



Federal Way Public Schools App

New Features and Benefits

The Federal Way Public Schools App - available for iPhones and Androids – lets users easily get to the most needed and wanted information on our website, email school staff, and complete transactions, like paying for school meals – all from their smart phone.

Now, the app can do even more. All parents and guardians with a student in Federal Way Public Schools will receive an email with login information. Logging into the app will allow parents or guardians to access student-specific information in the app, and edit message delivery preferences.

First, download the Federal Way Public Schools from the Apple App Store or the Google Play Store. Follow the prompts to set the schools you wish to follow. Then, swipe to find the “Sign In” icon.

Signing in for the First Time

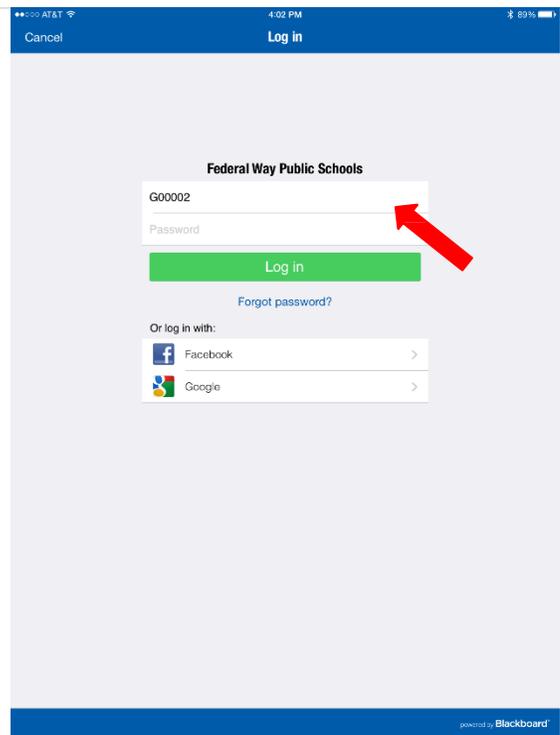
Find the Parent Login button and tap. You’ll see the screen at right.



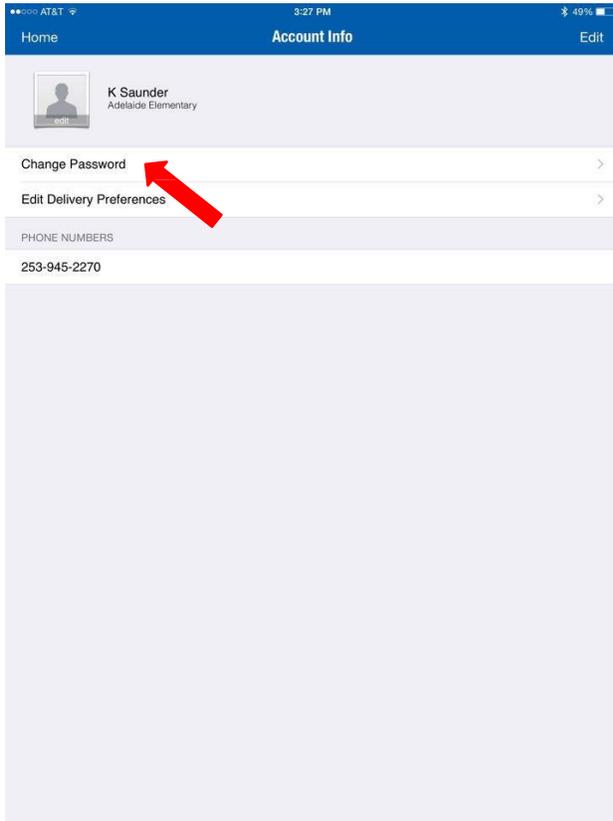
Fill in the fields with the ID and Password that were emailed to you.

When you have successfully logged in, this screen disappears. You’ll be back in the main screen of the app.

A new button with your name will appear. There will also be an icon for each of your children.

