

WebUntis for parents and legal guardians

Dear parents and legal guardians,

We are pleased to inform you that you now have access to a parent/guardian WebUntis account. This will simplify communication and administration for you.

With your WebUntis account, you can ...

- access the up-to-date timetable (including substitutions and cancellations of lessons)
- administrate absences (see the total of absences and enter new ones)
- receive notifications via Untis/WebUntis (mobile app) about timetable changes and messages from teachers

To be able to use these options, you have to register first. Below, you find a step-by-step instruction on how to create your account as well as information on the other services available to you on WebUntis.

If there any questions about using WebUntis as a legal guardian, please contact bernhardt.haan@g19.at .

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1 Instructions for registration

This is the step-by-instruction to register your account. Alternatively, you can also watch [this video](#) (in German) to guide you through the registration process.

To create a WebUntis account for legal guardians, the email address stored in the master data (Stammdaten) is required.

- 1) Click [here](#) to get to the WebUntis page of the G19.
- 2) Click on "**Register**" at the bottom right.
- 3) Now enter the email address you provided the school with and click on "**Send**".

If an error message appears, this means that the email address you entered does not match the email address you provided the school with on the master data sheet at the beginning of the school year. In this case, contact your child's class teacher to receive the required email address.

- 4) A confirmation link will be sent to you automatically via email. Open the email and click on the link to confirm your registration.
- 5) Now choose a new password.

2 Untis Mobile pp: Basic functions

Log in to the Untis Mobile app with your guardian account.

2.1 Viewing the timetable

After a successful log in, you will be directed to the homescreen (*Fig. 1*). Please select "**timetable**" (*Stundenplan*).

Anschließend sehen Sie folgenden Bildschirm.
Bitte klicken Sie zunächst auf den Button „Stundenplan“.

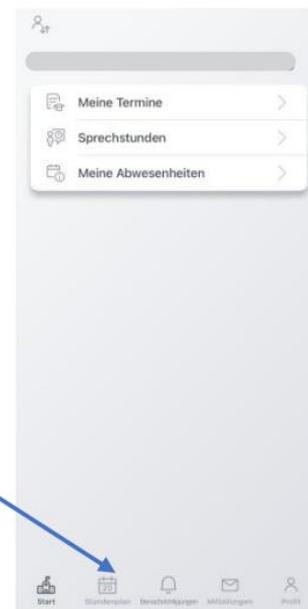


Fig. 1: Untis homescreen (mobile app view)

Tap on the arrow at the top centre of the screen (Fig. 2) to open the "Favourites" (Favoriten) menu with your child's name (Fig. 3). You can view your child's timetable by clicking on their name.

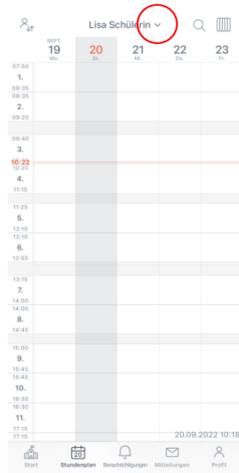


Fig. 2: Timetable (mobile app view)



Fig. 3: Favourites (mobile app view)

2.2 Adding profiles to your account

By selecting "Profile" (Profil) on the bottom right and tapping on your username, you can also save several "profiles" if, for example, you have several children attending our school (Fig. 4).

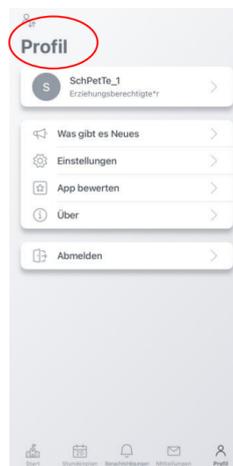


Fig. 4: Profile menu (mobile app view)

3 Language settings

If you want to change the language in WebUntis, click on your account name at the bottom left. You can then change the language in the General settings by selecting a language from the dropdown menu and clicking "Save" at the bottom of the page (Fig. 5).

Please note that the mobile app is currently only available in German.

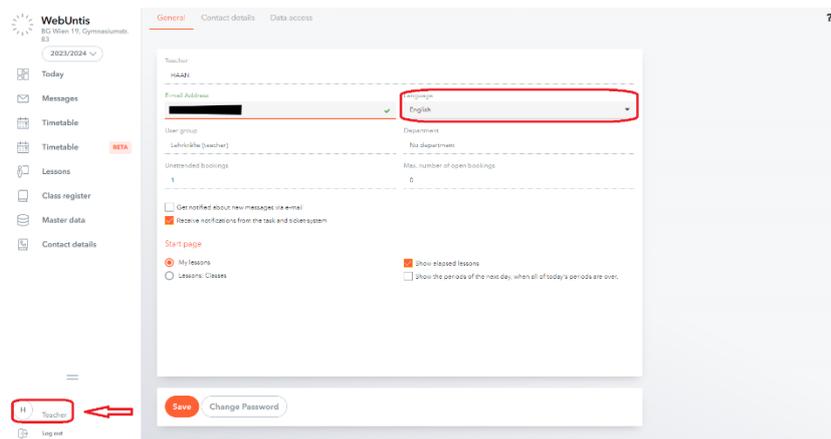


Fig. 5: General settings (web browser view)

4 Messaging service

With the creation of your account, you can now receive letters to parents, announcements or similar via WebUntis messages. For some messages, a read confirmation is required.

