

School-Day 2.0 – Approvals for Administrators

Your school can be set to Approvals, which means that every posting (Events, Products, Announcements, Permission Forms, Programs Files and Services) will need to be approved before being shared publicly. This guide will provide you with step by step instructions for logging in, setting your school to Approvals as well as accepting or denying Approvals.

To begin, we recommend using Google’s Chrome, or Mozilla’s Firefox as your internet browser while using School-Day.

Access Your School-Day Account

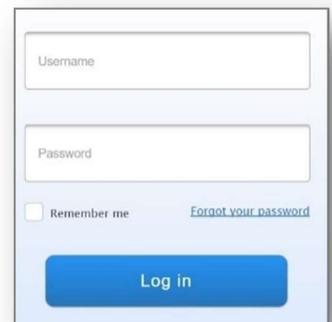
To access your School-Day account, navigate to www.school-day.com and click **Log In/Register**. Sign in using your unique username or email address and password. If you need a username, please contact Support.

Retrieving a Lost Password

To retrieve a lost password, click **Sign In** from the School-Day homepage and select **Lost Password**.

Enter your email address, click **Request**, and an email will be sent to you. This email contains a unique link to a password reset page.

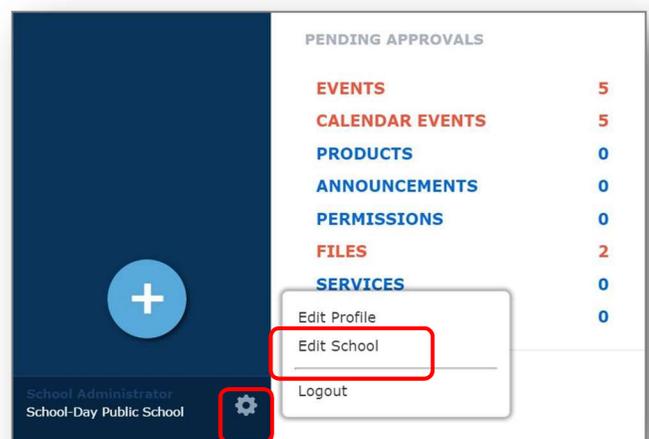
Create your new password and click **Reset Password**. You will then be prompted to sign in to your account using this new password.



A screenshot of the login form on the School-Day website. It features two input fields: 'Username' and 'Password'. Below the 'Password' field, there is a checkbox labeled 'Remember me' and a link that says 'Forgot your password'. At the bottom of the form is a blue button labeled 'Log in'.

Setting Up Your School for Approvals

To set up your school for Approvals, click on the **Settings** icon found at the bottom of the Dashboard. Next, select **Edit School** and scroll down to the bottom of the page. Finally, select **Yes** to Require Approval and click **Save**.



A screenshot of the School-Day dashboard. On the left, there is a dark blue sidebar with a white plus sign in a circle and the text 'School Administrator' and 'School-Day Public School'. A gear icon (Settings) is highlighted with a red box. On the right, there is a white panel titled 'PENDING APPROVALS' with a list of categories and their counts: EVENTS (5), CALENDAR EVENTS (5), PRODUCTS (0), ANNOUNCEMENTS (0), PERMISSIONS (0), FILES (2), and SERVICES (0). Below this list is a dropdown menu with options: 'Edit Profile', 'Edit School' (highlighted with a red box), and 'Logout'.

Approvals

At the time of creation, the user receives a message indicating that the posting has been sent to the Administrator for approval, and the Administrator receives an email indicating that they have Approvals pending.

View Pending Approvals

View Pending Approvals from your Dashboard. If you have items to approve they will show in red. Click on the headings to review the postings.

PENDING APPROVALS	
EVENTS	0
CALENDAR EVENTS	2
PRODUCTS	1
ANNOUNCEMENTS	0
PERMISSIONS	0
FILES	0
SERVICES	0
PAYEE SERVICES	0

Edit or Approve Pending Approvals

Click the item's name to review. Click **Approve** to share the items, and this will be shared on your School-Day account right away, and any emails linked to your item will go out to Parents.



Click **Deny** if the item is not posted correctly. At this time, if the Actual Cost, Display Price or Payment Category/GL account is incorrect, the item will need to be denied and created again. Items that are denied will not be shared on your School-Day account, and will not generate any emails. The creator of this item will need to create the item again.

Support

If you require assistance after reviewing this information sheet, please contact School-Day at 1.855.253.1731 or visit our support site at <http://www.school-day.com/support/> for online chat, to log a ticket or check out our user guides.