TAS
THE ARMIDALE SCHOOL

EXPLORE
EXPERIENCE
EXCEL

REACH

USER GUIDE

www.as.edu.au

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Message from the Director of Boarding

Welcome to the REACH Users Guide. REACH is a program that Residential Staff at The Armidale School use to perform many administrative functions including communication with each other and with the Head of House about daily events. REACH is also the method by which staff, parents and students coordinate leave arrangements. Primarily, students will use the program to create a leave request, which will then be approved by parents, hosts and Heads of House. Parents can also create requests for their children.

REACH allows us to ensure that relevant information regarding students, arranged leave and day to day events is recorded and that all parties are able to communicate. In addition to communicating and approving leave requests, we use the program to sign students out on leave and then back in on their return, allowing us to efficiently keep track of their whereabouts.
All requests for leave must be made via the REACH program and it is important that all details are accurate.

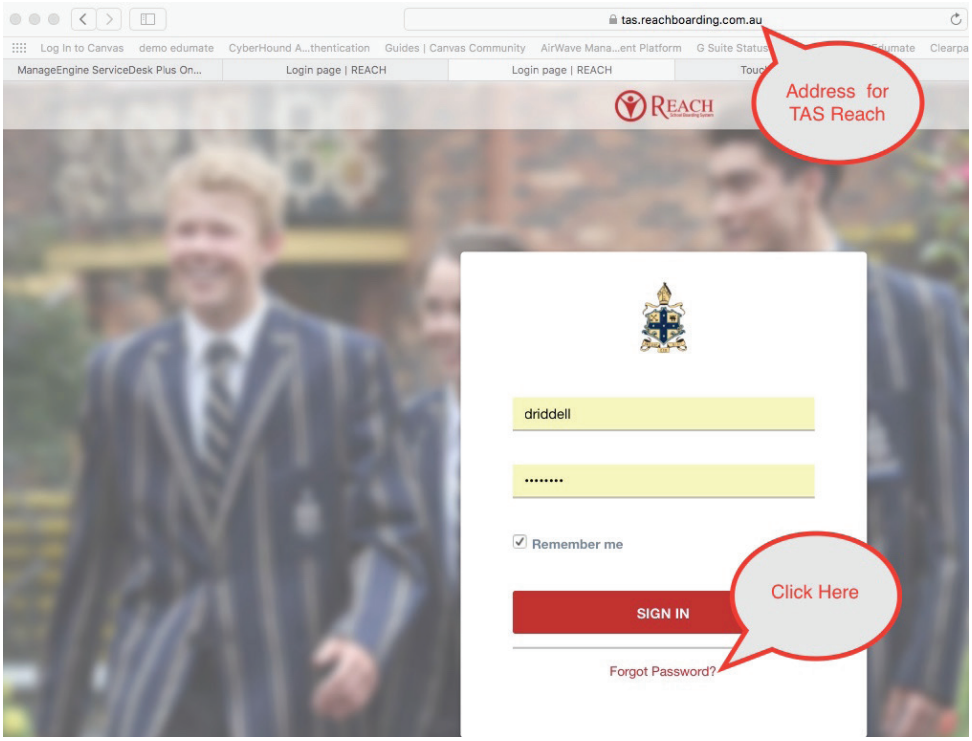
You should find the program easy to navigate and use but this guide is an excellent resource, particularly as you familiarise yourself with the program. I trust you will find it helpful but, should you require any assistance, please feel free to contact the Director of Boarding or the IT Department.

Mr David Drain
Director of Boarding

HOW TO RESET YOUR PASSWORD IN REACH

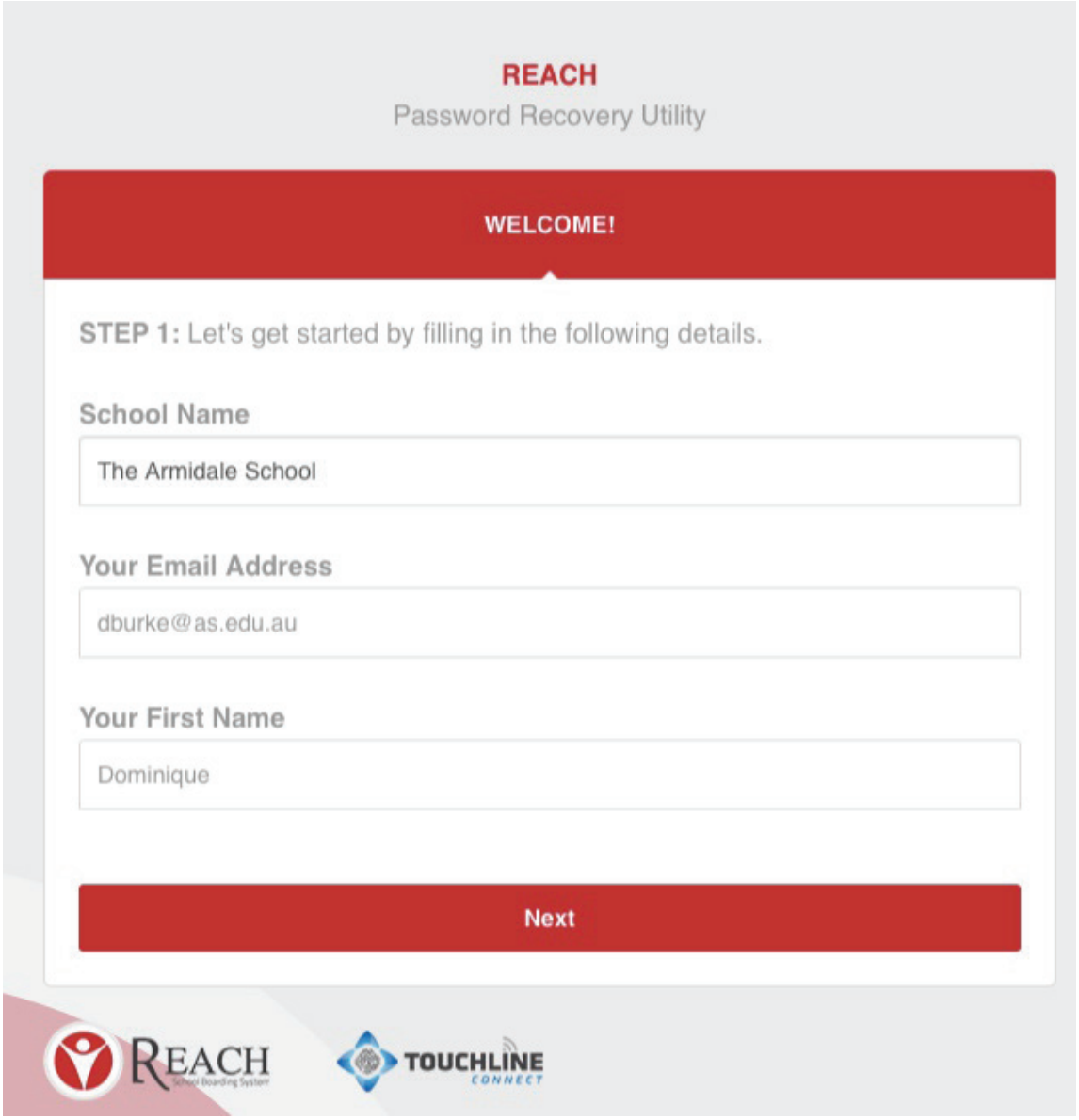
Login to the TAS Reach website https://tas.reachboarding.com.au

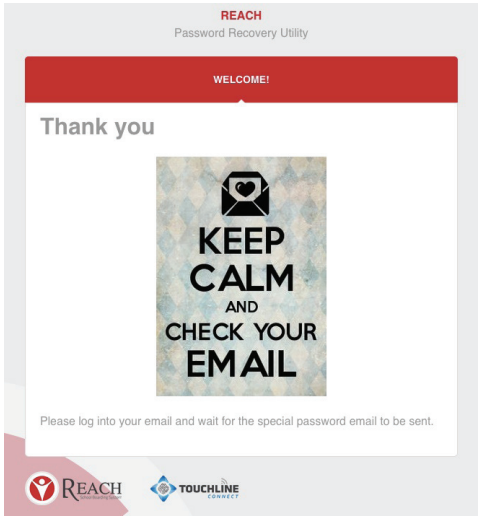
At the bottom of the login page, please select forgot password.



