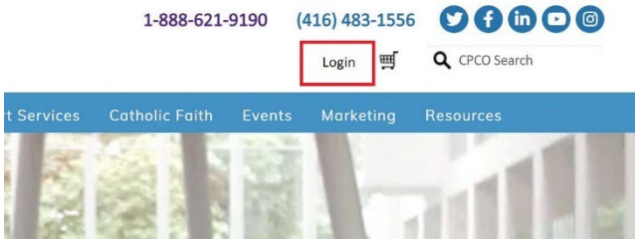
CPCO Mobile App Onboarding Guide

CATHOLIC PRINCIPALS' COUNCIL ONTARIO

Set Password for CPCO Website

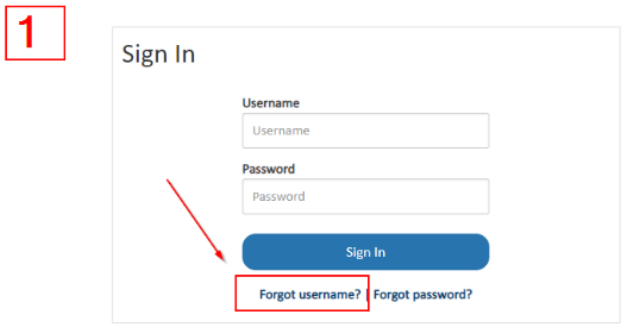
In order to login to the mobile app, CPCO must have your personal e-mail address, and you need to set a new password on the website, as the mobile app uses the same login credentials as the website.

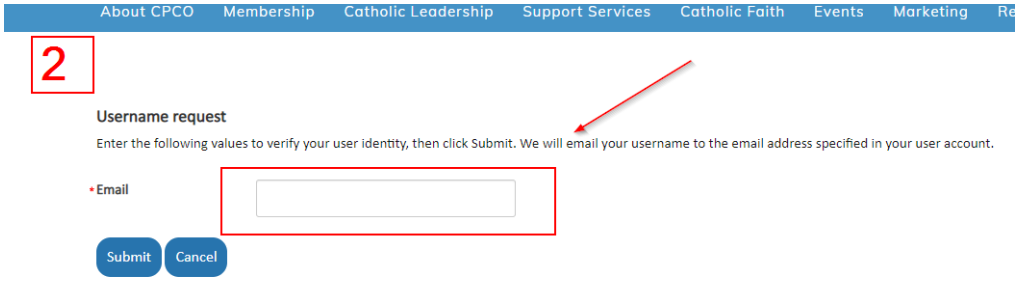
Go to www.cpco.on.ca, and click the Login link at the top:



Here are the steps for Associates to create a login from the sign in page

1. Click Forgot Username.
2. Enter your Personal email and click Submit.
3. Follow instructions in the email you receive.





* If you don't see the e-mail, please check your spam and bin folders first. If you still can't find the e-mail or have not provided CPCO with your personal e-mail address, contact Sean Leiba at sleiba@cpco.on.ca

Downloading the App and Logging In

1. In the App Store for iPhone users or Google Playstore for Android users, search either
   a. CPCO
   b. Catholic Principals Council
   c. Catholic Principals Council of Ontario
2. You will see our logo on the app with the name CPCO.
3. Click Install/Download and then Open.
4. Click Log In To Your Account.
5. Enter your personal e-mail address as the Username and the password you use for the website.
6. You are now logged into the app.

Navigation Menus

1. Once you log into the app, you will land on News Feeds.
2. Below is how to access the Navigation Menus for iPhone and Android phones. iPhone contains some menu items on its homepage which is why the total list has less items than Android.

