

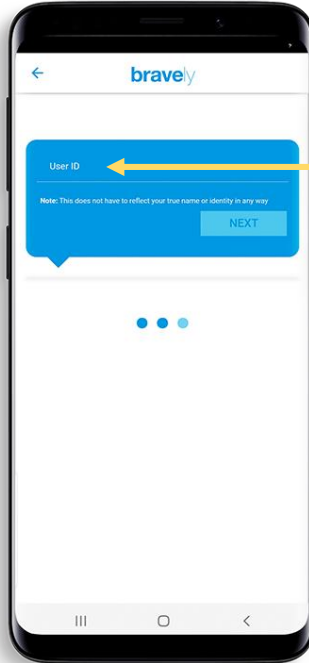
Step 1

Input the **Organisation ID** provided by your school



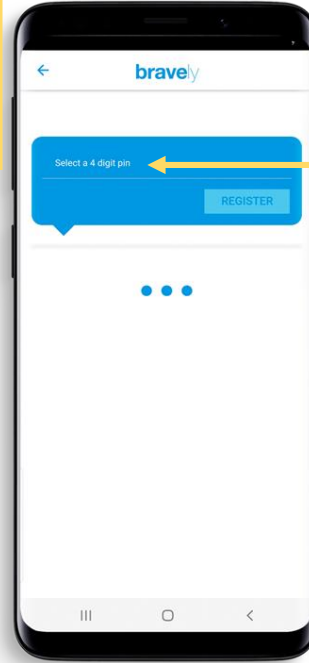
Step 2

Input any random **User ID**



Step 3

Input a familiar **4 Digit Pin** that will be used to login



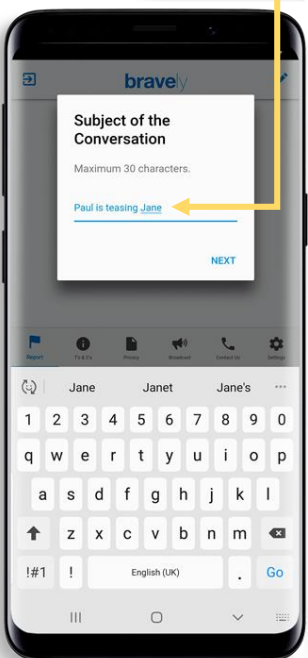
You are good to go!

Write your first report by clicking on the **Pencil Icon**



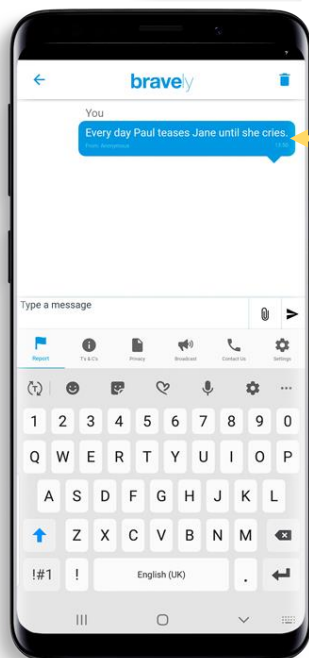
What's the Report About?

Provide a **Subject** for your report.



Start the Conversation

Type a basic message detailing your issue.



Confirmation!

You will receive a notification acknowledging receipt of your report.



Continue the Conversation!

Provide further details about the issue.

