

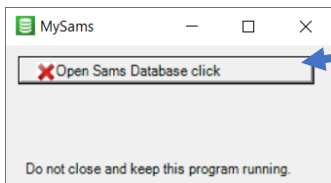


## How to install the “MySams Online Platform” to link to your SASAMS database.

### a) Install

- Download and [Unzip to c:\MySams](#).
- c:\MySams\MySams.exe Right Click and Run as **Administrator**.
- Select database then click Dashboard open and your school is online.

⇒ [See video how it works](#)

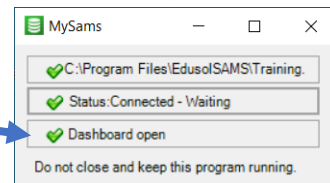


**Step 1 Select School Database**



The 3 Green checks mean you are connected.

**Step 2 Click Open Dashboard to go**

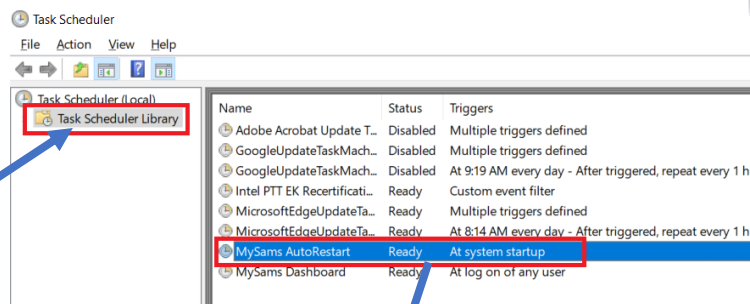
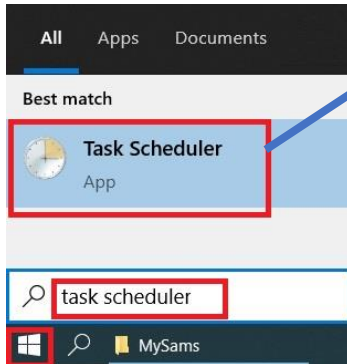


### b) Auto reconnect

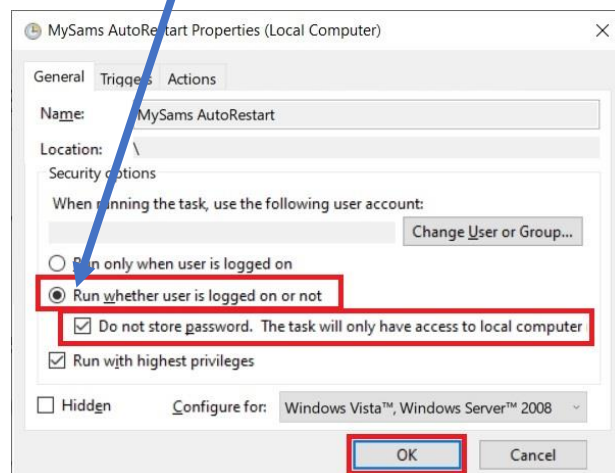
Important Information

**This must be done** so that the tools restart correctly incase computer restarts e.g.: load shedding

- Click the start menu left bottom
- type Task Scheduler and click to run



Double click on **MySams AutoRestart**  
⇒ **Run whether user is logged in or not**  
✓ **Do not store password**



*Congratulations you are done.  
Click Dashboard open and you are online.*

# Getting Started Online

MySAMS is connected to SASAMS. If "connected" turns red then the mysams.exe is not connecting.

Search and shortcuts

My School | 706 students | 43 teachers | 16 ratio | Term1 | connected | SuperUser: Simon

Find School Teachers Marks Students Attendance Teachers SMS System

Nr	Surname	FirstName	Email	Type	Active	Open
35	Allison	Evans	tch@email.co.za		Next: Add User	Open
7	Baker	Simon	simon.baker@mysams.co.za	SuperUser	✓	Open
22	Chambers	Jeff	tch@email.co.za	Educator	Next: Add User	Open
28	Clark	Eienna		Educator		Open
4	Earnhart	Patricia		Educator	Next: Add User	Open
46	Evans	Mason		Teacher		Open
13	Ferrari	Barbara		Deputy Principal	SuperUser	Open
20	Fischer	Helen	tch@email.co.za	Educator	Next: Add User	Open
18	Gordon	Susan	tch@email.co.za	Educator	Next: Add User	Open
26	Green	Lee		Teacher		Open
33	Guerra	Robin		Educator	Next: Add User	Open
10	Hamilton	Zachary		Educator	Next: Add User	Open
34	Harding	Aaron	tch@email.co.za	Educator	Next: Add User	Open
43	Hardy	Malia	tch@email.co.za	Educator	Next: Add User	Open
9	Higgins	Moore	tch@email.co.za		Next: Add User	Open
41	Hunter	Lucas	tch@email.co.za		Next: Add User	Open
3	Jenkins	Benny	tch@email.co.za		Next: Add User	Open

Super Users have full rights

Create teacher account and email login details.

Have account and role type.

Open to Edit teacher email, photo, password and role from Teacher ->

✓ indicates Teacher activity for the last few days.

My School | 706 students | 43 teachers | 16 ratio | Term1 | connected | SaSams

Find School Teacher Students SMS System

Welcome Simon

Upload Photo

Absentee Marks Entering Report Comments Schedule Info

simon.baker@mysams.co.za Password: \*\*\*\*\* Save Delete login Cancel

**To add users:** Click [Add user] and the login details will be emailed to the teachers. The password is also visible for super users when you hover the mouse pointer over the button.

Teacher would then go to mysams.co.za -> Login and enter their email and password.

**Teacher email, password, photos and super users:**

Click: [Open] - to view Teacher information click on Edit and make changes.

**How to add external users:** To add "other" users; e.g. Secretaries, at bottom after users Click Add external users.

**Teacher Training Video:** When an account is created for a new teacher, an email will be sent with the login details and this [Teacher Training Video \(3 min\)](#)

End.