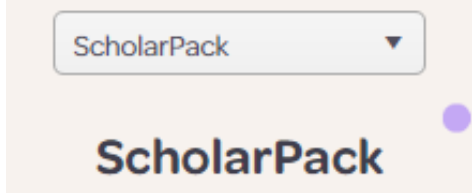
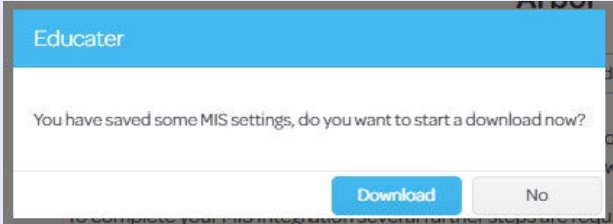



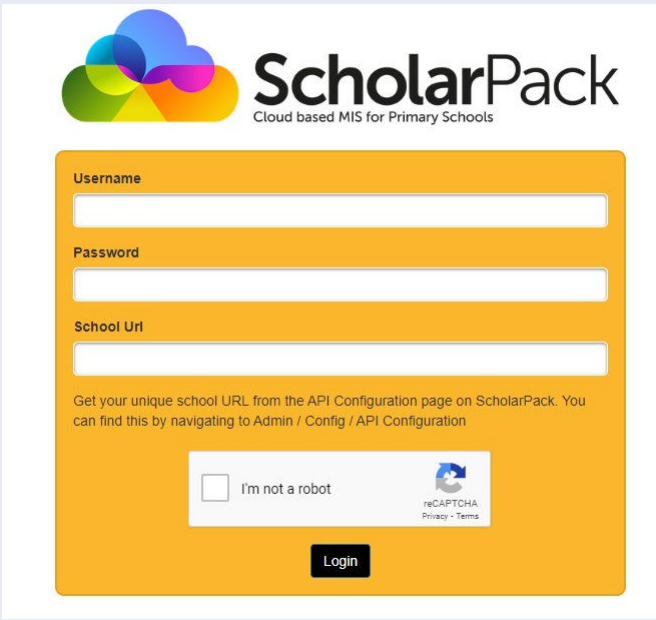




## How to... Set up your ScholarPack Connection.

**NOTES:** Educater has a connection to ScholarPack which is used to keep staff and pupil details up to date.

**To complete the Configuration Wizard, you will require Administrator or Full Access Role.**

1.	<p><b>Downloading ScholarPack</b></p> <p>There are no details to complete for your MIS. Go straight to step 2.</p>	
2.	<p><b>Saving details</b></p> <p>Click <span style="background-color: #00a651; color: white; padding: 2px;">Save and Continue</span> to continue or <span style="background-color: #00a651; color: white; padding: 2px;">Set Up Later</span>. You will have the option to download once you select Save and Continue.</p>	
3.	<p><b>Completing your Installation</b></p> <p>If you delay the download, you can come back to the wizard and select Start ScholarPack Download.</p>	

<p>4.</p>	<p><b>Installation Process</b></p> <p>Follow the on-screen steps. Please note you will require ScholarPack Administrator access.</p>	 <p>The image shows the ScholarPack login interface. At the top left is the ScholarPack logo, a colorful cloud-like shape. To its right is the text 'ScholarPack' in a large, bold font, with 'Cloud based MIS for Primary Schools' underneath. Below the logo is a white login form with an orange border. The form has three input fields: 'Username', 'Password', and 'School Url'. Below these fields is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Login' button at the bottom. A note below the form says: 'Get your unique school URL from the API Configuration page on ScholarPack. You can find this by navigating to Admin / Config / API Configuration'.</p>
<p>5.</p>	<p><b>Next Step</b></p> <p>Once the download has been completed, return to the Configuration Wizard to complete the setup of your organisation.</p>	 <p>A horizontal navigation menu with three items: 'Admin', 'Help', and 'Configuration Wizard', all in white text on a purple background.</p>
<p>6.</p>	<p><b>Support Available</b></p> <p>If you require any support during the process, contact the Support Team via Live Chat, Telephone or Email – <a href="mailto:support@educater.co.uk">support@educater.co.uk</a>.</p>	 <p>A purple banner with white text that reads: 'Need help? Call 0300 012 0001'.</p>