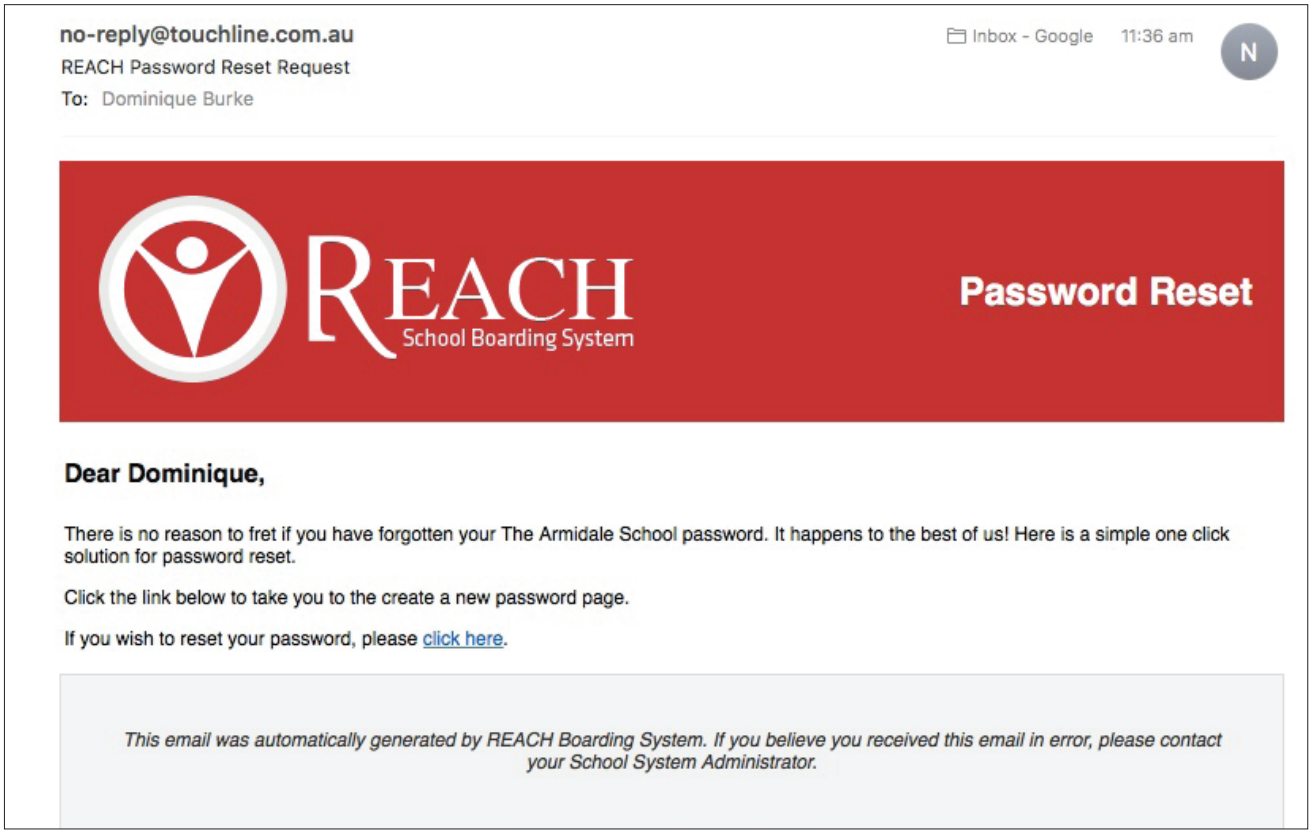
Please type in the school name - The Armidale School (The Armidale School should appear as a selection in the drop down menu as shown in the image above)

Click on the Armidale School
Enter your email address and your first name.



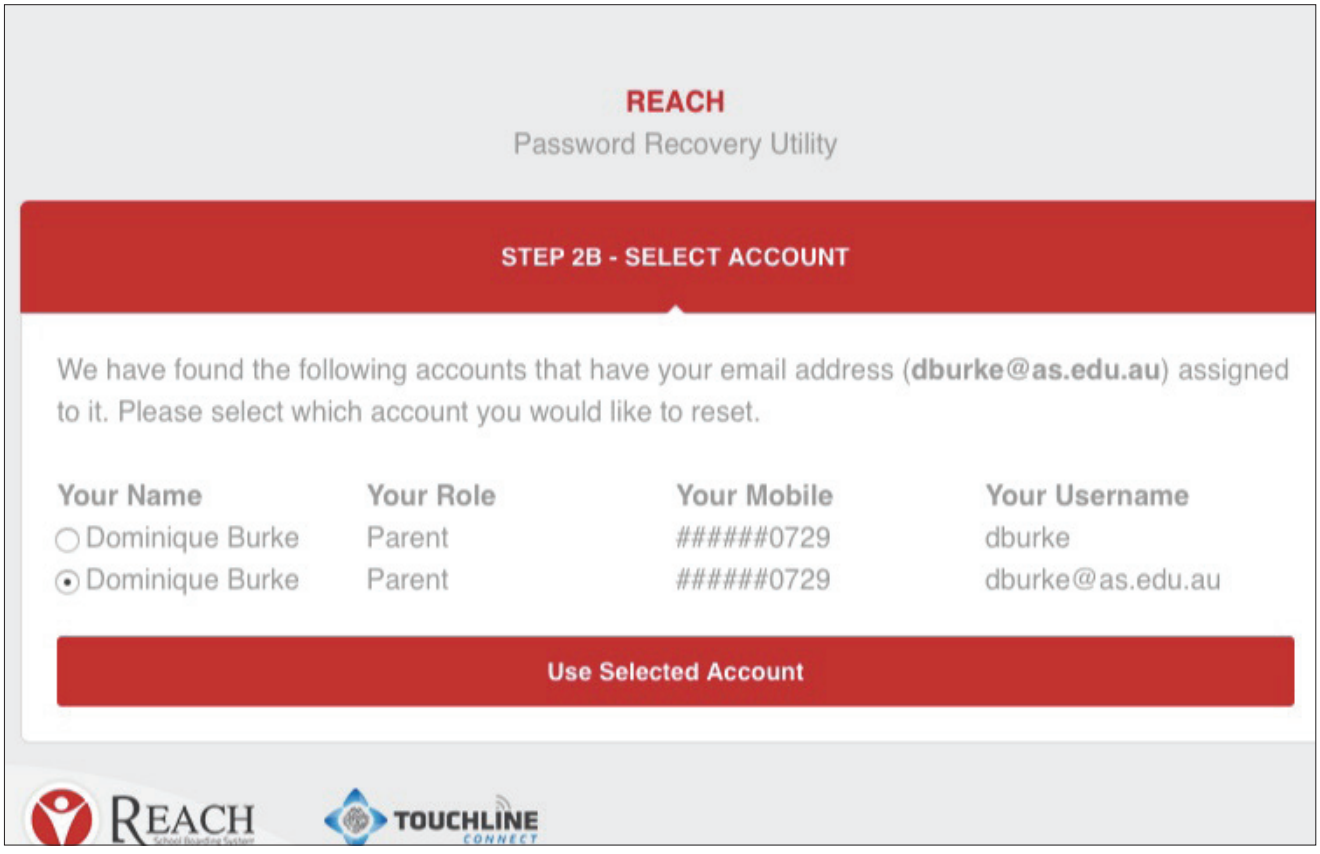


Go to your mail client to retrieve the email from REACH , follow the instructions .

