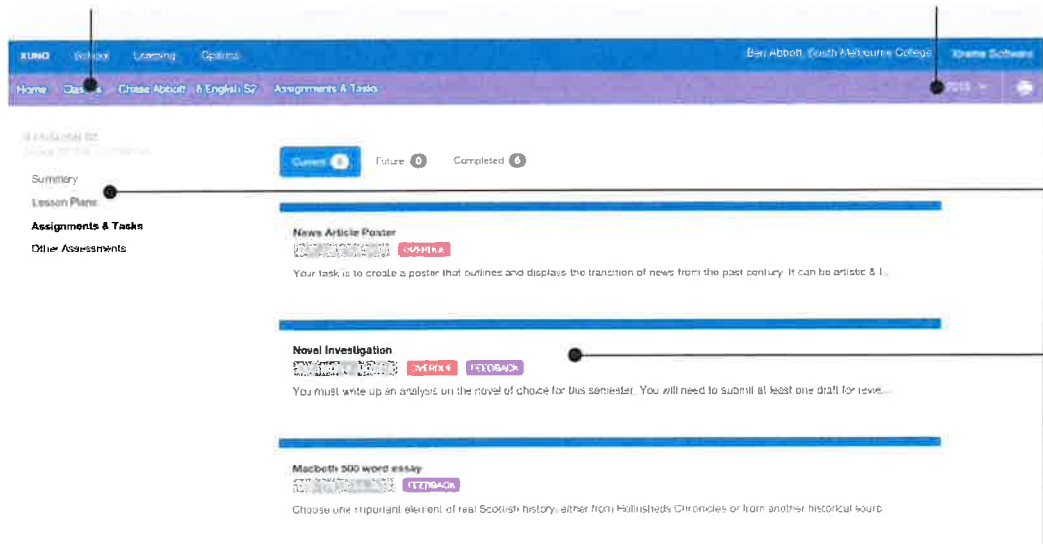
1. Click on the **XUNO** menu item, or **Home** on the bar underneath the menu, to take you to your dashboard.
2. Your dashboard will show you the latest news items in order, with the most recent at the top. Follow the steps below to view expired and previous news.

### All News

1. Click on the **School** menu and then click on the **News** item. If you're on a mobile device, you'll need to tap on the menu icon in the top right first, before you can tap on the **School** menu.
2. The news page will show all current news items, which are tagged with a green "CURRENT" tag for easy identification.
3. You can also view previous news or news in a different date range. Change your date range by clicking on the date picker in the top right of the screen, select your new date range, then click on the **Update** button



# Portal: How to view and submit your assignments, work and tasks



1. Click on the **Learning** menu
2. Click on the **Lessons, Assignments and Tasks** item.
3. If you're using a mobile device, you'll need to tap on the menu icon in the top right first, before you can tap on the **Learning** menu.
4. A list of your current classes appear on the left side of the page. On a mobile device you'll need to tap the down arrow in the top navigation bar to view your classes. Parents are able to see the classes under each of their children's names, whereas students are only able to see their own classes.
5. By default only the current classes in the timetable are shown. To view previous and future classes in the current year, click on the **More** button located at the bottom of the list of classes. You can also view classes and assignments from previous years by clicking on the date picker in the top right of the screen, selecting your new date range, and then clicking on the **Update** button
6. Click on a class to select it, and you'll be presented with a class summary page. The left menu will change to provide you with more per-class options - click on the **Assignments and Tasks** item in the left menu. On a mobile device you'll need to tap the down arrow in the top navigation bar to be able to tap on the additional Assignment and Tasks menu item.
7. Your current assignments, work and tasks are shown by default. Use the buttons at the top to view future and completed items. A work item is classified as completed once it has been marked as completed by the teacher or given a grade.
8. Click on or tap an item of work in the list to view more information, including a full description, resources, teacher feedback, grade and more.
9. Students are able to upload their work by clicking on the **Upload Work** button. Parents are able to view and download uploaded work but are not able to upload work themselves.
10. Use the top navigation menu bar to go back to your list of classes by clicking on the **Classes** part of the navigation bar. The navigation bar is the coloured bar below the very top header menu bar that contains the > arrows to show you what page you are currently viewing. On a mobile device you'll need to tap the down arrow in the top navigation bar to go back.
11. You can click on the **Print** icon in the top header bar at anytime to print the page you're viewing. The print icon is not available on mobiles and devices using small screens.