If you receive a message with the request "**Read confirmation**", please click on the button to send the confirmation. This is considered a **signature**.

You find the messages tab in the navigation bar on the left in the web browser (Fig. 6).

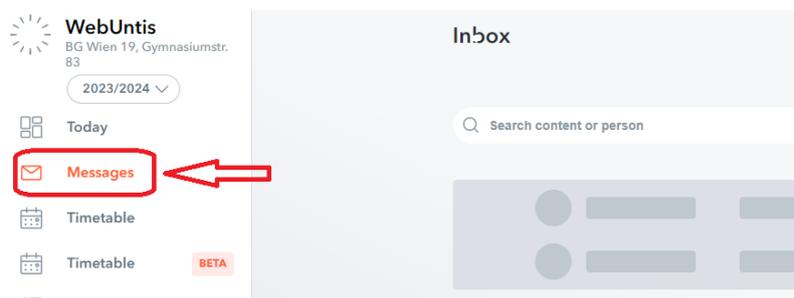


Fig. 6: Messages tab (browser view)

In the WebUnits mobile app the messages (*Mitteilungen*) tab is located at the bottom of the screen in the menu bar (*Fig. 7*).

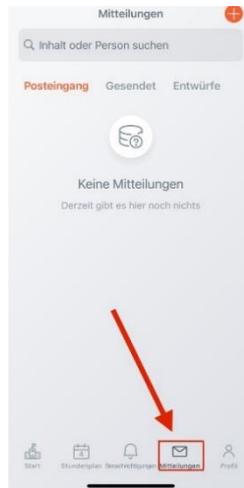


Fig. 7: Messages tab (mobile app view)

Click on "**Send read confirmation**" (*Lesebestätigung senden*) to mark a message as read. The confirmation is equivalent to a signature (*Fig. 8*).



Fig. 8: Read confirmation (mobile app view)

5 Absences

With your WebUntis guardian account you can notify the school and teachers of your child's absence (e.g. in the case of illness or other appointments).

Entering an absence on WebUntis has advantages:

- You no longer need to call the school office to notify them about your child's absence.
- It is possible to create an automatically generated letter of apology (see "**Entering an absence in the web browser**") using a web browser) for the class teacher.
- You can see at a glance exactly when your child was absent, which lessons they missed and when they were late for school.
- You can also track exemptions.

Please report your child's absence in advance, before the first lesson the day. Otherwise, a written note using the automatically generated absence note is required (see “**Entering an absence in the web browser**”).

Thank you for your help in simplifying our administrative processes and improving them for everyone.

5.1 Entering an absence in the web browser

Firstly, open [WebUntis](#) (Fig. 9) and log in with your guardian account. The school’s name on WebUntis is *BG Wien 19*.