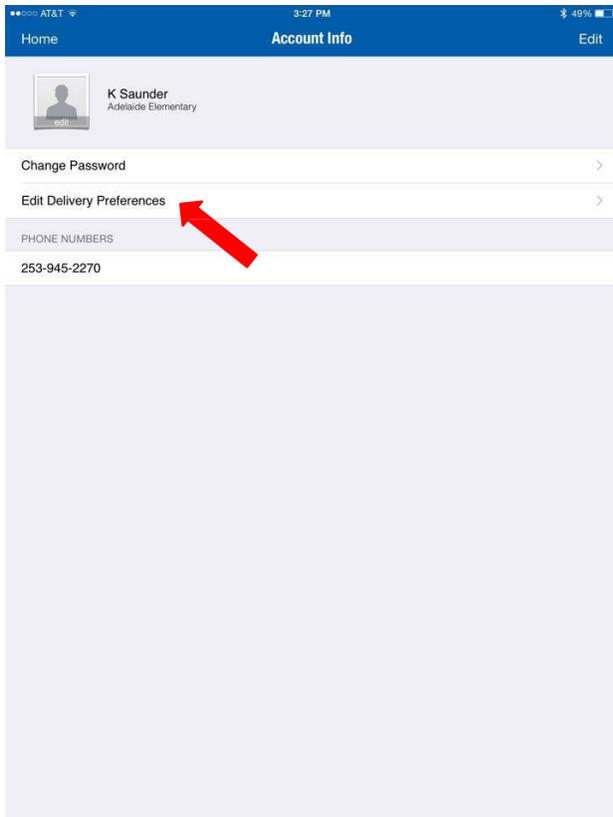


If you have lost or forget your password or login information, contact Karen Saunders at krsaunders@fwps.org to reset the information.



Update Account Login and Password

1. From the main screen of the app, tap on the button with your name. Select “Change Password.”
2. Type a new password and confirm the information.
3. Click “save new password.”



Edit Delivery Preferences

Through the app, parents and guardians can also sign in to edit delivery settings. This means they can select which email address and phone numbers receive specific types of messages.

To edit delivery settings, you must be logged in.

1. From the main screen of the app, tap on the button with your name.
2. In the screen at left, select “Edit Delivery Preferences”

(Next page, please)

3. Tap the icons below to change the methods and devices you want the district to use for each type of notification.



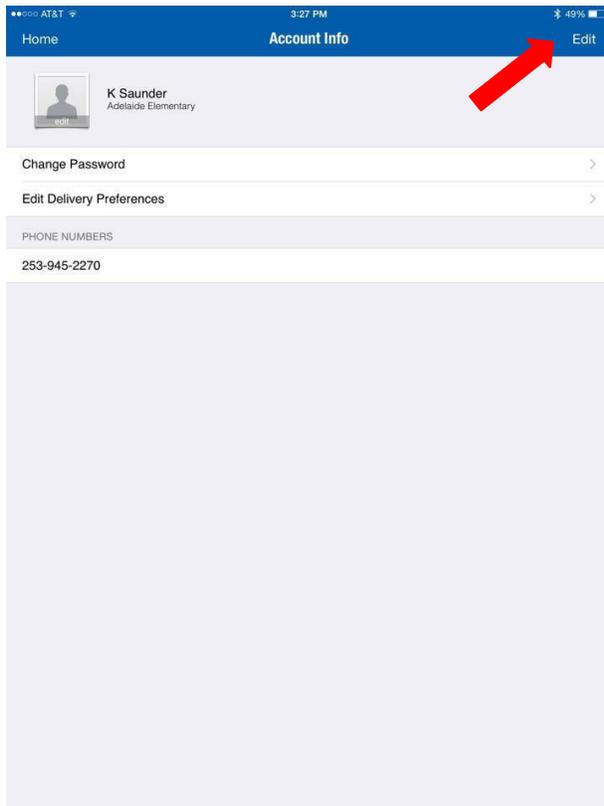
The icons, from left to right indicate:

- Mobile app, notification
- Text/SMS number
- Phone number
- Email address

For each message topic and each device, tap the green icon to turn off the notification, or tap a gray icon to turn on the notification.

NOTE – you cannot delete a phone number, but you can switch off notifications to a specific number. You must have at least one phone number, email or text number enabled to receive emergency and attendance notifications.

Add a new phone number or email



You can also add a new phone number or email for us to use to contact you.

1. From the main screen of the app, click on the button with your name.
2. In the screen at left, tap on “Edit” in the upper right-hand corner.
3. You will see all contact information for you in the system.
4. Tap on “Add New” to input new contact information under phone numbers, text message numbers, email addresses or physical addresses.

If you do not have a smart phone with the FWPS App installed, please call your child’s school to request a change in how messages are in delivered.