

## How to sign up for Yammer?

### Follow steps 1 through 6 using Desktop Computer

#### Step 1: Login to Parents portal

If you have forgotten the password click on forgot password and follow through to gain access. If you do not have access click on the support tab on our website and request for access. Please provide your mobile number, any one ward name, student ID for us to authorize access.

#### Step 2: In Parents dashboard you will see the ICON Yammer as below



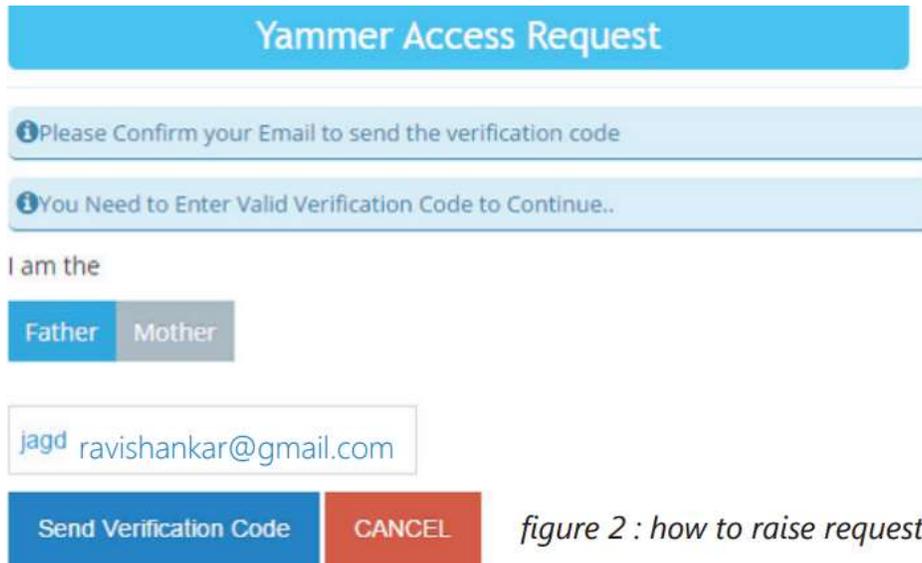
Step 3: Click on Yammer Icon and only use this option if you already do not have yammer access.



figure 1 : how to initiate Yammer signup

## Step 4; Verify Your email address

You will be prompted to enter an email address and make sure you have access to it. A verification code will be sent to the email which needs to be entered before proceeding



The screenshot shows a 'Yammer Access Request' interface. At the top, a blue header contains the text 'Yammer Access Request'. Below this, two light blue informational boxes contain the messages: 'Please Confirm your Email to send the verification code' and 'You Need to Enter Valid Verification Code to Continue..'. The user is prompted with 'I am the' followed by two buttons: 'Father' (highlighted in blue) and 'Mother' (greyed out). Below these is a text input field containing the email address 'jagd ravishankar@gmail.com'. At the bottom, there are two buttons: 'Send Verification Code' (blue) and 'CANCEL' (red).

figure 2 : how to raise request

Step 4: In 2-3 working days your request will be processed and an invitation (as below) will be sent to the same email ID. Accept the invitation sent to join Bhavans parents network.

### Bhavans Parents



**Ajeeth Prasath Jain**  
Senior Principal

#### You're invited

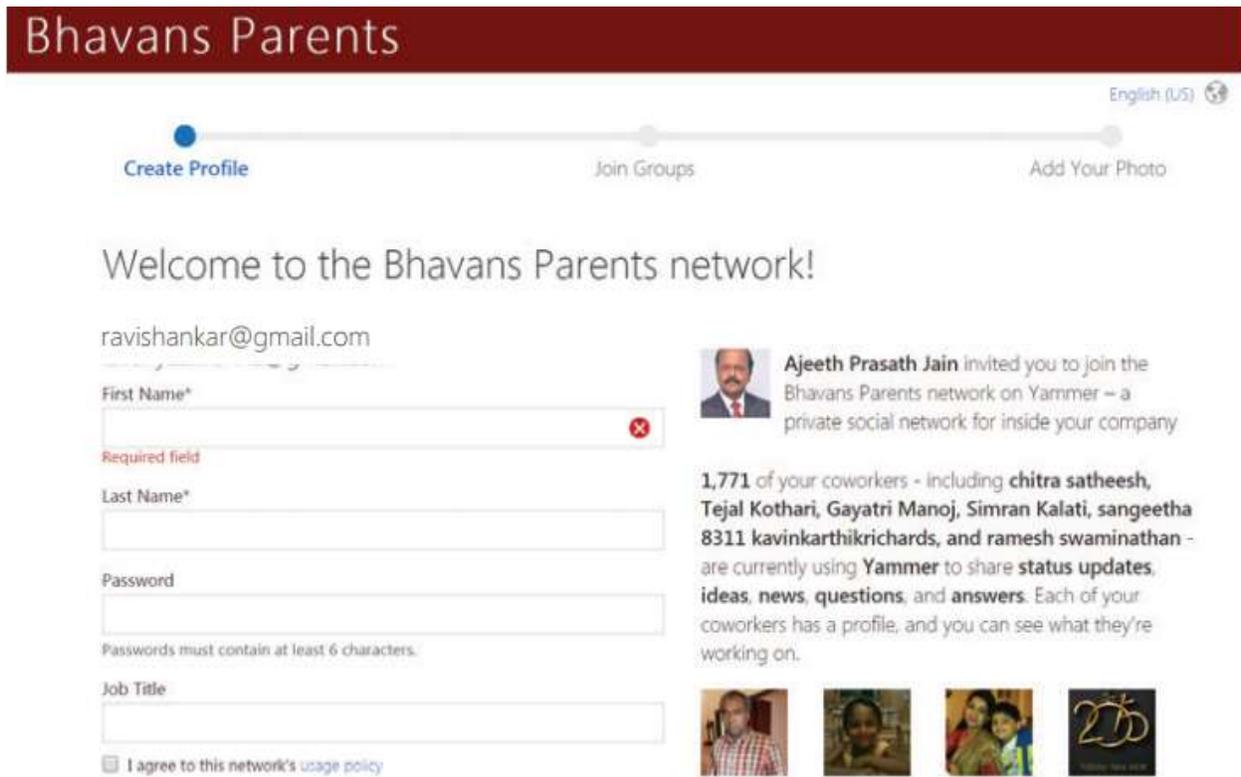
Ajeeth Prasath Jain ([apj@bhavanskilpauk.org](mailto:apj@bhavanskilpauk.org)) has invited you to the Bhavans Parents external network on Yammer. Ajeeth has been using Yammer to share status updates, ideas, news, questions and answers. It's a better way for your community to stay connected!