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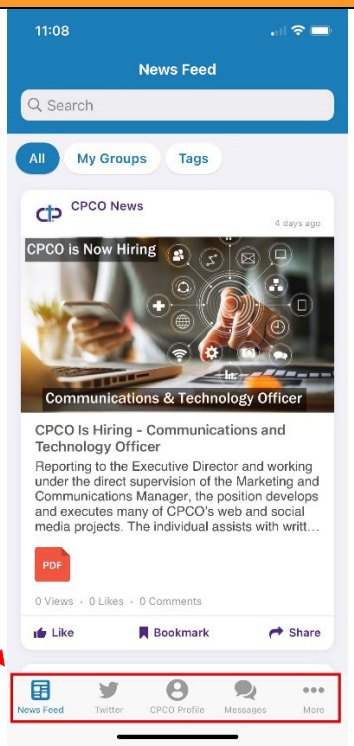
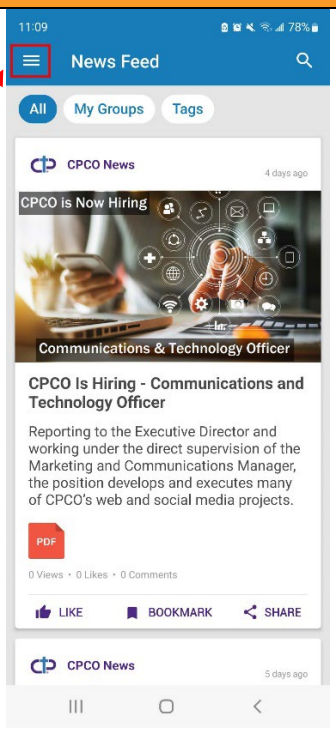
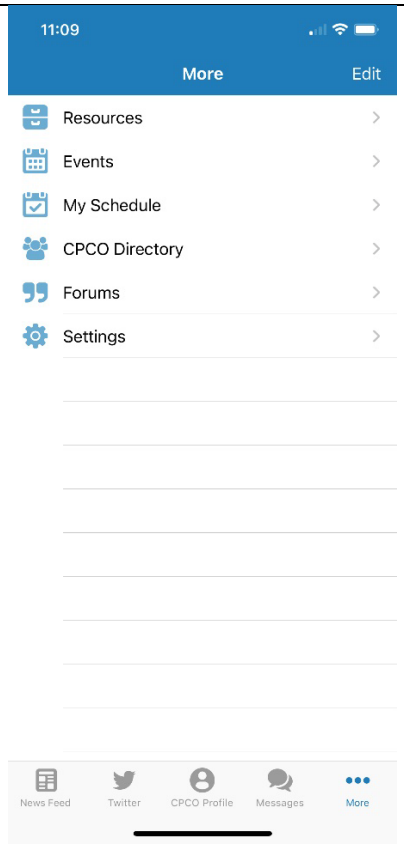
