



Getting started guide

Overview

This document explains the process a school follows when they first approve and connect their third party applications to their Management Information System (MIS) through Wonde.

Once your first application has requested to connect to your school, an email is sent from Wonde with a secure link for the school to create a main admin account.

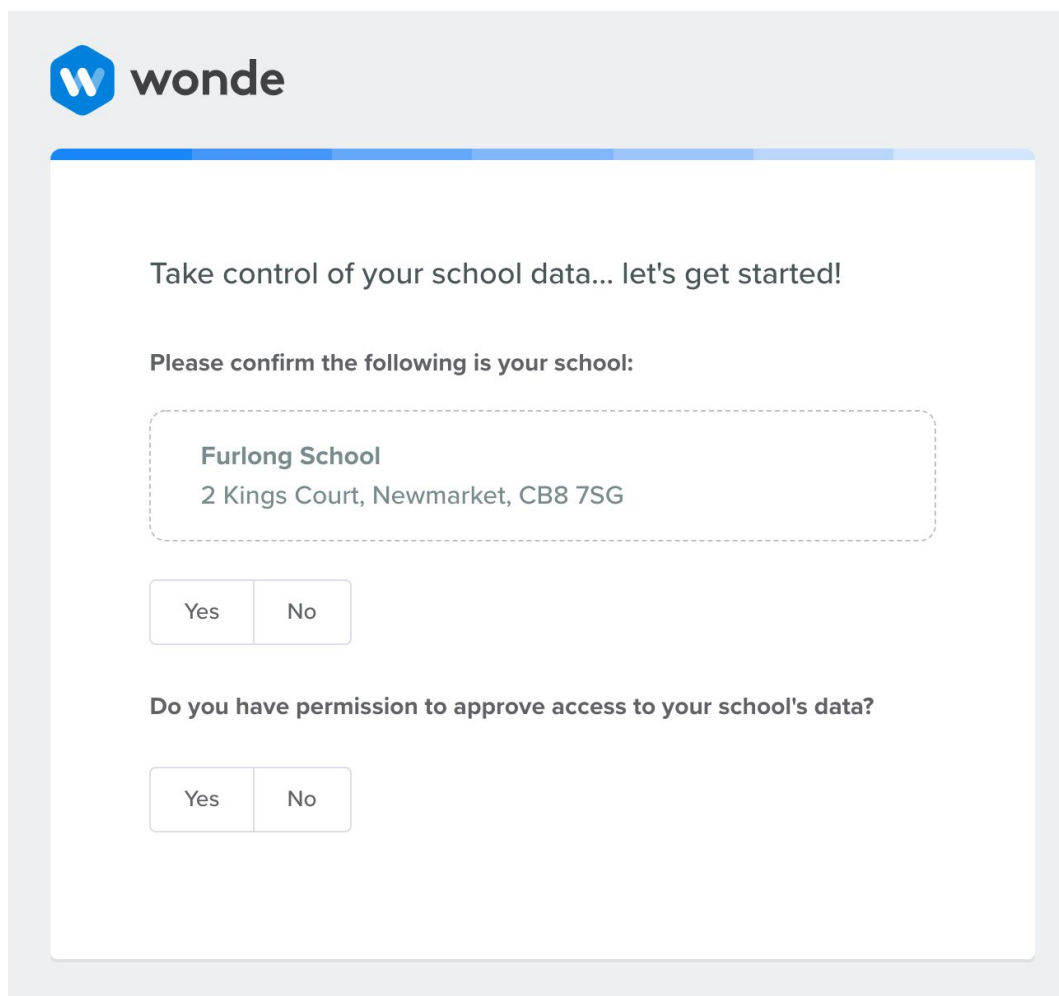
Upon receiving the initial email and clicking through to Wonde, the first step is to confirm that the user has the authority to approve access to school data stored in the MIS.

If the user doesn't have permission, an additional screen is shown where the correct contact's details can be added. A new email invite is then sent to the relevant person.

Step 1. Create a Wonde admin account

Once the user who has the ability to approve access to school data receives the email invitation (as noted earlier), they click through to begin their school's Wonde account creation, filling out the following fields:

Upon clicking **Create Account**, their account becomes active and they will be able to review and approve the requests from third party applications to connect.