**Accept Invitation**



figure 3 : Yammer Invitation

**Step 5: Fill out the details on the welcome page as below**



*figure 4 : Yammer Welcome Page*

**Step 6: Join relevant Groups by browsing groups and clicking on the groups displayed**



*figure 5 : Join groups*

## How to join groups?



Groups > Browse groups >  
View existing groups.  
Search for groups and join.  
It is recommended to join both -  
Common class boards and section  
specific class boards.

LKG is a common classboard  
LKG A and LKG B are section  
specific classboards



**Join relevant groups for example if you have 2 children one studying in 1<sup>st</sup> C Section and another in 3<sup>rd</sup> Standard A Section, you would need to join the following groups**

1. 1<sup>st</sup> Standard
2. 1 C
3. 3<sup>rd</sup> Standard
4. 3 A

**Therefore all messages that is relevant to all of class 1 and 3 will be posted in 1 and 3 groups. Whereas specific information will be posted only in relevant classes.**

### How to view Homework and Tests?

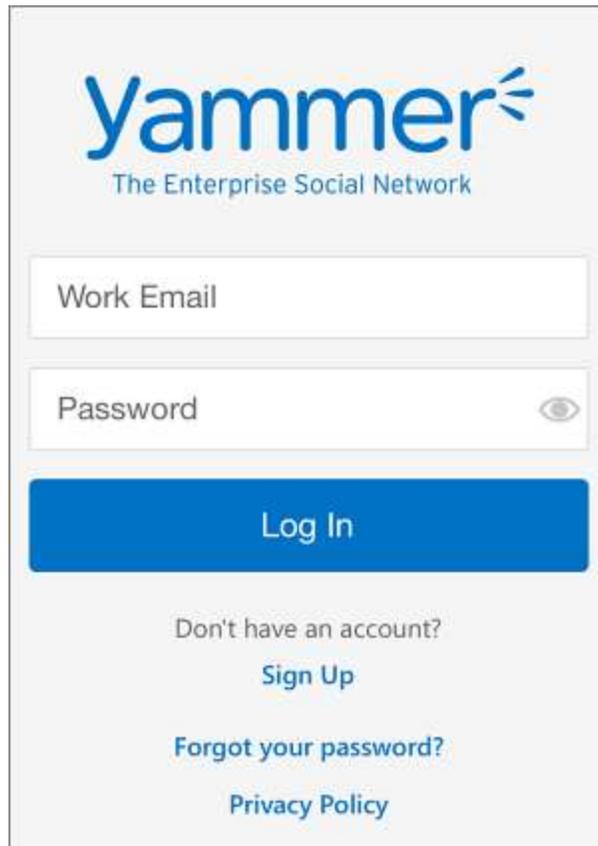
Homework, Test & assignments posted on School Skies will automatically get updated on Yammer. Private notes posted by teachers to parents will be received on Yammer as messages. Please do not attempt to reply as the message is automated. To make sure you're up to date with the announcements refer the website [bvbchennai.org](http://bvbchennai.org) and announcement section on School Skies.

You can reply to posts by other parents or seek clarification from teachers on a post. Please make sure you do not post anything which is out of academic context. Yammer is a forum used strictly for academic discussions only.

## Yammer in Mobile

Once you have the above setup done please download Yammer in google play for android or Apple store for iPhone.

Please use the same email address and password you used when you accepted the invitation and you will be logged in. Your groups that you selected will automatically be synchronized.



The image shows a mobile login screen for Yammer. At the top, the Yammer logo is displayed in blue, with the tagline "The Enterprise Social Network" underneath. Below the logo, there are two input fields: "Work Email" and "Password". The "Password" field has a small eye icon to its right, indicating a toggle for password visibility. A prominent blue button labeled "Log In" is positioned below the input fields. At the bottom of the screen, there are four links: "Don't have an account?", "Sign Up", "Forgot your password?", and "Privacy Policy".

**Happy Yammering!**

**Bhavans IT Support**