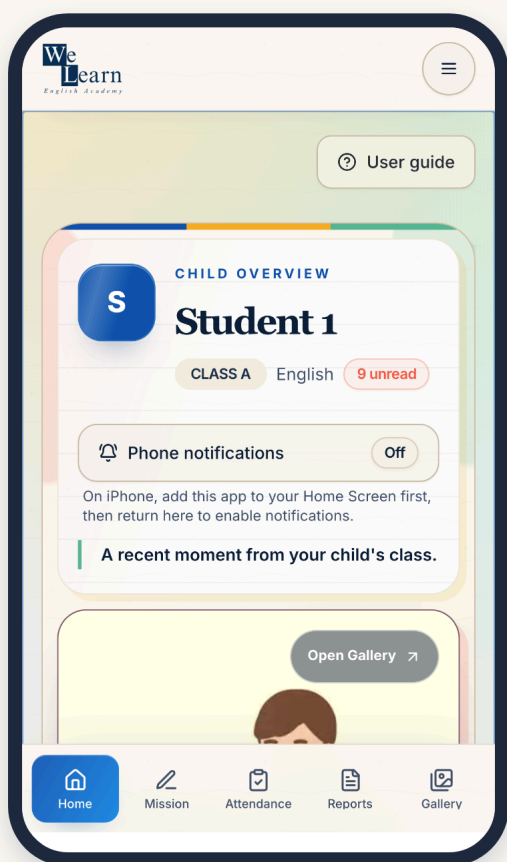


WELCOME TO WELEARN

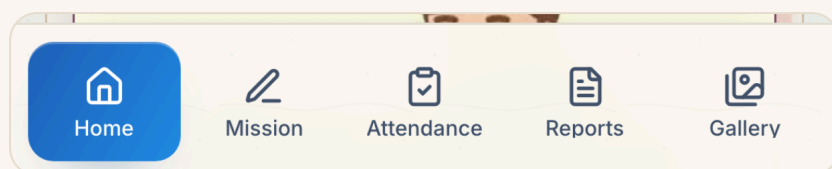
Stay connected with your child's learning.

The WeLearn Parent Portal gives you one place to follow your child's attendance, Missions, class updates and progress.



Five places to know

You will find them in the menu at the bottom of the screen.



-  **Home**
Your child's overview, latest updates and notifications.
-  **Mission**
Your child's Missions and Teacher feedback.
-  **Attendance**
Your child's recorded attendance.
-  **Reports**
Your child's released progress reports.
-  **Gallery**
Class photos and Memories.



Use WeLearn on your phone or computer

Open a web browser and go to:



welearn.my

Getting Started

Here's how to set up your Parent account. It only takes a few minutes.

1 Check your email

WeLearn sends an **invitation** to the **email** address registered with your branch.

2 Accept your invitation

Open the email and tap **Accept invitation**. The link expires, so please use it soon.

Accept invitation

3 Set up your account

Your name is already filled in. Create a password (at least 6 characters) and confirm it. Tick the box to agree to the Portal Acknowledgement, Privacy Notice and Acceptable Use Terms. Then tap **Create parent account**.

4 Verify your account

We email you a verification code. Enter it and tap **Verify email**. The code expires in 10 minutes — tap **Resend code** if you need a new one.

Verify your WeLearn parent account

Enter this verification code to complete your registration:

30 25

This code expires in 10 minutes. If you did not request this, please ignore this email.

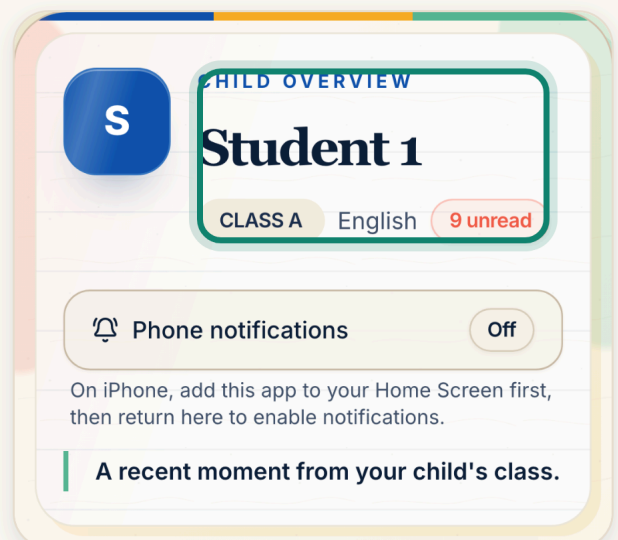
Example only — use the verification code sent to your own email.

5 Finish your setup

Tick the confirmation box, then tap **Accept invitation**. Your Parent Portal opens. Next time, sign in at welearn.my with the same email and your new password.

6 Check your child

Home shows your child's name and class. Make sure it is the right child. If you have more than one child, use **Switch child**.



Can't see your child?

Please do not create another Parent account. Contact your WeLearn branch so we can check the Parent-child connection.

Profile & Notifications



Profile settings

Open [Menu](#) → [Profile settings](#) to update your profile picture and password.

Your account name is set by your WeLearn branch.



Profile

Your centre manages your account name. You can still update your profile picture and password.

Profile picture



Notifications

1

Open Notifications

Open [Menu](#) → [Notifications](#).

2

Turn on Phone notifications

On iPhone, first:

1. Open welearn.my in Safari.
2. Tap **Share**.
3. Choose **Add to Home Screen**.
4. A WeLearn icon will appear on your Home Screen. →
5. Tap the WeLearn icon to open WeLearn.
6. Then turn on Phone notifications and choose **Allow**.



Look for this WeLearn icon on your Home Screen.

On Android and other phones, tap **Phone notifications** and choose **Allow**.