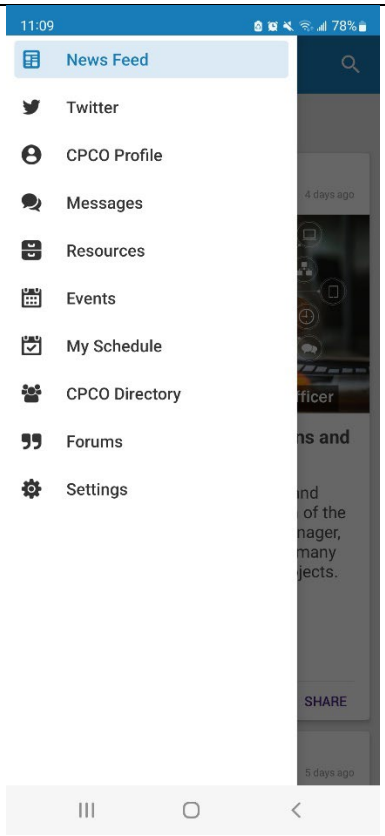
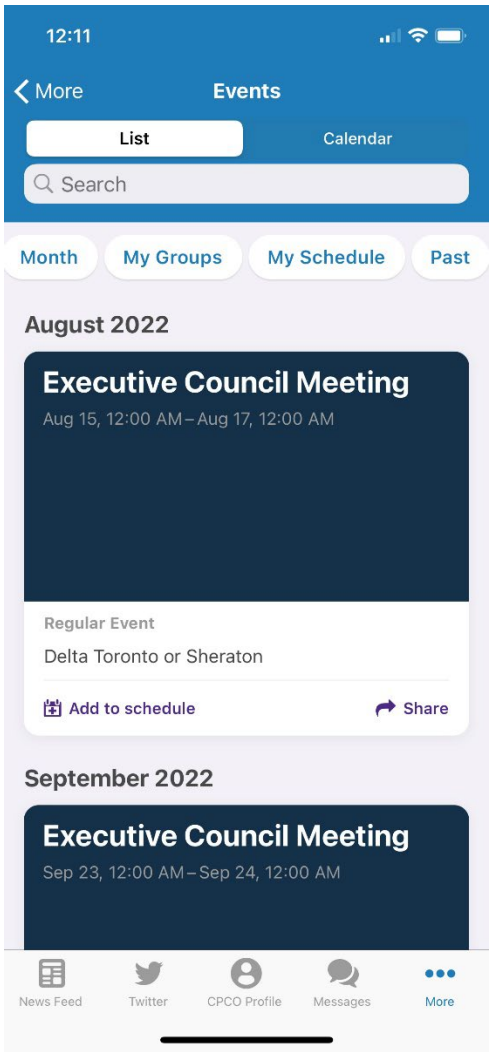
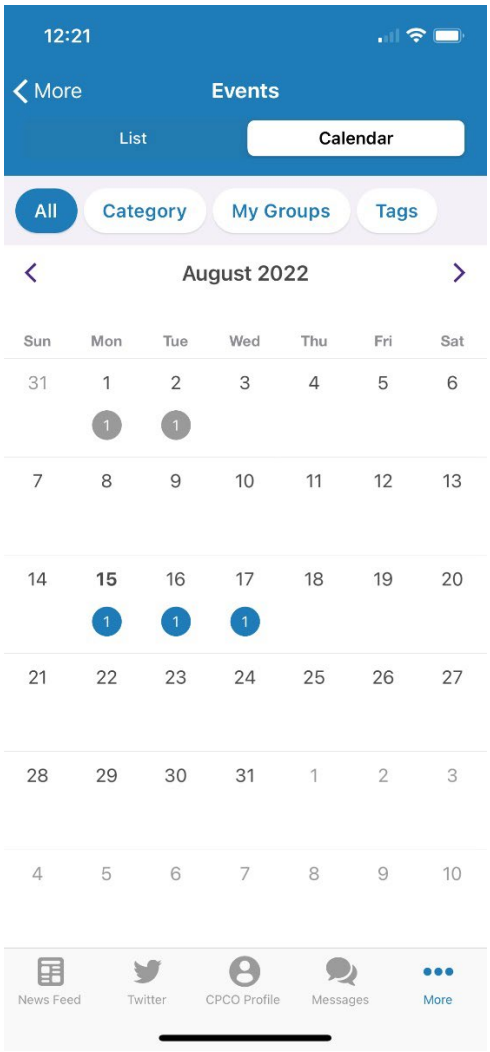
iPhone	Android
	
