Guidelines for Parent App Registration

Dear Parents / Guardians,
We have implemented a smartphone application to facilitate the information delivery to parents and guardians. (Service provided by Codmon, Inc.) Please read the following information before downloading and registering for the app.
Yours sincerely,

Is this your first time registering for Codmon as a parent or a guardian?

First time to use

In case this is your first time using Codmon

On App Store or Google Play, please search for "Codmon" and install the first app on the result. Or access from QR code.

PC version
https://parents.codmon.com/

· The App Store is a service mark of Apple Inc.
· Google Play is a trademark of Google LLC.
· QR Code is a registered trademark of DENSO WAVE INC.

Currently using / Have used befor

To add siblings

From the bottom part of your screen, select an icon labeled as "...". Then, choose "Family setting" and add your child's information.

Others ▶▶▶ Family setting

In case you use Codmon for other Codmon facilities

From the bottom part of your screen, select an icon labeled as "...". Then, choose "Facility setting" and add a facility.

Others ▶▶▶ Facility setting

■Language Settings

When the application screen is loaded, change language settings to English by using "Language Settings" which is located in the upper right corner of your screen.

■ID and password

For your child's ID and password, please refer to the distributed document which is written in Japanese. Enter alphanumeric ID and password that are written on the document.

CODMON

Smart communication
Parent App Registration Procedure

The following is a guide to the account registration process for the CoDMON Parent App.An email address is required for account registration. If you encounter any difficulties, please scan the QR code on the right with your smartphone to access the FAQ page.
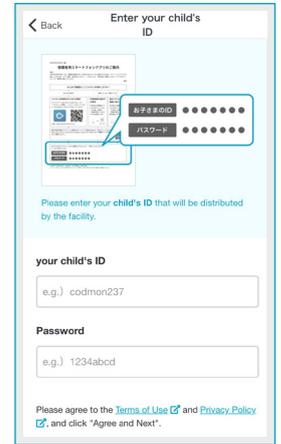
FAQ

01
Select **"Click here for new registration."**

02
Enter the ID/password listed in the **"Parental Smartphone Application Guide,"** read the terms and conditions, and then tap **"Agree and Proceed."**
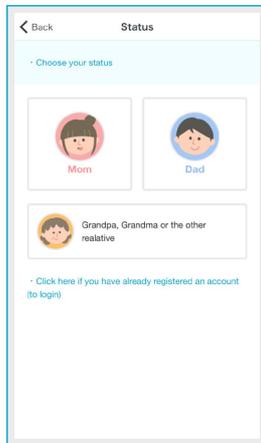
03
Confirm the information obtained from the facility and tap **"Next."**

04
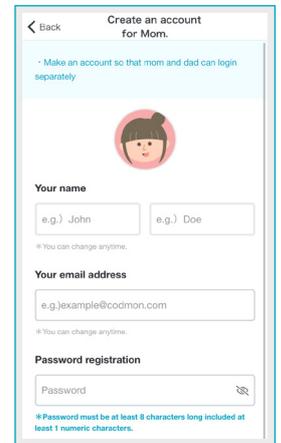Confirm your child's information and tap **"Next."**

05
Select either **"Dad"** or **"Mom."**

06
Enter your name, email address, and password, and tap **"Send confirmation email."**

※The email address you register will be your ID when you log in.

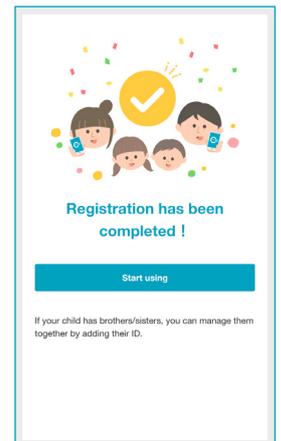※Please configure your e-mail settings so that you can receive e-mails from "@codmon.com."

07
Enter the verification code provided in the email from CoDMON and tap **"Verify."**

08
Registration is complete. After tapping **"Start Using"**, the Home screen will be displayed.
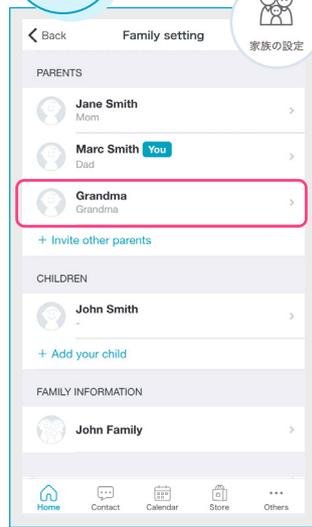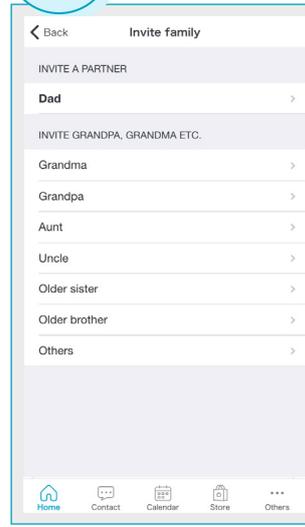
Procedure for inviting other family members

01

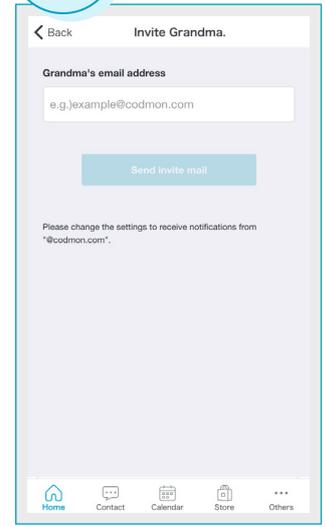Select "Others" on the far right of the Parent App menu.

