



SignMee INSTRUCTIONS for PARENTS

Go into your SignMee account through www.signmee.co.nz.

If you have not created a SignMee account connected to your school, then please contact your school for an invite.

Login using your email address and password

Sign in

Email

Password

Keep me logged in on this device

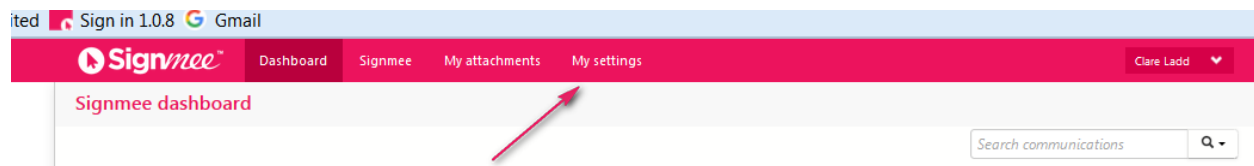
Sign in

[Forgot password](#) or [register](#) if you don't have an account.

Sign in with

Changing your email address

Once you are logged in
Go to My Settings



Then select:
My Details
Change email address

Log out of SignMee and then Log back in with new email address. Password will stay the same and all existing forms will still be there.

Maintain account details

You're logged in as [laddy1262@gmail.com](#).

My details Change password Security info Registered logins Account connections Calendar feeds

First Name
Clare

Last Name
Ledd

Email (for Signmee alerts)
laddy1262@gmail.com

Mobile (for Signmee Text alerts)
New Zealand

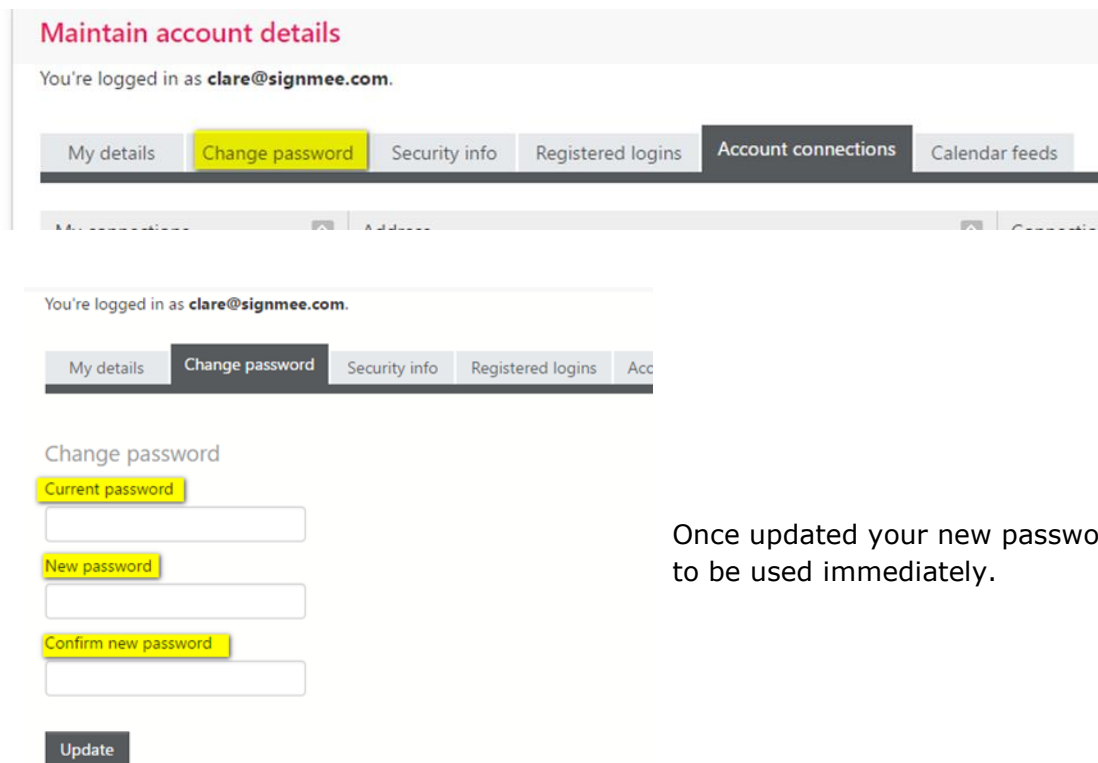
Address
3, Crer Lower Hutt 5010, New Zealand

Locality
Lower Hutt

2 Change email address

Changing your Password

Go to My Settings and select Change password, create your new password.



Maintain account details

You're logged in as **clare@signmee.com**.

My details **Change password** Security info Registered logins Account connections Calendar feeds

You're logged in as **clare@signmee.com**.

My details **Change password** Security info Registered logins Acc

Change password

Current password

New password

Confirm new password

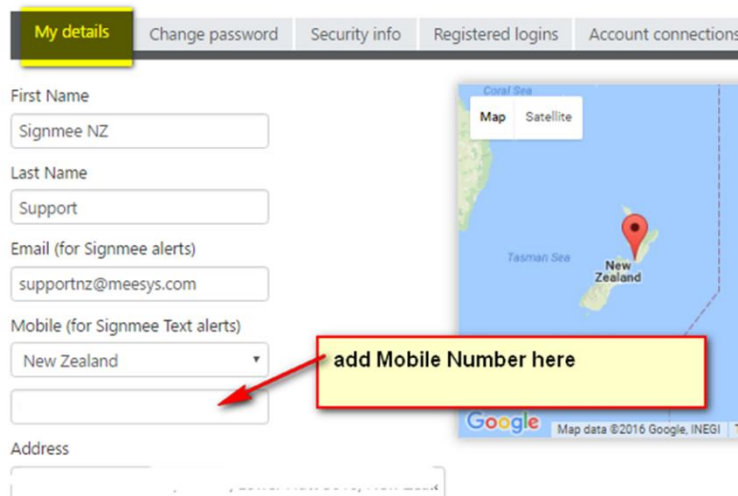
Update

Once updated your new password will need to be used immediately.

Adding or changing a Mobile Number

Once again under My Settings

Go to My details



My details Change password Security info Registered logins Account connections

First Name
Signmee NZ

Last Name
Support

Email (for Signmee alerts)
supportnz@meesys.com

Mobile (for Signmee Text alerts)
New Zealand

Address

add Mobile Number here

Withdrawing or updating a form

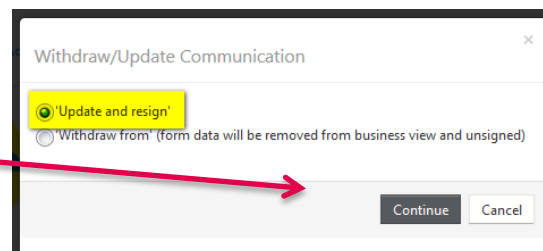
In the dashboard go to the form that you wish to change. This form will have a green square with white tick in it.

From	Title	For	Event	Action	Type	
Sunshine School	chool te papa	May	25/03/2016	0 days	Signmee	→
Sunshine School	chool te papa	Jamie	25/03/2016	0 days	Signmee	→
Sunshine School	chool te papa	Andrew	25/03/2016	0 days	Signmee	✓
Sunnyview School	Parent Teacher Interviews 2015 [Sample]	Clare		0 days	Signmee	✓

To open the form select this button



Select Update and resign
Select continue and the form reverts to its original state for you to start again
Or you can withdraw form all together.



Having Issues

If you have any problems or you are not sure, at the foot of every screen you go into in SignMee, there is a ? symbol, which will take you through to the SignMee Support Helpdesk.