	

News Feed

1. Here you will find regularly updated news items relevant to CPCO and its Associates.
2. You can Like, Bookmark and Share each news item.
3. Bookmarks show under your Profile so you can keep personalize and keep track of items of interest to you.
4. You can Share with other Associates in the Directory or to Groups to which you belong.
5. When you click on your bookmarked items, you will be able to retrieve the items directly without having to search.

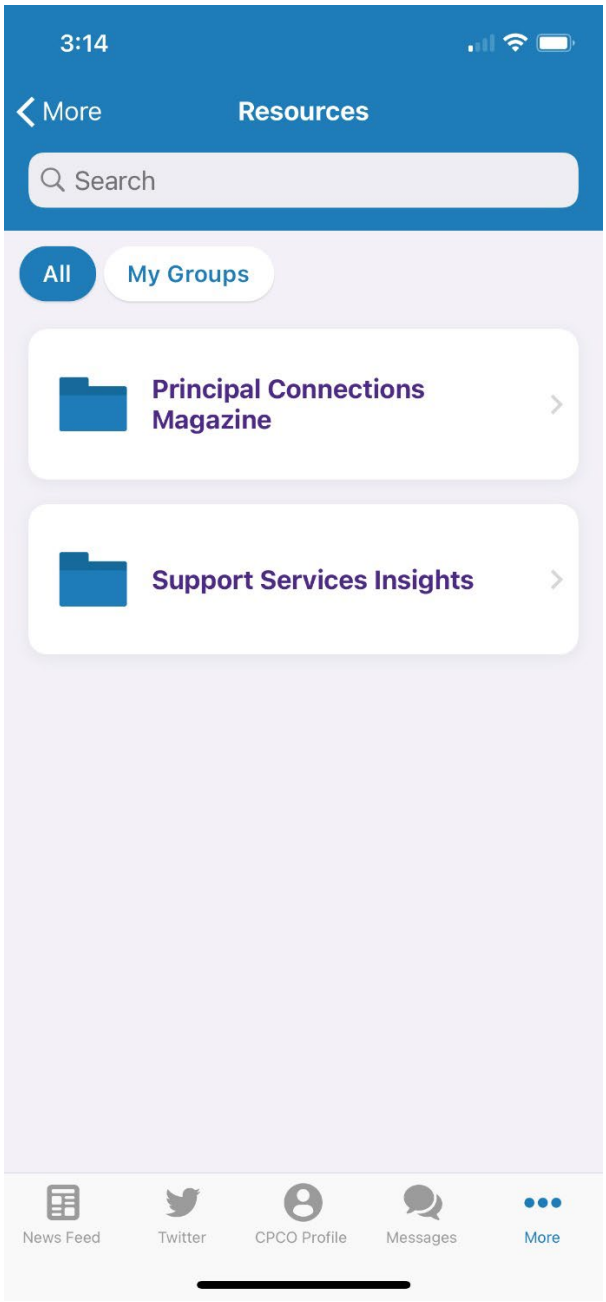
Events & My Schedule





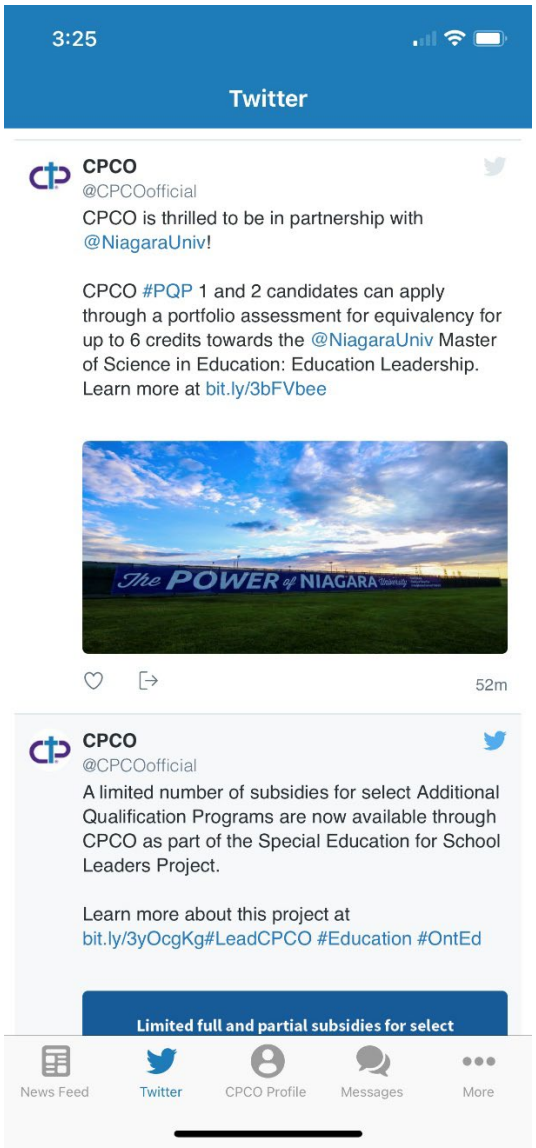
1. Events are synched with the website.
2. You can view as a List or Calendar.
3. You can add items of interest to your own personal schedule and see all items when you click on My Schedule.
4. We will be adding items such as: CPCO Meetings, Holidays, Conferences, Webinars, Courses and Catholic Calendar.