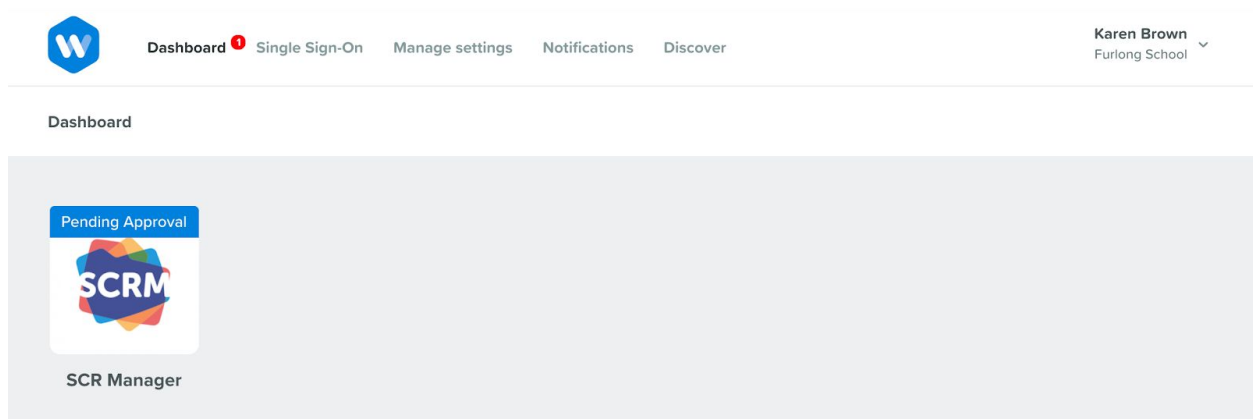
The screenshot shows the Wonde account creation interface. At the top left is the Wonde logo, consisting of a blue hexagon with a white 'w' and the word 'wonde' in a sans-serif font. Below the logo is a blue horizontal bar. The main content area is white and contains the following text and elements:

- The heading: "Take control of your school data... let's get started!"
- The instruction: "Please confirm the following is your school:"
- A dashed-line rounded rectangle containing the school information: "Furlong School" and "2 Kings Court, Newmarket, CB8 7SG".
- Two buttons: "Yes" and "No".
- The question: "Do you have permission to approve access to your school's data?"
- Two buttons: "Yes" and "No".

Step 2. Approving third party applications

Each time the user logs into their Wonde portal, they arrive at the Dashboard which displays any new applications that have requested to connect and are therefore Pending Approval.

The user now clicks into the application to review the data permissions that it has requested. i.e. the data it is requesting to access (or view). These Permissions are either required or optional.



The user can now see the list of Permissions (data) that the application is wanting to access in order for their application to work most effectively.

The screenshot shows the user interface for the 'Permissions' page. At the top, there is a navigation bar with a logo 'W' and links for 'Dashboard', 'Single Sign-On', 'Manage settings', 'Notifications', and 'Discover'. The user's name 'Karen Brown' and school 'Furlong School' are displayed in the top right. Below the navigation bar, there is a breadcrumb trail: 'Dashboard > SCR Manager > Permissions'. To the right of the breadcrumb trail are two buttons: 'Approve access' (green) and 'Decline access' (red). The main content area is titled 'Permissions' and contains a sub-header: 'These are the permissions that the application is requesting to access the school's data.' Below this is a table with the following rows:

Student	>
Groups, Classes & Subjects	>
Timetable	>
Employee	>
Photo 3 optional	>
SEN	>
Assessment 20 optional	>

If a group of Permissions (i.e. Photo) is selected, such permissions are shown on a granular level. If any Permissions are optional, the user has the ability to toggle them on/off. Any optional permissions will have a limited impact on the functionality of the app.

Once the user has reviewed the Permissions requested by the application, they can choose to either approve or decline them.

If the **Approve access** option is selected, an email approval receipt is sent to the school and to the application. The email receipt details the permissions, who approved them, their position and the date/time they were approved.