02

Select "Family Setting" and tap "+ Invite other parents" from the list of parents.

03

Select the relationship between the person you are inviting and your child. (They will appear in the list of parents after registration.)

04

Enter the email address of the person you wish to invite and tap "Send Invitation Email".
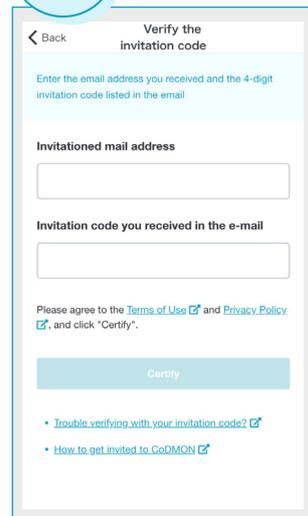
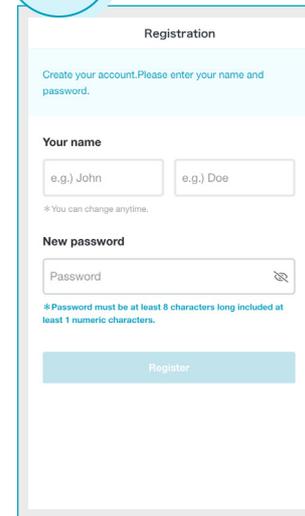# Registration Procedure for Invited Guardians

01

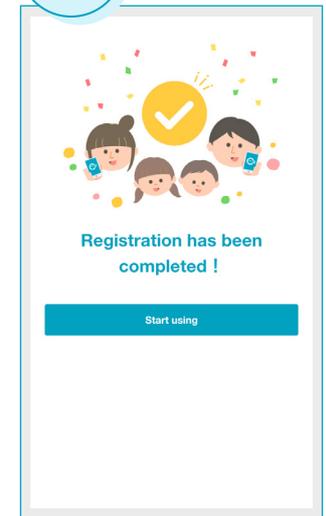Download and launch the CoDMON Parent App and select "Invited by family?".

02

Enter the email address you were invited with and the invitation code that was sent to your email address, and tap "Verify".

03

Enter your name and the password you wish to use, then tap "Register". An account will be created.

04

Registration is complete. Please proceed to "Start Using". The Home screen will be displayed.

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Reviewing all information from us in one place

Features available in the Parent App

This is information on what you can do with the CoDMON Parent App. Checked are the features that we use. We will determine the addition of more functions based on the overall operation of us, including the staff and parents. Thank you for your understanding.

☐ Communication

Parents can send information on absence, late arrival, pick-up, and other communications with us.
See "Contacting us from the Parent App" for more information.

☐ Receive notifications

Communications from us can be viewed in a timeline format.

☐ Check arrival / departure timestamps

You can check arrival / departure timestamps by the system.

☐ Calender

You can check the schedule of events and holidays.

☐ Reference room

You can check and download application forms and other documents as needed.

☐ Check and purchase photos

You can check and purchase photos of your children that we publishe and sell.

☐ Communication book binding service

You can purchase a bound copy of the Communication book you used for communication in CoDMON.

☐ Filling out questionnaires

You can respond to questionnaires from us. (This is not anonymous.)

☐ Invoice information

You can check invoice information from us for childcare fees, extended care fees, etc.

※Users are responsible for the normal packet communication charges of each cellular company when using the service.
※This function cannot be used from cell phone devices other than smartphones.

CoDMON

How to contact the facility
Contacting facility from the Parent App

You can make various types of communication with us from the Communication menu tab.

■ Absence/late arrival will be accepted after approval by us.

■ Once a message is sent, it cannot be canceled. If you wish to change the information you have submitted, please communicate again using the "Others" tab.

01 Absence and late arrival

You can report absences and late arrival. For absences, you can select the reason and medical condition, and if necessary, provide details in the remarks column. For late arrival, you can select the time you plan to arrive at school and enter details in the remarks column.

02 Other

You can contact us by filling in the free form. You can also provide additional information after your initial submission of an absence or late arrival notice.

CoDMON

If you have any problems with the use of the Parent App or with the log in,
please contact us by filling out the parent inquiry form.

Parent Inquiry Form

*Since we need to check the device information and app settings, we ask that the parents contact us directly.

CODMON
Parent Inquiry Form
https://bit.ly/36rAQ5D

Frequently Asked Questions about the Parent App

Here are the answers to some of the most frequently asked questions we received about the Parent App.
Please use the QR code or URL for details.

Q. I don't know how to register for the Parent App.	**Q. I don't know how to register grandparents.**
To register for the Parent App, you will need to register your e-mail address. You will aslo need to prepare your child's ID and password, which will be issued by the facility.	Only Mom and Dad can register with the "Child's ID" and "Password" issued by the facility. Therefore, an invitation to the App is required from either Mom or Dad.
https://bit.ly/3RJAMED	https://bit.ly/3TL9hvY
Q. I cannot log in to the Parent App.	**Q. I lost my registered password.**
It is possible that there is a mistake in the ID (e-mail address) or the password you have entered. The credential information is case sensitive.	If you have lost your password, it can be reissued. You will then be able to log in with the new password.
https://bit.ly/3ehPTX5	https://bit.ly/3D0hoPm
Q. I don't know how to add more than one facility for my child.	**Q. I don't know how to add a sibling.**
If you wish to add a facility for your child, you will need the "Child's ID" and "Password" forms provided by the facility you wish to add.	If you wish to add a sibling of an already registered child, you will need the "Child's ID" and "Password" forms provided by the facility you wish to add.
https://bit.ly/3cQxi43	https://bit.ly/3cPniZ5

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