Resources



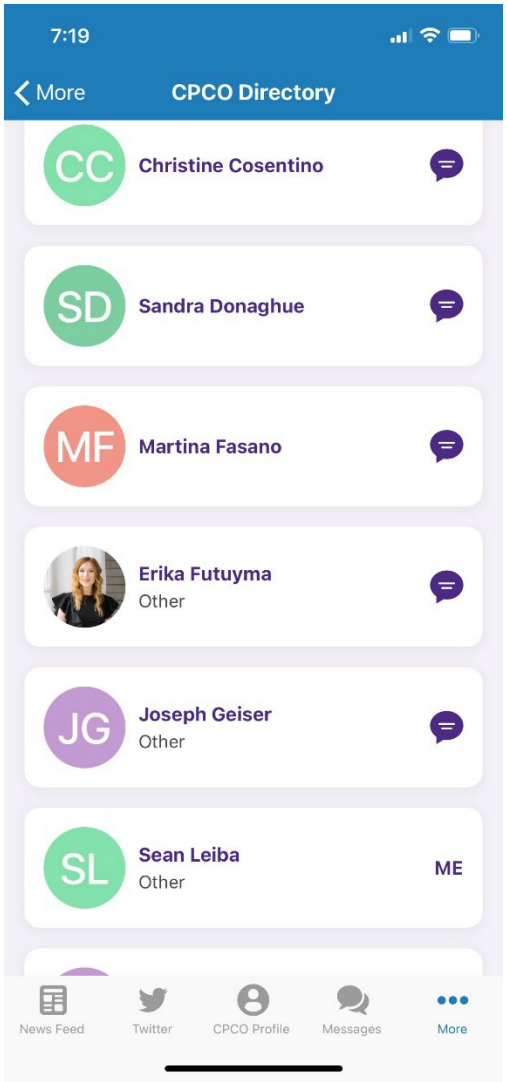
1. Find important resources such as issues of Principal Connections Magazine and Support Service Insights.
2. Download right from your phone and read at your convenience.
3. Other relevant resources will be added over time.

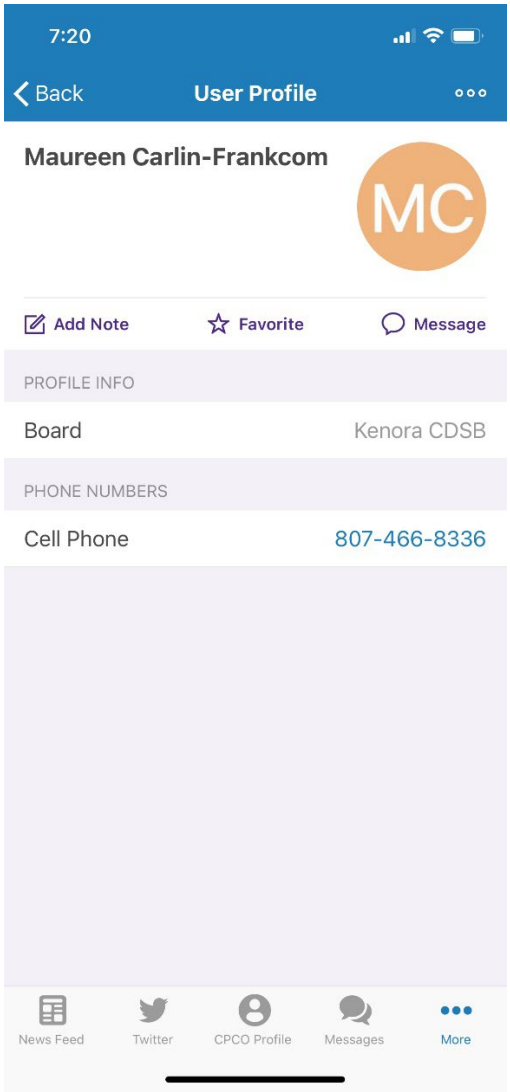
Twitter Feed



1. See CPCO's Twitter Feed even if you don't have an account.
2. Those with an account can click on a Tweet and engage directly from the mobile app.