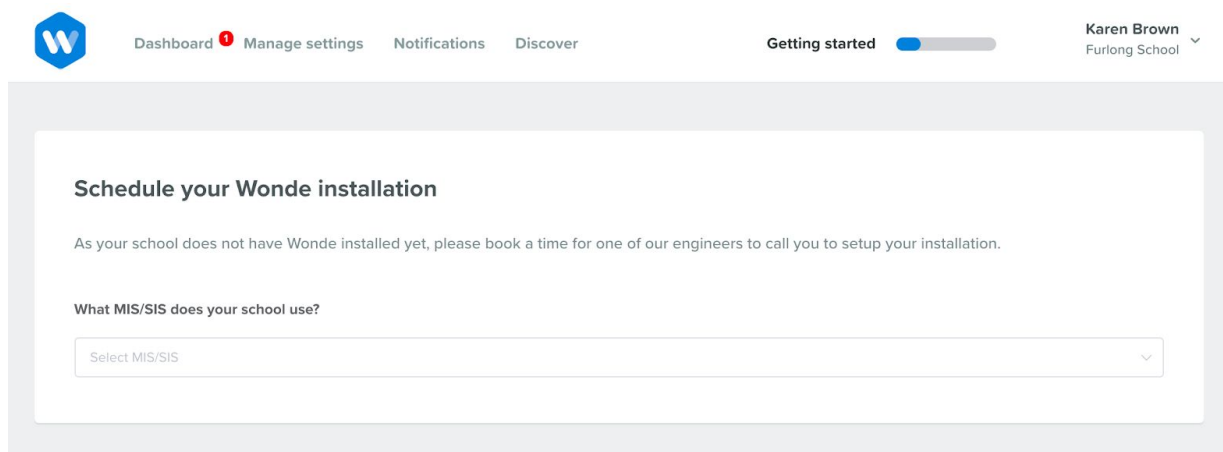
If the **Decline access** option is chosen, the app will receive the relevant notification.

In the future, each time an application makes a change to their permissions or perhaps wants to access additional data in order for a new feature to work, the school will be prompted to review and approve it before the app can access the new Permissions.

We now need to connect Wonde to the school's Student Information System (i.e. Capita SIMS, RM Integrus, SclarPack, Arbor etc).

Step 3. Integrating with the MIS

Once an application has been approved access, the user is taken through to the simple steps of installing Wonde. This can be done by following the simple installation guide or with the help of one of the Wonde team. Firstly select the MIS used by your school:



The screenshot shows the Wonde dashboard interface. At the top left is the Wonde logo (a blue hexagon with a white 'W'). To its right are navigation links: 'Dashboard' with a red notification dot, 'Manage settings', 'Notifications', and 'Discover'. On the right side of the dashboard, there is a 'Getting started' progress indicator (a blue bar) and a user profile for 'Karen Brown' from 'Furlong School' with a dropdown arrow. The main content area is titled 'Schedule your Wonde installation' and contains the following text: 'As your school does not have Wonde installed yet, please book a time for one of our engineers to call you to setup your installation.' Below this is a question 'What MIS/SIS does your school use?' followed by a dropdown menu with the placeholder text 'Select MIS/SIS' and a downward arrow.

Depending on the MIS selected, the following step will either provide the user with a guide to complete the integration or arrange an appointment.



Schedule your Wonde installation

As your school does not have Wonde installed yet, please book a time for one of our engineers to call you to setup your installation.

What MIS/SIS does your school use?

Arbor

Great news!

Your school does not require an appointment for wonde.
Please press the button below to download instructions on how to connect Wonde to Arbor.

 Download Instructions

 I would still like an appointment

Step 4. Access control

Wonde also provides a school with the ability to control exactly which individuals are accessed by the app. The 'Access control settings' tab is available in the top right of the page when viewing an app's details.

Dashboard > SCR Manager > Permissions

Advanced actions

- Access control settings
- View Wonde's Data Handling Agreement

Revoke access Launch app

Permissions

These are the permissions that the application has to access the school's data.

Student	>
Contacts	>
Groups, Classes & Subjects	>

There are three options available

For Schoolvouchers.com I would like to:

- Allow access to all users
- Exclude certain users and allow access to all others Recommended
- Allow access to certain users and exclude all others

- First option allows all users associated with the permissions to be accessed.
- Second option is when the school wishes to exclude certain users - The data associated with any individuals selected will not be passed on to the third party app.
- Third option is when the school wishes to only include a small number of users - Only the data associated with the individuals selected will be passed onto the app. All other users will be excluded.

Questions?

If you have any questions or would like further information please don't hesitate to get in touch on any of the following:

Email: support@wonde.com

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Web: www.wonde.com