

"Sgrum" is a lesson contact sharing application for smartphones and tablets that delivers information for various situations such as necessary information from lessons for you and your children and emergency contact. This form will provide you with the information when you use Sgrum for registration. Please follow the instructions below to register.

## Before you register for the app

There are two types of app accounts that receive information related to school members. As it is related to the operation range, please talk in the family and operate it.



[Main account] This applies to the account linked to the first person. It will be the main account, and it will be an account with all privileges including payment authority with the monthly fee



[Sub-account] This applies to the account linked to the person after the second person. It will be an account with permission that can only be viewed as a basic operation such as delivered articles.

## STEP 1

### Installing a smartphone app

※ Please refer to the back for the feature phone and personal

Please install the app by searching for "Sgrum" in the app store of your smartphone.



First time user for Sgrum

Click here for iPhone users



Click here for Android



Sgrum

Contact book,  
monthly fee, schedule

※ When installing the application, a notification request may be displayed. In that case, please set "Allow".

## STEP 2

### Register for an app account

Launch the app and register user information from "App member registration" in the center of the screen. The following information is required for registration:  
In addition, the registration of this application account is the registration of the smartphone owner or the application user.



Main and sub accounts

First time user for Sgrum

**Name (application user), email address, login ID, password, action password**

The e-mail address will be sent to the e-mail address used and set when the user registration is completed or the password is forgotten. It will not be seen by anyone other than the registrant himself. We do not use your email address for any other purpose. The login ID / password must be specified by you. ※ Login ID can not be school ID. The action password is a 4-digit password for the action operation required for the payment function and contacting the school.

## STEP 3

### Search for school information ⇒ Decision

Specify the school ID listed below and set up the school information. School information can be set by searching ID or scanning QR code.



Main and sub accounts

Every time you add a school member



s1836veare

or



Tap either of the search methods at the bottom of the school information search screen and set the school information.

※ For registration work as a sub-account, please check the operation method described on the back side after step 3.

## STEP 4

### Application for school membership to a school

1. Tap "New application". It is displayed in the top right corner of the application screen.
2. After entering the necessary items on the information registration screen, tap "Agree to the consent form and continue".
3. School membership registration is completed.  
※ When 3 is completed, approval processing will be carried out by the school. Please close the app once and wait.

In addition, it may take several days depending on the work situation of the school side.

※ On the new application screen, please be sure to enter the information of those who will take the course. If you wish to change your registered school membership information, please contact your school. Information cannot be changed from the app.



Main account

Every time you add a school member



School member

Sgrum is a service that allows one school member to share information with multiple accounts (family members).

Main account

Representative account = Main account  
Shared account = sub-account



If you are a sub-account, please follow steps 1 to 3 above. Please check the back side for how to share.

## [ Notes ]

- 1) This form is a document containing personal information, so for non-stakeholders, Please manage it so that it will not stay.
- 2) If you do not register, please return it to the issuer or dispose of it yourself.
- 3) The communication fee for using Sgrum will be paid by the user.



Please continue to check the explanation on the back.

## When using Sgrum (viewing posted articles) on a feature phone or personal computer

You can also use the system from a feature phone with an Internet connection function or a personal computer. If you would like a feature phone or personal computer as your main account, please contact the school. You will be given the form listed in the membership verification KEY. Please check the form and follow the registration procedure.

Mobile Site URL  
(Same from PC)

<https://mb.sgrum.com/>

※ In the case of feature phones and personal computers, there are restrictions on the functions that can be used. The only function that can be used is "Notice to Members", and we will contact you at the registered e-mail address to receive the notice. Regarding payment of monthly fee Online payment (credit card) is for application users, so we recommend using it with the application.

## Register the school members after the second person

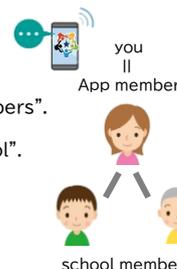
One instruction will be issued for each school member. We will explain the information acquisition setting when going to the same school after the second person (brothers etc.).

\* Operation of STEP1 and STEP2 on the surface is unnecessary.

For same school: Log in to the app > "Share settings" > "Member selection / addition" > Please perform STEP 4 only from "Add members".

For different schools: Log in to the app > Please perform STEP 3 or later from "Share Settings" > "Select / Add School".

In Sgrum, it is possible to associate multiple school members with one app member, and it is possible to receive information of multiple school members.



## Share information with multiple accounts (family members) (shared by two or more app members)

By linking the information (authentication KEY) of the school member to be shared from the main account, it is possible to share the information by sub-account to one school member.

In addition to linking the usage manual, there is also a way to invite you to a sub-account from the Sgrum app. Sub-account invitation from the application: "Common settings" > "Member selection / addition" screen > Shared group > Select a shared member and tap the invitation by email or LINE

Operation with the invited sub-account: Please operate and set from STEP 1 on the surface. Please perform STEP 1-3 of the surface sub-account display.

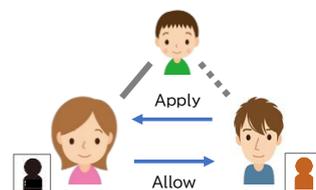
< Application for sharing from sub account and permission/rejection in main account >

Sub-account sharing is only shared when main account approves (allows) it.

① The main account will receive a notice that there is a sharing application. Please allow sharing from "Common Settings" > "Member Selection / Addition" > "Sharing Group".

(2) You will receive a notification that the sharing application has been approved, and registration as a sub-account will be completed.

※ Please note that if the registration of the main account is a mobile PC, you can not associate it as a sub-account at the back.



## Notes on the terminals you use

About the OS version of your device

The Sgrum app is available in the following OS versions: iOS and Android. Please note that the application may not work properly under the environment of the old OS version. Please check with the device manufacturer or dealer for OS updates.

iOS・・・iOS9.0以上

Android・・・Androidバージョン5.0以上

### ■ Notes on Android devices

If you are using an Android device, it is reported that the Sgrum application may not start and react in rare cases depending on the device environment.

In that case, please update the "Android System WebView" app from the Play Store to the latest version and try again.

(The name may differ depending on the Android version. Also, if you already have the latest version but you have problems with the operation, please reinstall "Android System WebView.")

Operation instructions are also introduced on YouTube. Please take a look.



Sgrum



Please feel free to contact the Sgrum Support Desk below for the Sgrum service or how to operate it.



Hatchobori First Square 10F, 4-8-1 Hatchobori, Chuo-ku, Tokyo

✉ support@sgrum.co.jp

☎ 0120-302-849