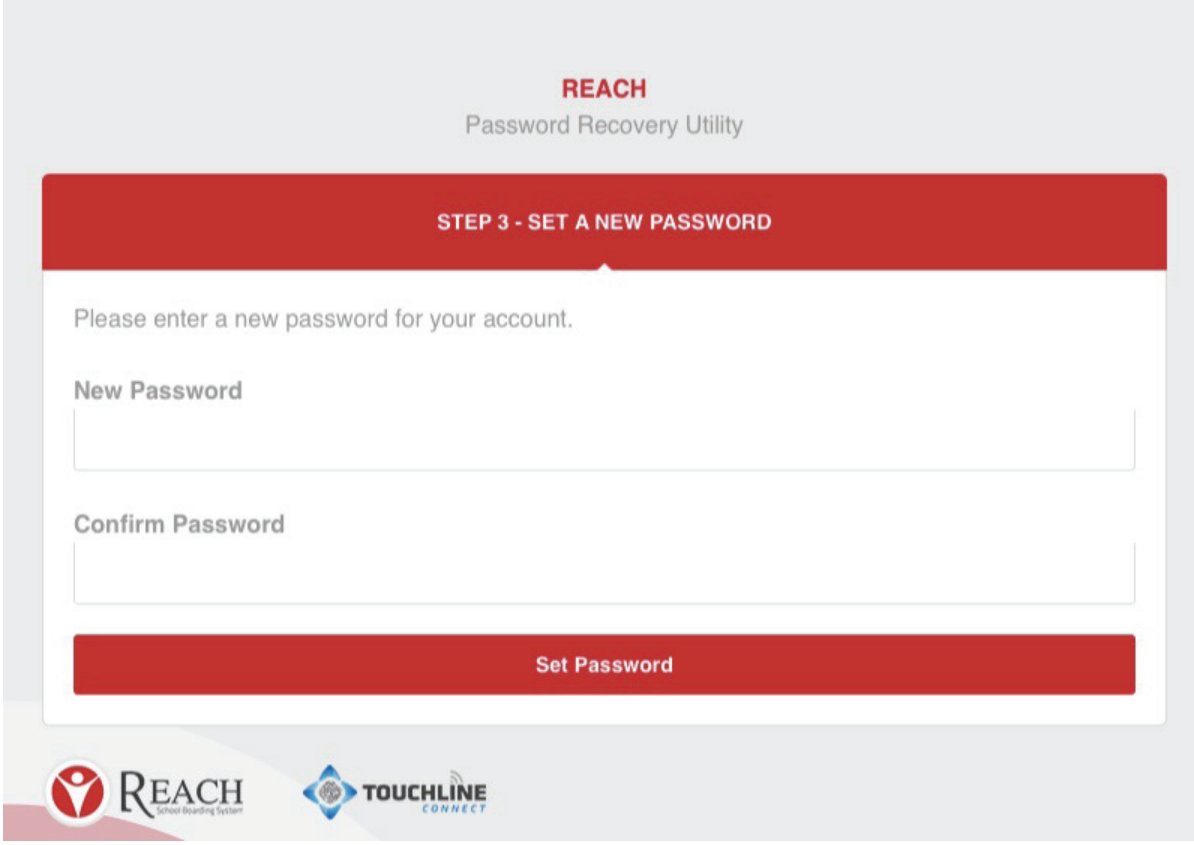


You may have several instances of emails – you may be a host for other boarders

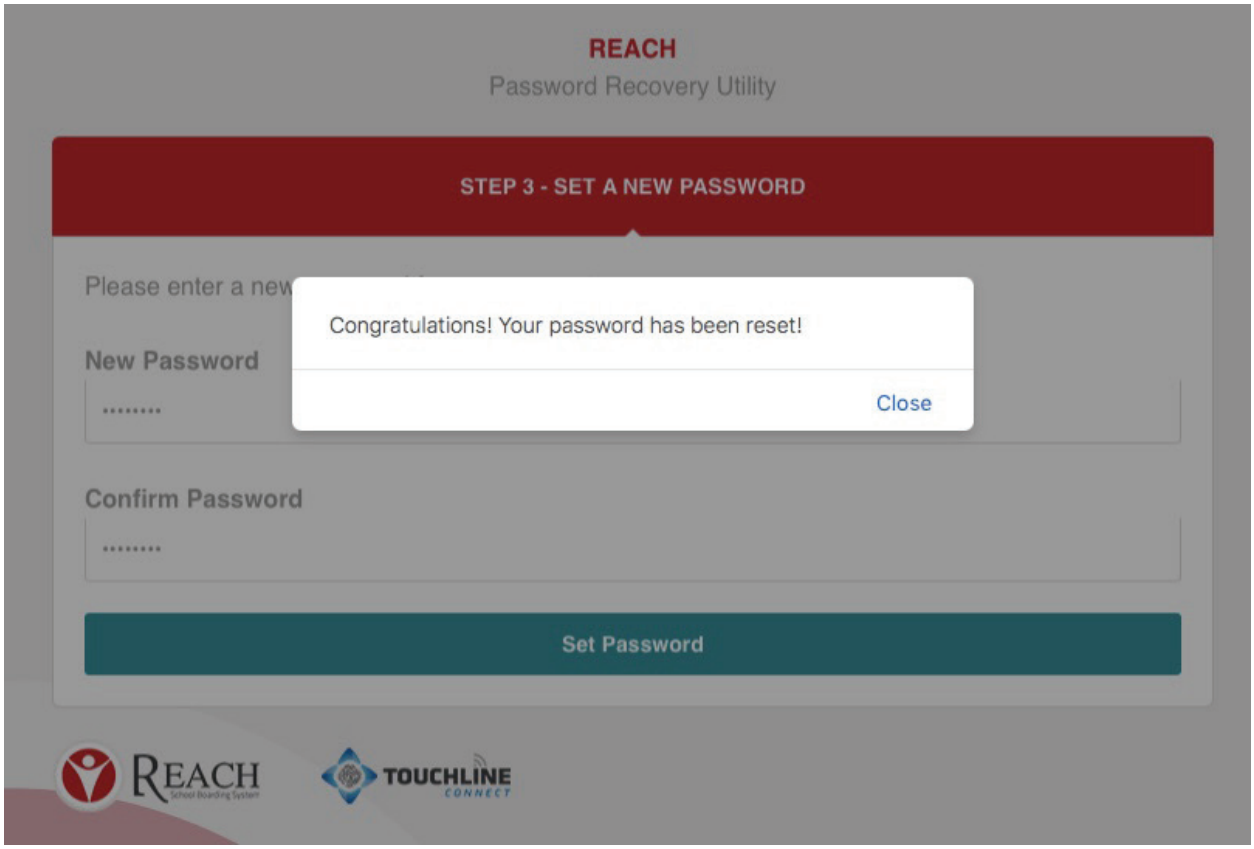
Please select the account that you are the carer/parent for.



