

# We are so excited to introduce... the official TKA-GA App!



Welcome to the official app for The King's Academy in Woodstock, GA! This app is a one-stop-shop for our parents, students, and staff, with anytime, anywhere access to all the tools, content, and communications needed to stay connected and engaged. As our primary communication portal, it provides easy access to Announcements, Calendar of Events, Student Grades, Homework, Athletics, FACTS Financial and so much more!

We have had a small group testing our app this past month and are now excited to roll it out to all our current staff. Your feedback is highly valued and will help us ensure a smooth roll-out to the entire school. ***(Please do not share the app with anyone outside of your immediate family at this time while we continue to finalize layout and content.)***

What we need from you:

1. Download the app from either the Apple Store or Google Play. Just search for TKA-GA or you can use this link or the QR code to the right.

<https://a3a.me/thekingsacademy-3>



**\*Make sure you allow notifications for the app.**

2. Follow the login instructions in the 'How to Login' feature. You may be asked to reset your password the first time you login to the app.



How to Login

3. **IMPORTANT!!** Complete your profile in the 'Profile' feature. At a minimum, please add your first and last name, mobile number & email. Once you save your profile info, it will show if you click on the menu in the top right corner, and you click on the pencil next to your name. ***It will no longer show in the profile icon area as this is just a form to submit your info. Make sure EACH family member that downloads the app completes their profile! We need this profile info to be able to tag you as Staff! Also make sure to verify your profile (a text/email will be sent).***



Profile

4. Have fun exploring the app and content!

5. **DON'T FORGET to let us know what you think!** We have a survey available in the 'Survey' feature and you can email us with any additional feedback or questions at [tkaapphelp@thekingsacademy.org](mailto:tkaapphelp@thekingsacademy.org).



Survey

Our staff is the backbone of our school and your feedback and suggestions are so important to us. We think this app is going to be a great tool for our school families and staff and we need your help to make it successful!

Please see the next page for some important notes.

Thank you for your help!

# Some Important Notes:



- This app will be our primary communication portal for families. Everything that was in 'This Week at TKA', will now be via the app, so it is very important that we make this information easily accessible for our families. If you can't find something, let us know!
- The first time you go into a FACTS feature you will be asked to login with your FACTS login. You may be asked to change your password. Once you login, you should stay logged in for 30 days, and then you will be asked to reauthenticate your credentials.
- **PROFILES ARE CRITICAL!** Make sure you complete the profile. This will allow us to tag you as STAFF or MW / TF for targeted information.
- Some features may be disabled due to loading of information for the new school year. You may not have access to schedules, classes, etc. while it is being loaded for the start of the upcoming school year.
- All features showing may not be available all year, but we are leaving them visible for testing for you to see the functionality of the app throughout the year. For example, the 'lunch' feature will only be visible during lunch order periods and the 'graduation' feature will only be visible at the end of the year as graduation information is communicated.
- We have tried to add links to documents that reside in FACTS Resource Documents in areas where it makes sense. However, due to a limitation on the app it make ask you to re-enter your log-in information. Enter your log-in and if you don't see the document immediately (you may see the main page in the FACTS Family Portal), just hit Done in the top left, and go back into that link to the document as you should see it. FACTS has this on their radar for an upgrade, but for now it does allow us to keep our documents secure so only TKA families can view them.
- Most documents/forms that we have links to will allow you to send to the printer if you phone and printer have that functionality.
- If you are a club sponsor or are involved in coordinating school events and see items that you think should be included in the app, please let us know!