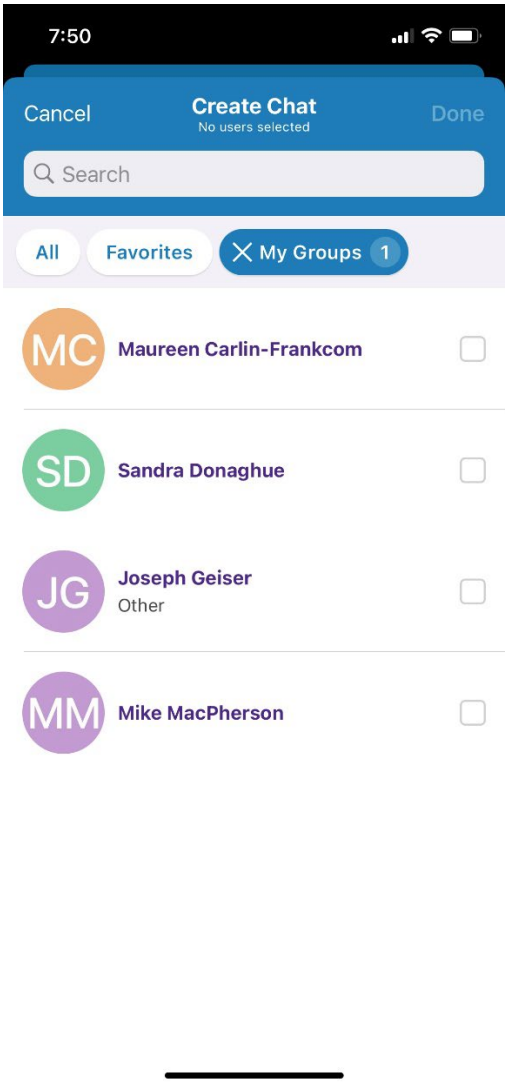
CPCO Directory and Profile





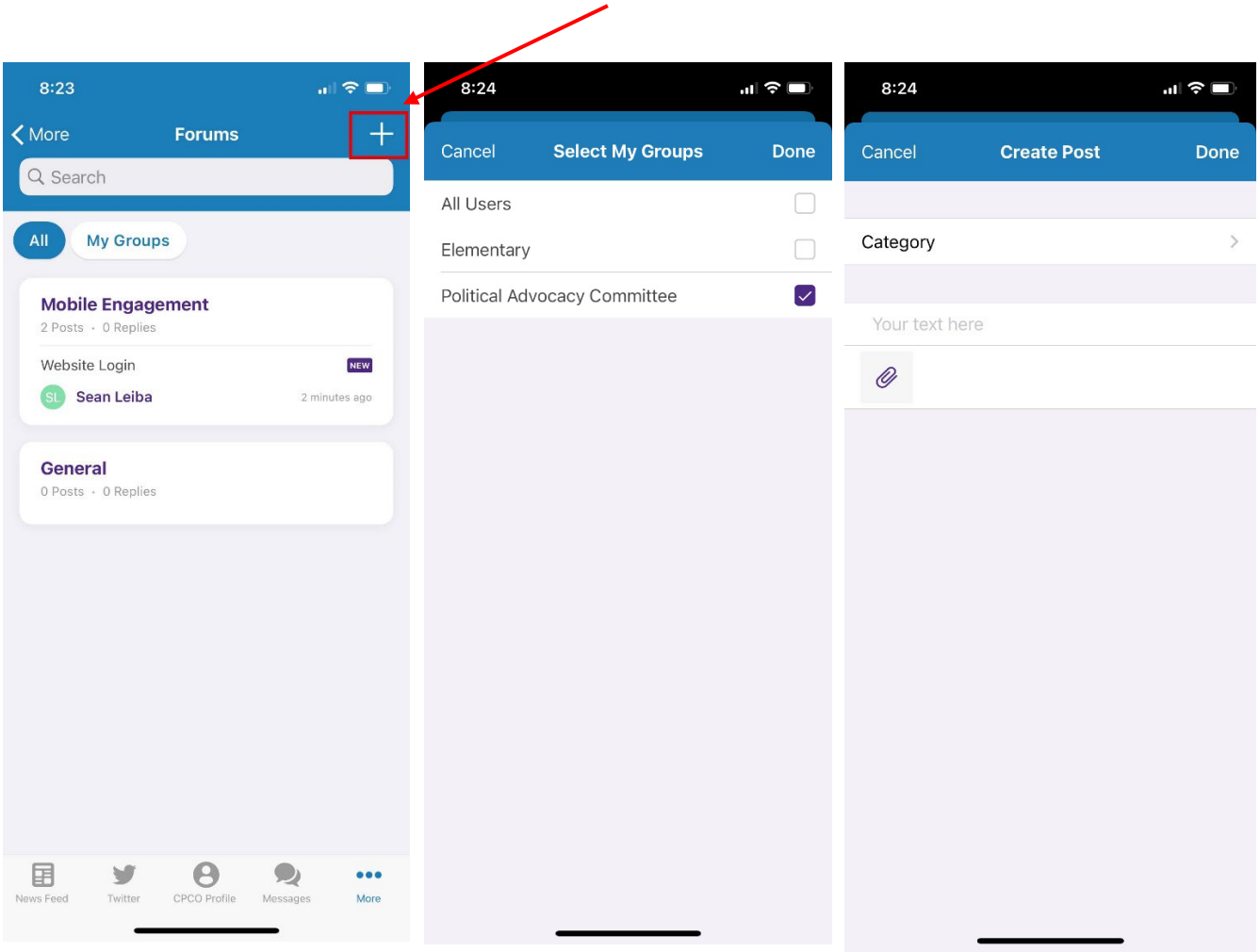
1. For the first time you will have a CPCO Directory where you can find an Associate and connect with them directly through messaging.
2. Your CPCO Profile is synched with the new website profile reflecting the following: Name, Board, Position, School, School Address, E-mail and Phone Number.
3. You can add someone as a Favorite to find them again later on easily.

Messages



1. You can message someone directly from the CPCO Directory.
2. You can also select Group to see all people in that Group and select all or some to send a message.
3. When you share an event with someone it sends them a message as well.

Forums (Chat Groups)



1. You can post a chat topic by going to Forums.
2. You can post a chat topic to everyone by selecting All and then clicking the “+” button at the top right corner.
3. You can also post a chat topic to your groups by selecting My Groups, then clicking the “+” button at the top right corner.
4. Type your chat topic, include an attachment if you would like, and click Done.
5. You can respond to any chat topics posted by others in All or your Groups.

Forums (Chat Groups)

6. Here is a list of all the Chat Groups and each user will only see applicable ones.
    a. Executive Council
    b. AMRs
    c. Negotiations
    d. Constitution Committee
    e. Finance Committee
    f. Political Advocacy Committee
    g. Program & Member Services Committee
    h. CPCO Ambassadors
    i. Support Services
    j. Principals
    k. Vice Principals
    l. Secondary
    m. Elementary
    n. Eastern Ontario
    o. Northeast Ontario
    p. Southeast Ontario
    q. Northwest Ontario
    r. Western Ontario
    s. Greater Toronto Area

    Chat Groups are in the process of being populated and once completed CPCO will notify you.

Comments, Questions or Need Assistance

Contact

Sean Leiba

Marketing and Communications Manager

sleiba@cpco.on.ca

Cell: 416-948-2726 (call or text)