Reset your Password



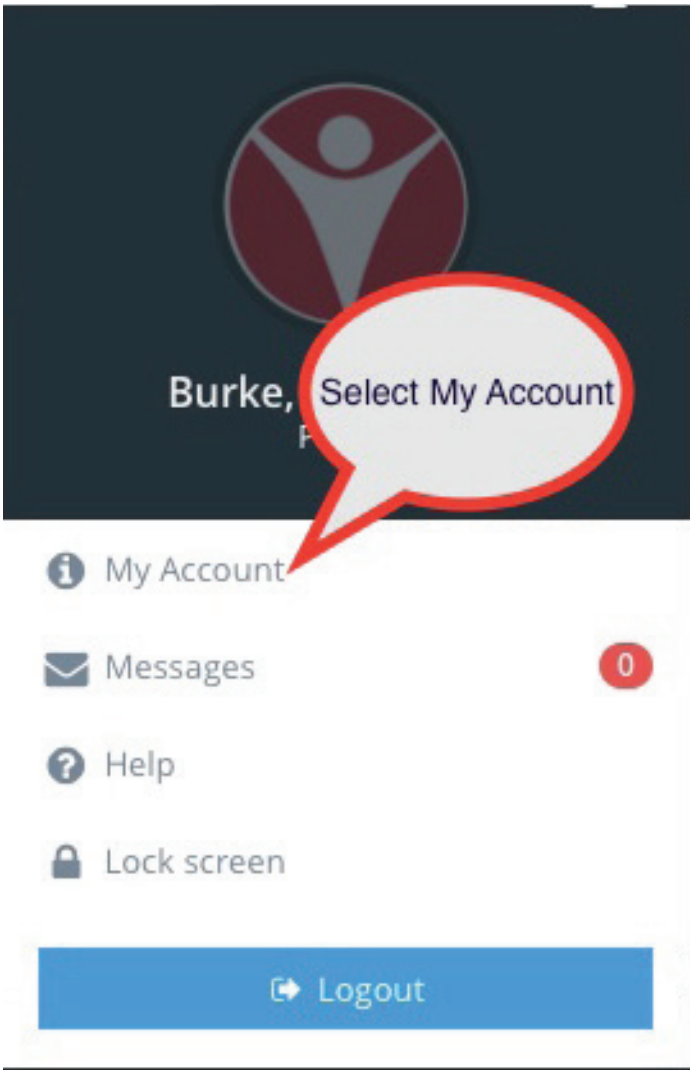
SUCCESS. Your password has been reset.



HOW TO EDIT YOUR REACH PROFILE

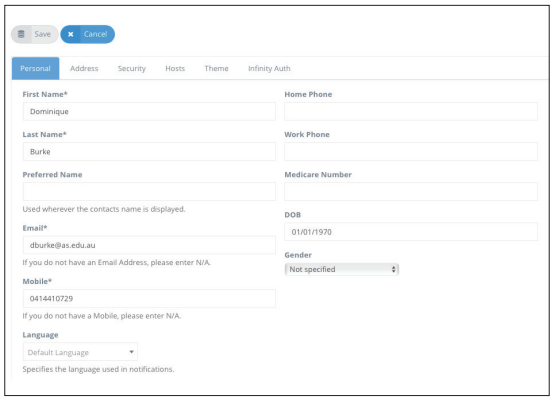
Login to the TAS Reach website https://tas.reachboarding.com.au

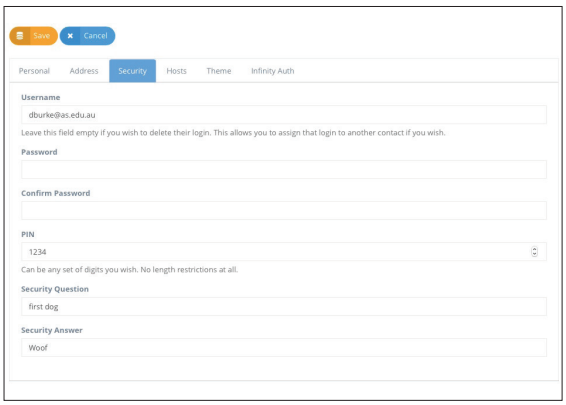
Go to your name on the right hand side of the screen and Select My Account from the Drop down menu.



Once in the My Account window – You can modify your details

- Add Mobile phone number



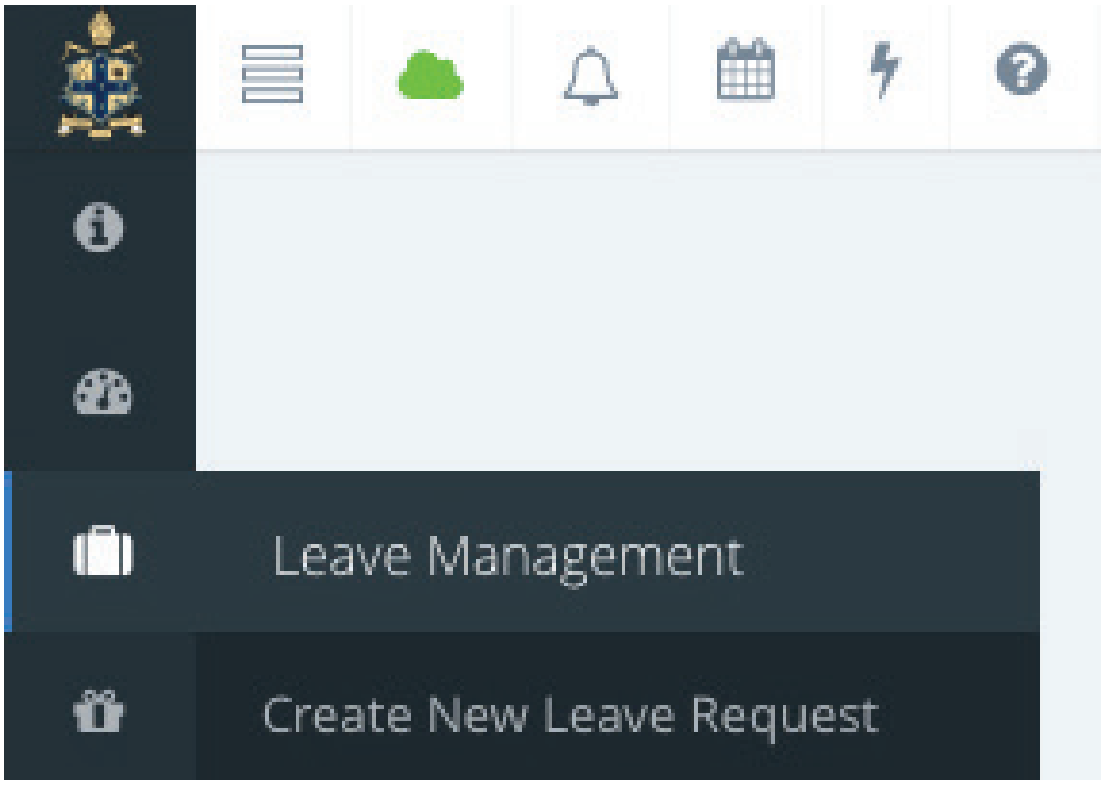


If you select the security tab – this is where you can change your password and add a security questions and a pin. Don't forget to SAVE changes.