3

Choose your updates

Switch each type of update on or off. All types start on when you turn on Phone notifications. Your choices save automatically.

Some essential service updates may always remain enabled.

NOTIFICATION TYPES

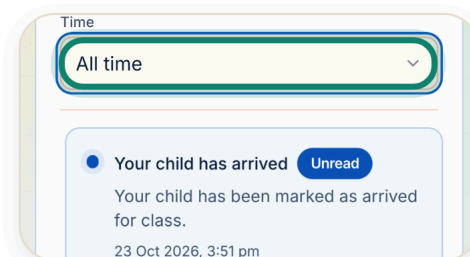
	Arrival & Departure Attendance and checkout updates	☐
	Fees Payment and fee reminders	☐
	Mission & Learning Feedback Mission updates, results and learning feedback	☐
	Teacher Communication Messages and communication from teachers	☐
	Centre Updates Notices and important centre information	☐
	Class Memory New class photos and shared memories	☐

Your notification inbox

Open your notification inbox on Home to see previous updates. Choose **All time** to view older notifications.

Opening a notification takes you to the related page.

For privacy, sensitive information is not shown directly on your phone's lock screen.



Your Child's Learning

Open each area from the menu at the bottom of the screen.

Mission

View Missions, instructions, learning tasks and Teacher feedback.

Reminder and Summary for
(Term 3 – Lesson 1)

Viewed

Due date: 17 Oct 2026

Attendance

Check your child's recorded attendance and attendance updates.

Session time	Attendance
13 Oct 2026, 7:00 pm	Absent
20 Oct 2026, 7:00 pm	Present
27 Oct 2026, 7:00 pm	Attendance not m

Gallery

View approved class photos, Memories and learning moments.

Class Memory

CLASS A · 12 Oct 2026

Student 1

Studying



Reports

View released progress reports and learning updates.

Term Learning Report

Available

Period: Oct 12, 2026 - Dec 28, 2026

Released: Oct 12, 2026, 07:04 PM

Hide report details



Some updates may only appear after they have been reviewed and released by WeLearn.

Questionnaire & Leave Application



Questionnaire

Open Menu → Questionnaire .

Select the relevant child, complete the required questions and tap **Submit questionnaire**.

You can send one response per child.

Student 1 - CLASS A

Centre: Selected branch

Submit questionnaire



Leave Application

Open Menu → Leave application .

1. Choose the request type.
2. Select the leave dates.
3. Add a short reason or note.
4. Attach supporting proof if needed.
5. Tap **Submit leave**.

You can also check your recent leave requests and their status.

Request type

Medical certificate ▼

Leave from

dd/mm/yyyy



Leave to

dd/mm/yyyy



Reason or note

Add any short note that will help the teacher review this leave request.

Supporting image

Choose File No file chosen

Optional. Upload a JPG, PNG, or WEBP image up to 5MB if you want to attach supporting proof.

Student 1 - CLASS A

Centre: Selected branch

Submit leave

Need Help?

Quick answers to common questions.

I can log in, but I cannot see my child.

Please contact your WeLearn branch. Do not create another Parent account.

Why am I not receiving notifications?

Check that Phone notifications are on, the update type is switched on, and your phone or browser allows notifications from WeLearn. On iPhone, open WeLearn from its Home Screen icon.

Where can I see previous notifications?

Open the notification inbox on Home and choose **All time**.

Why can't I see Teacher feedback yet?

Some learning updates are reviewed before they appear to Parents.

Where can I find my child's Mission?

Open **Mission** from the bottom menu.

Where can I view my child's attendance?

Open **Attendance** from the bottom menu.

Where can I find progress reports?

Open **Reports**. Released reports appear there.

What should I do if something does not work?

Refresh or reopen the portal once. If it continues, contact your WeLearn branch and send a screenshot if you can.



Need more help?

Open  **Menu** → **FAQ** anytime for more answers inside WeLearn.

FAQ

Quick answers for common family portal questions. If you need account help, you can also visit Account Settings.

Where can I review my child's latest progress report? ▾

Who to contact



Your child's Teacher

Questions about learning, Missions, feedback or class activities.



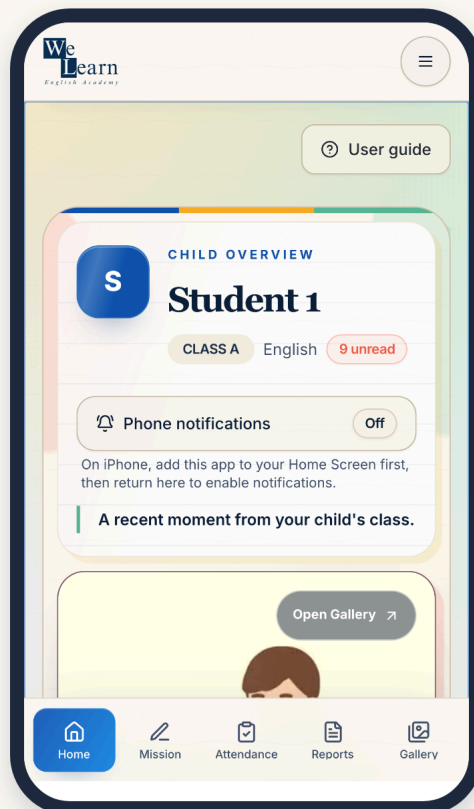
Your WeLearn branch

Signing in, finding your child, notifications or anything not working.

Not sure who to ask? Contact your WeLearn branch — we are happy to help.

You're all set!

You can now use WeLearn to stay connected with your child's learning.



REMEMBER TO

- ✓ keep notifications switched on
- ✓ check Missions and updates regularly
- ✓ contact us whenever you need help

Thank you for learning with WeLearn.