



# Set up the Minerva mobile app — in six easy steps

For staff, students, and parents alike — attendance, fees, homework, exam results, and announcements, all in one place. The same six steps work for every account type; setup takes about five minutes.

## YOUR LOGIN PORTAL

**1**

### Install the Minerva app on your phone

Search for **"Beebasoft Minerva"** in your phone's app store, or use the links below.

Android  
**Google Play**

iPhone / iPad  
**App Store**

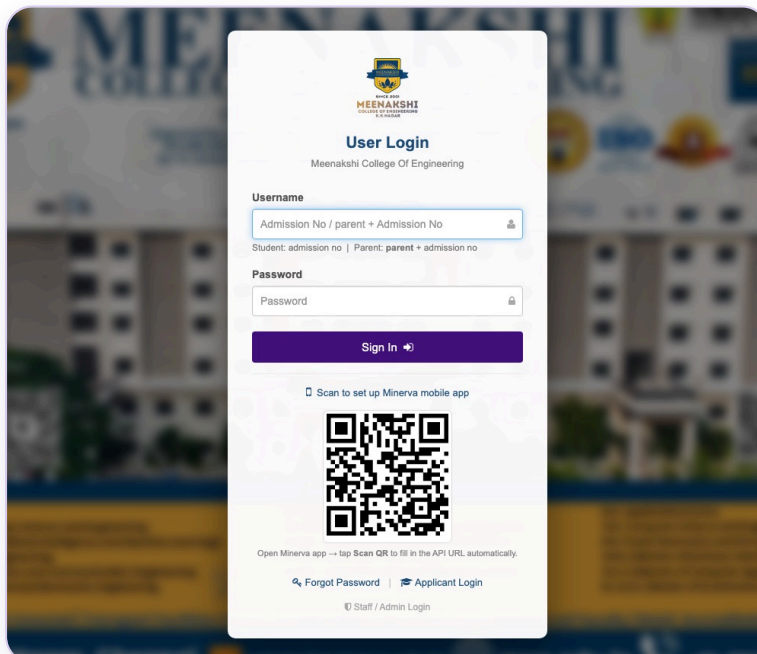
**Android:** [play.google.com/store/apps/details?id=com.beebasoft.minervaerp](https://play.google.com/store/apps/details?id=com.beebasoft.minervaerp)

**iPhone:** [apps.apple.com/app/beebasoft-minerva/id6767286432](https://apps.apple.com/app/beebasoft-minerva/id6767286432)

**2**

### Open your institution's login portal

On a computer or another device, go to the parent portal address given by your school or college (written in the box at the top of this page). Both the Staff Login and the Student / Parent Login pages show a **QR code** under "Scan to set up Minerva mobile app".

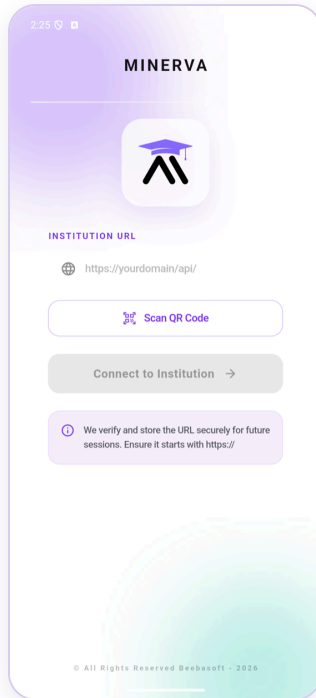


The portal login page — the QR code is below the Sign In button.

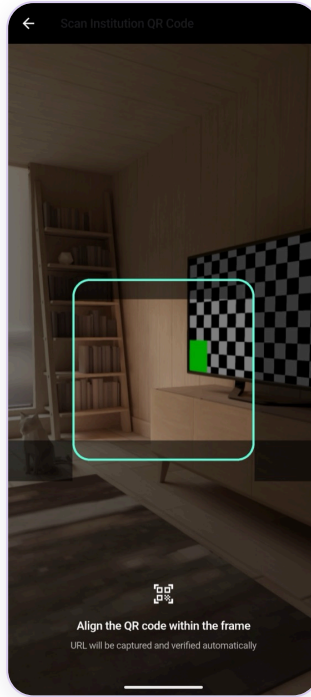
3

### Scan the QR code from the Minerva app

Open the Minerva app and tap **Scan QR Code**, then point your phone's camera at the QR code on the portal page.



Tap "Scan QR Code".

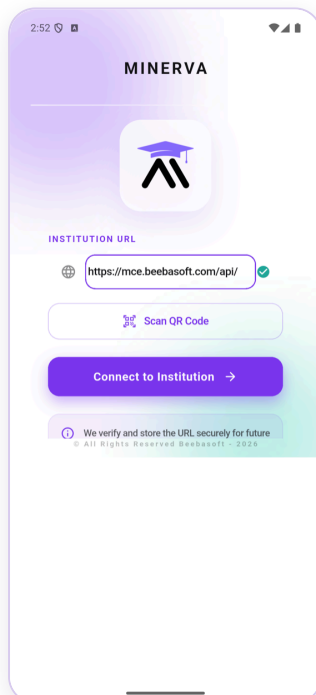


Align the QR inside the frame.

4

### Tap "Connect to Institution"

Your institution's address fills in automatically and a **green tick** confirms it was verified. Tap **Connect to Institution**.

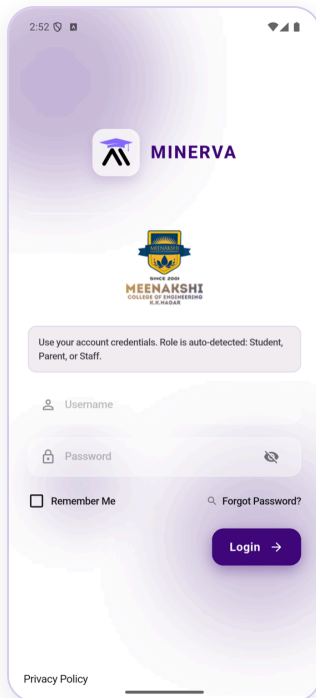


Verified — ready to connect.

5

## Check that your school's logo appears

- ✓ The sign-in screen now shows your school or college logo — that's how you know you're connected to the right institution.



Your institution's logo on the sign-in screen.

6

## Sign in with your username and password

Enter the **username and password provided by your institution** and tap **Login**. The app detects automatically whether it is a Student, Parent, or Staff account. That's it — you're connected.

### Need help?

- **Don't have your login details?** Contact your school or college office — they will provide your username and password.
- **Forgot your password?** The school office can reset it for you.
- **Wrong logo appeared after scanning?** Make sure you scanned the QR code from your own institution's portal page, then try again.