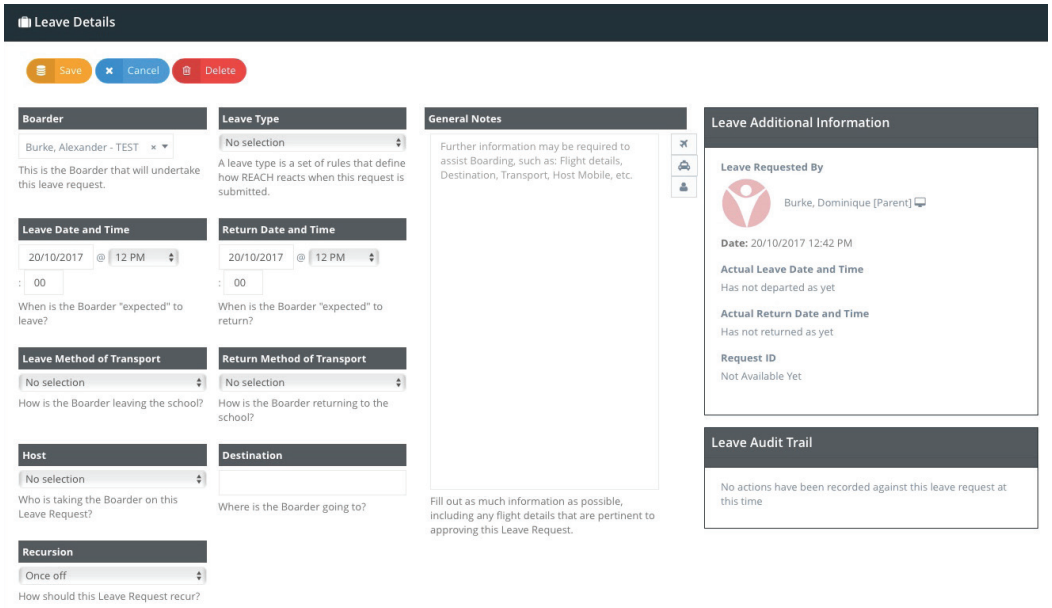
HOW TO CREATE A LEAVE REQUEST

Go to https://tas.reachboarding.com.au

To create a leave request, select the suitcase icon and then select Create New Leave Request



Selecting the Create Leave Request button will open the Leave Request Details screen which sets out the details for a leave request update or submisson



You Need to fill in …..

- Boarder Name

Boarder Name is the name of the student for whom leave is being requested.

- Leave Type

Select the type of leave you are requesting from the drop down menu.

- Leave Departure Time

Leave Departure Time is the time and date that the student intends to depart from the school.
Some leave types may have pre-set restrictions on when they can be taken and this will be reflected in the departure time that can be selected for that leave type.

- Method of Transport (Leave)

Method of Transport is a drop down selector. Select the most appropriate transport method being used for the student's departure from school.

- Return Time

Return Time is the time and date that the student is expected to return to the school boarding house.

- Method of Transport (Return)

Method of Transport is a drop down selector. Select the most appropriate transport method being used for the student's return to school.

- Host

Only parents and pre-approved hosts who are already installed on the REACH system and who have been associated with a boarder will be displayed for selection in this field.

If the host that you want to select for a leave event is not on the selection list this is because either

1. the host has not been installed onto the REACH system or
2. they have not been associated with the boarder as an approved host.

- Destination

Place the leave destination in this field. Keep this description short and descriptive. Additional details about a destination can be added to the Notes field below.

- Notes

Please enter any relevant details relating to this leave request that may be helpful for the Boarding Staff to manage this request appropriately.

Some leave types will have some compulsory notes associated with the leave type. Air Flights for example will require you to enter the flight details so that transport to the airport can be arranged to meet the flight departures and arrivals.

- Leave Additional Information

The Leave Additional Information section provides a summary of the leave request key details for quick reference.

Some leave types will have some compulsory notes associated with the leave type. For example a school may require booking details for flights where appropriate so transport to the airport can be arranged to meet the flight departures and arrivals.

- Leave Audit Trail

The Leave Audit Trail provides a list of people involved in the request and approval for any event and any actions that they have taken for the event.

- Save / Cancel / Delete

  Be sure to save your leave request when you have completed the details.

HOW TO ADD A NEW HOST TO YOUR CHILD'S ACCOUNT

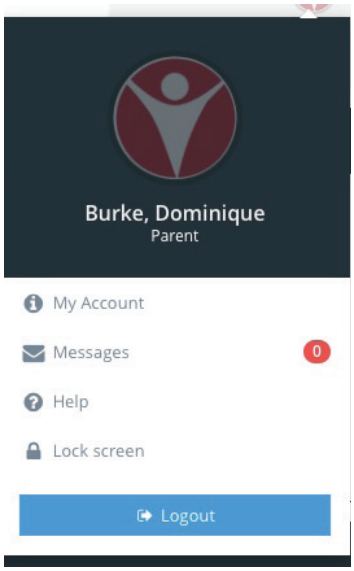
Go to https://tas.reachboarding.com.au

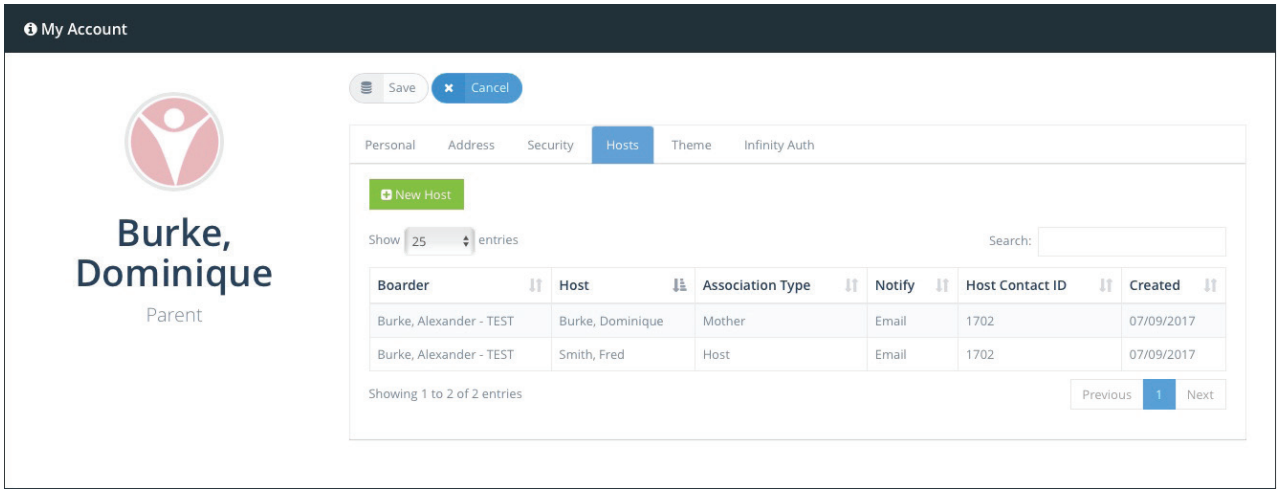
Adding new hosts to your child's REACH account can be done in one of two ways

1. By using the Host creation process in My Account
2. By selecting New Host as the host when creating leave

1. Add a host from the My Account screen

Select My Account by going to the top right of screen and clicking on your name or image.