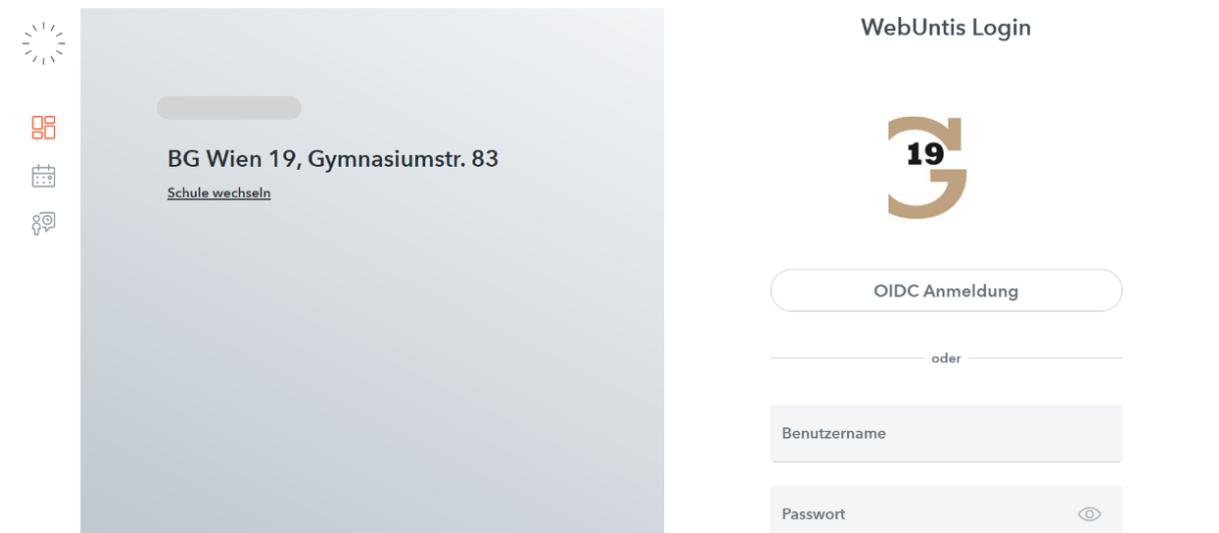


Fig. 9: WebUntis log in screen (web browser view)

After logging in, you will be directed to the homescreen (Fig. 10).

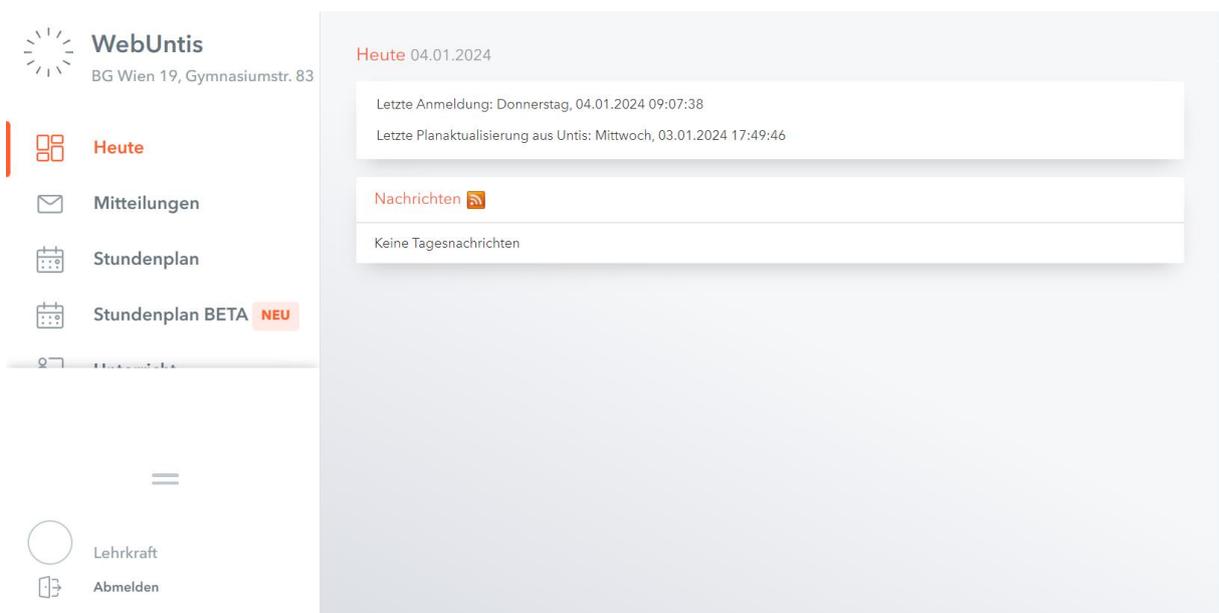


Fig. 10: WebUntis homescreen (web browser view)

You can use the "Absences" (*Abwesenheiten*) tab to report a new absence. Clicking on it will direct you to "My absences" (*Meine Abwesenheiten*). There, you can select to "Report an absence" (*Abwesenheit melden*) (Fig. 11).