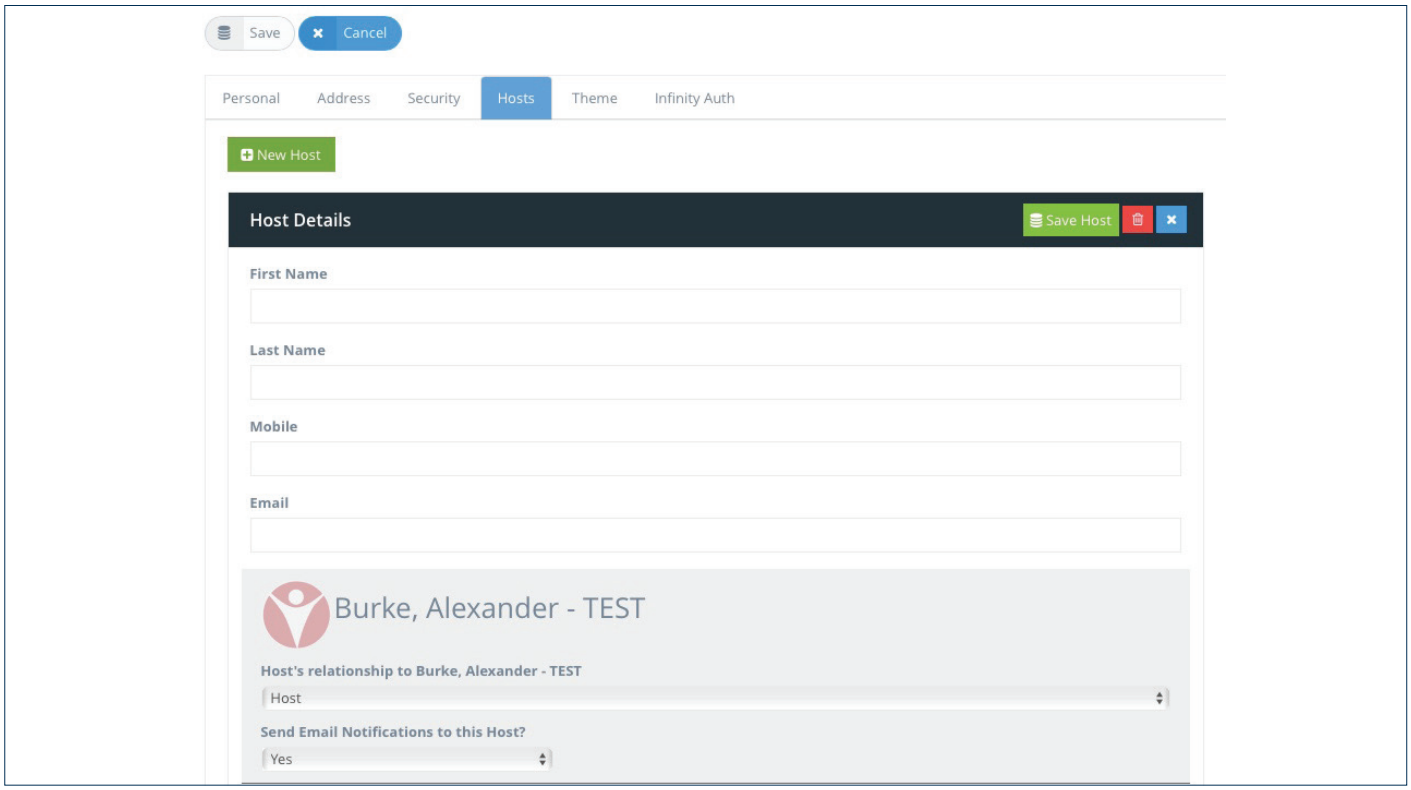


Select the Hosts Tab in the My Account screen

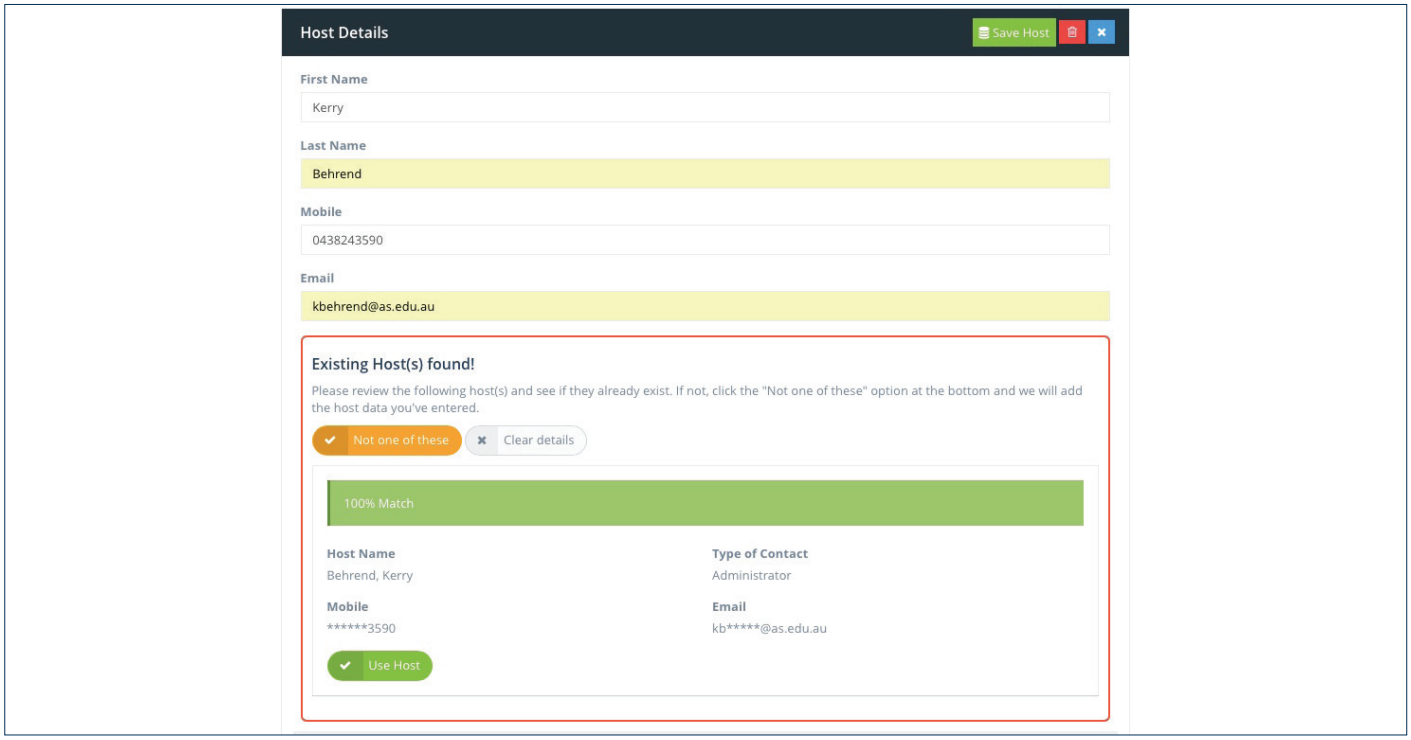
This will display all of the hosts that are associated to your child or children in REACH.

Select New Host to add a new host

Complete the personal contact details of your new host and association them to you child or children.



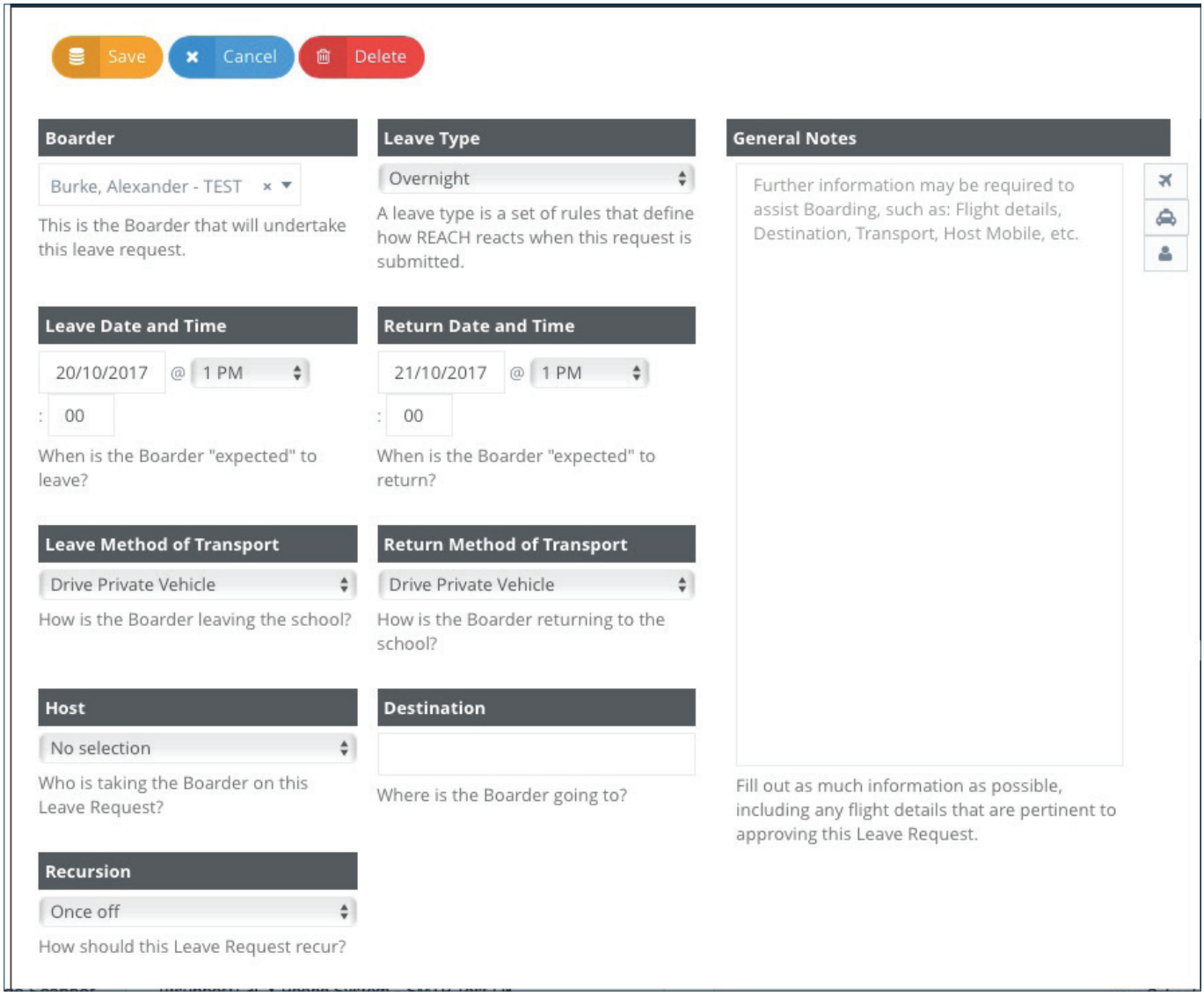
When you Save, REACH will search to see if this host already exists in REACH to save duplication.



2. Quick Host Creation in Leave Requests

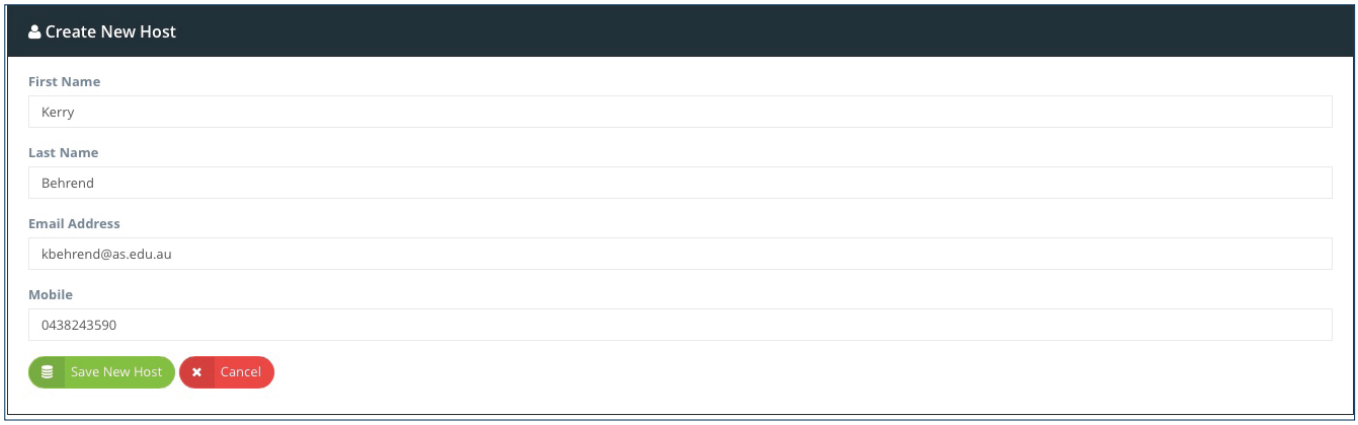
Create Leave Request

Fill in all details and when you open the Host tab select Create New Host.



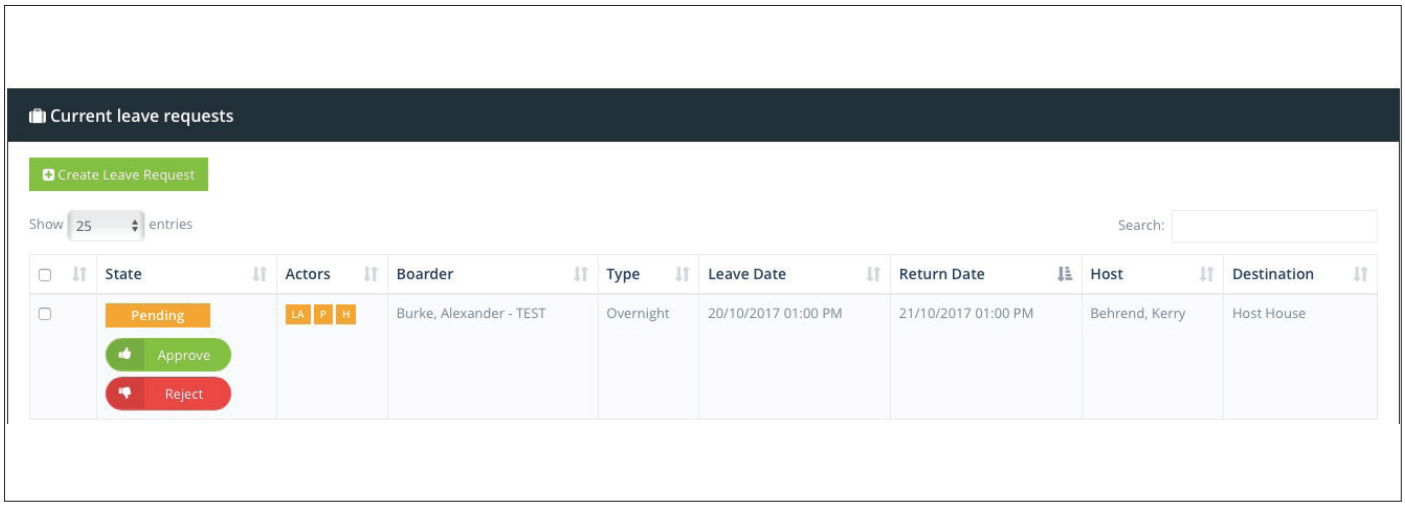
Complete the contact details of your new host

REACH will search the database for a match to see if that host already exists in REACH. Once selected, your host can be used in the leave request you are creating. This host will now be available for selection for any new Leave Requests.