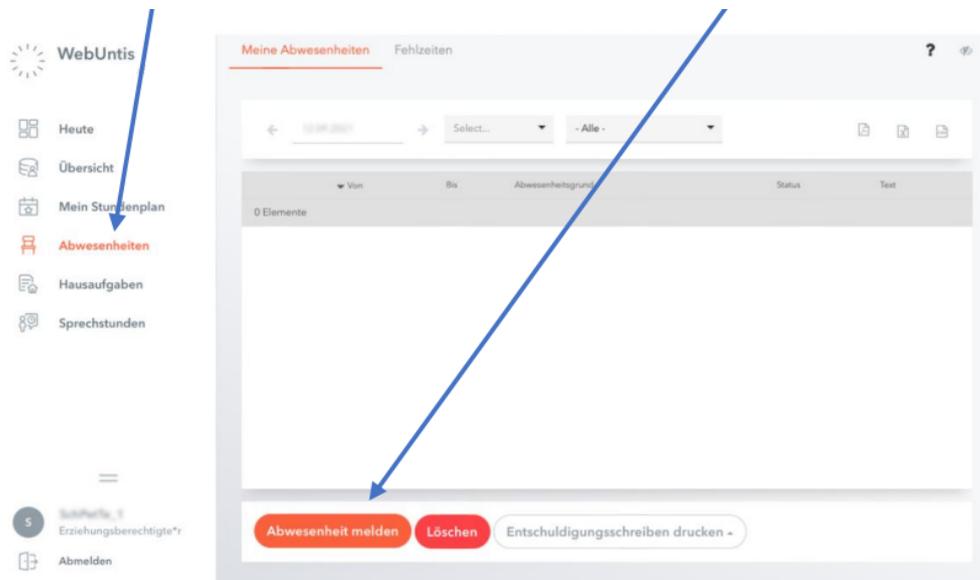


Fig. 11: Absences menu (web browser view)

In the "My absences" (*Meine Abwesenheiten*) section you can view all absences for the current school year (Fig. 12).

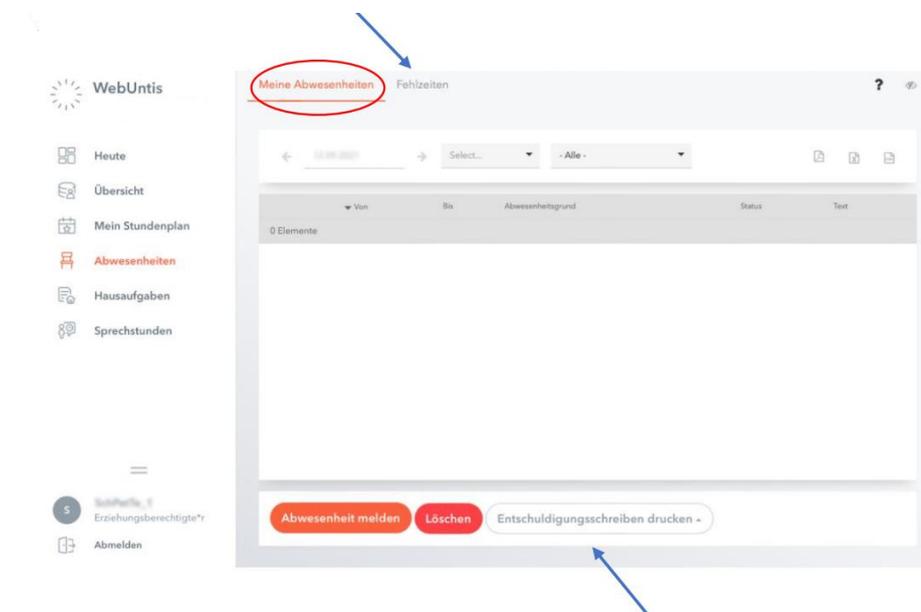


Fig. 12: Generating an absence note (web browser view)

By selecting on the "absenteeism" (*Fehlzeiten*) tab, you can see which lessons your child has missed (Fig. 12).

You also have the option of creating an **absence note** (*Entschuldigungsschreiben*) in the absences menu, which needs to be signed and submitted to the class teacher. The absence note function is only available when logging into the web browser and not in the app.

5.2 Entering an absence in the mobile app (Untis Mobile)

You can report your child's absence via the "**Start**" (*Start*) tab. Select "**My absences**" (*Meine Abwesenheiten*). You will then see all absences (*Fig. 13*).

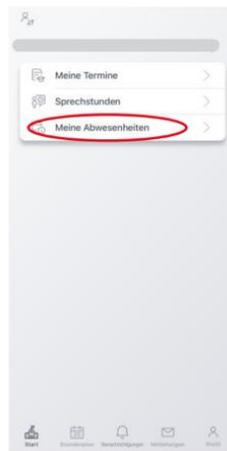


Fig. 13: My absences (mobile app view)

You can use the "+" to add a new absence, i.e. report your child sick (*Fig. 14*).



Fig. 14: Adding a new absence (mobile app view)

Upon selection, you will see the child's name and can enter the period, the reason for absence and possibly a note (*Fig. 15*).

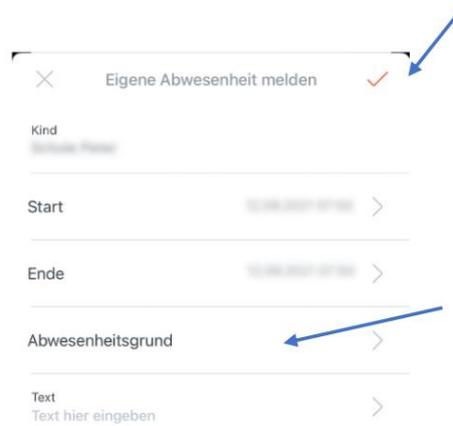


Fig. 15: Reporting an absence (mobile app view)

Please confirm the absence by tapping the check mark in the top right-hand corner (*Fig. 15*).