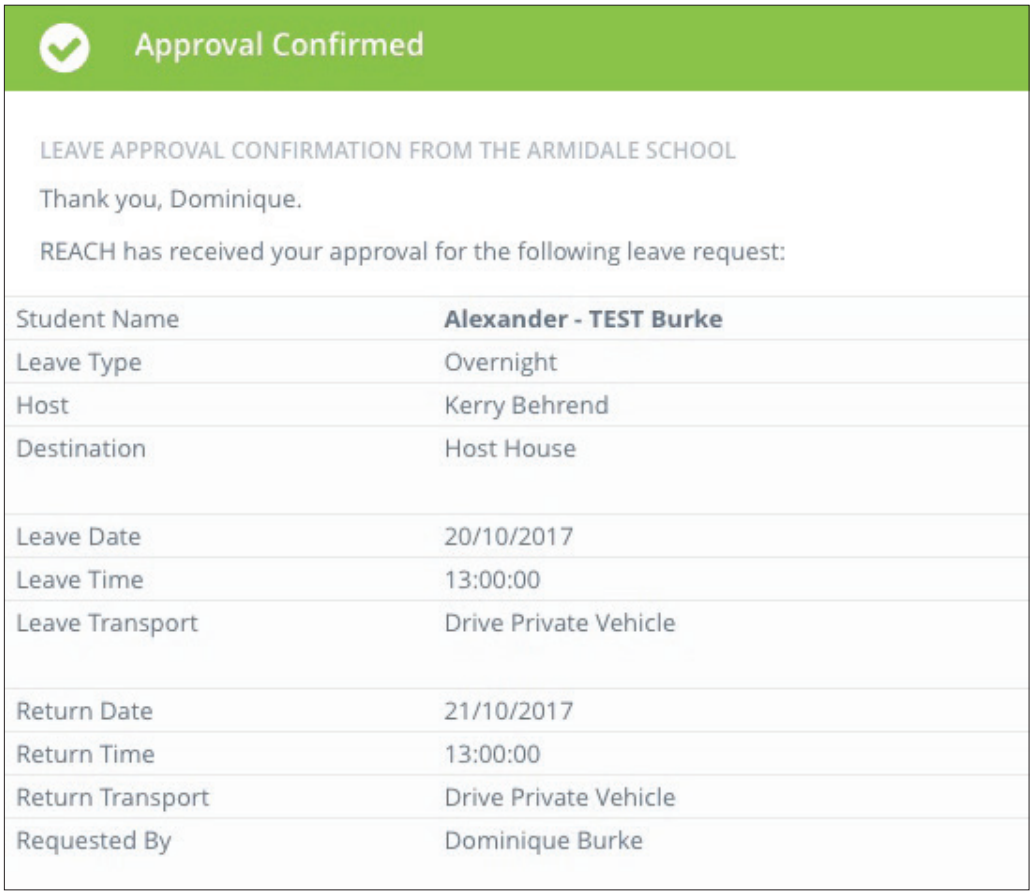


HOW CAN I APPROVE LEAVE AS A PARENT OR HOST?

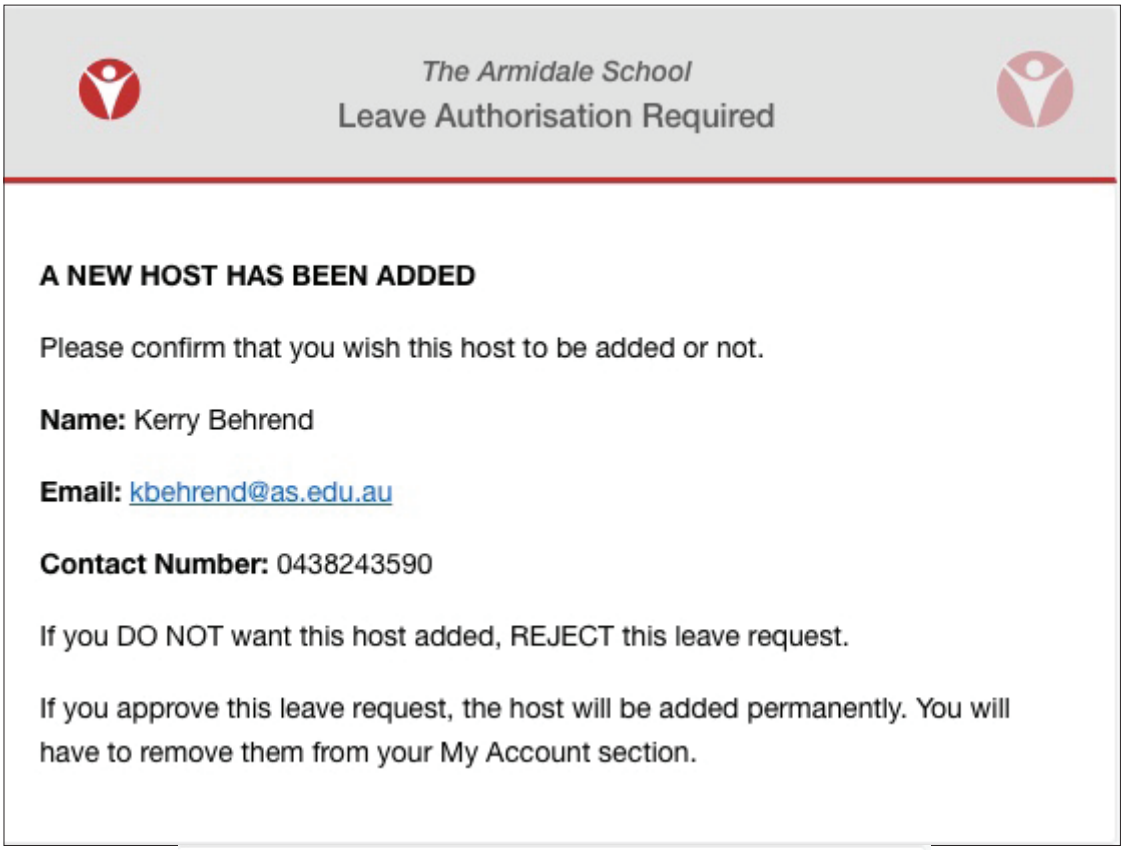
REACH allows you to approve leave on the REACH portal or via email. If you create leave on your portal, you will see that once you have hit "Submit" the REACH Portal will take you to your home screen. You will see that the leave request will be in the Running Leave Log. You have the option of selecting Green for Approval or Red for Reject.



To Approve the leave via the portal simply click approve, you will then see an Approval Confirmation.



If you do not approve the leave request via the portal, you will receive an email and you can approve the leave via your email by simply clicking on Approve Request.



The Armidale School

Leave Authorisation Required

A NEW HOST HAS BEEN ADDED

Please confirm that you wish this host to be added or not.

Name: Kerry Behrend

Email: kbehrend@as.edu.au

Contact Number: 0438243590

If you DO NOT want this host added, REJECT this leave request.

If you approve this leave request, the host will be added permanently. You will have to remove them from your My Account section.

Dear Dominique,

A Leave Request from The Armidale School has been submitted that requires your authorisation. Please see the details of the Leave Request below./p>

Student Name:	**Alexander - TEST Burke**
Leave Type:	Overnight
Host:	Kerry Behrend
Destination:	Host House
Leave Date:	20/10/2017
Leave Time:	13:00:00
Leave Transport:	Drive Private Vehicle
Return Date:	21/10/2017
Return Time:	13:00:00
Return Transport:	Drive Private Vehicle
Requested By:	Dominique Burke
Notes:	Alex is going to stay with Host for the night

If you wish to permit this Leave Request, please select the APPROVE link below.

If you do not wish to permit this Leave Request, please select the DECLINE link below.

Please note that by approving this Leave Request you are acknowledging that you understand and agree to The Armidale School Terms and Conditions for leave.

APPROVE REQUEST DECLINE REQUEST

This email was automatically generated by REACH Boarding System. If you believe you received this email in error, please contact your School System

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EXPLORE
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Locked Bag 3003
Armidale NSW 2350

T 61 2 6776 5800
E info@as.edu.au

www.as.edu.au
ACN 41 108 241 | CRICOS 00285K