

SMART RENRAKUCHO  
(Digital Contact Book)

# スマート連絡帳

## 保護者様向けマニュアル

Guide book for Parents/Guardian

## ご用意いただくもの Need to prepare

- Computer or smartphone or tablet(iPad) \* Not compatible with feature phones .
- “SMART RENRAKUCHO Parents Registration Information” distributed by the school
- Email address of Parents \* Please allow the email from "smart-renrakucho@bunkei.co.jp" to send the invitation email for registration.



## ① Access the login page of the SMART RENRAKUCHO.

Document to be distributed (SAMPLE)

保護者各位

スマート連絡帳 保護者登録のご案内

拝啓  
○○小学校では、学校と保護者間の連絡を円滑に行うため、株式会社文芸堂の提供「スマート連絡帳」というクラウドアプリケーションを導入しております。つきましては、下記内容をご確認いただき、保護者様のご登録をお願い申し上げます。

校長

ログインURL	https://smart-renrakucho1.bunkei.co.jp/#login/parents
学校コード	A123456789012
児童生徒名	文雄 太郎
GIGA 端末 ID	bunkeibunkei@bunmikurosoft.com
GIGA 端末パスワード	Password01

ご登録方法

- ① インターネット接続環境にあるスマートフォン、タブレット、PC のいずれかを用意する。
- ② 下記 QR コードを読み取るか、ブラウザのアドレスバーにログイン URL を直接入力して、ログイン画面を開く。  
  
Google Chrome, Microsoft Edge, Safari (Internet Explorer は非対応)
- ③ ログイン画面下部にある「初めての方/兄弟姉妹を追加する方はこちら」を開く。
- ④ 「学校コード」「児童生徒ID」「児童生徒のパスワード」の入力を求められるため、画面上記載された内容を入力し、手帳に書いてメールアドレスとパスワードを登録する。

ご留意事項

- ※ 本サービスの利用中に発生する通信料は、保護者様のご負担となります。
- ※ ファイアーウォールには対応しておりません。

お問い合わせ先

- 操作方法についてのお問合せ先
- 1. 製品内のチャットボット 画面の下部に「お問い合わせはこちら」アイコンをタップしてください

Open the login URL described in the “SMART RENRAKUCHO Parents Registration Information” distributed by the school with the following operable browser. The URL provided can be easily accessed by scanning the QR code.

< OPERABLE BROWSER >



Google Chrome/ MicrosoftEdge/ Safari

※ It does not support Internet Explorer.

※ Parents are responsible for the communication charges required while using this service.

In the following explanation, the reference screen is a smartphone, but the procedure is the same for tablets and computers.

## ② Select this 初めての方/兄弟姉妹を追加する方はこちら If you want to register child or add siblings.



\*Registration of Guardian is required to use the SMART RENRAKUCHO.  
Up to 2 Guardian can be registered for each child.

Guardian account will be created based on the Student ID and password distributed by the school.  
For the guardian account:

- Registration of the guardian's email address
- It is necessary to set a password.



Before using the service, please fully understand and agree to the contents of this agreement and privacy policy.

- ③ Enter the “School passcode”, “Student ID” and “Password” written in the “SMART RENRAKUCHO Parents Registration Information” and press the button “決定Ok”.

Document to be distributed (SAMPLE)

**保護者各位**

スマート連絡帳 保護者登録のご案内

拝啓

oo小学校では、学校と保護者間の連絡を円滑に行うため、株式会社文派堂の提供「スマート連絡帳」というウェブアプリケーションを導入しております。つきましては、下記内容をご確認いただき、保護者様のご登録をお願い申し上げます。

敬具

ログイン URL	https://smart-renraku01.bunkei.co.jp/#/login/parents
学校コード	A123456789012
児童生徒名	文派 太郎
GIGA 端末 ID	bunkeibunkei@onmicrosoft.com
GIGA 端末パスワード	Password01

ご登録方法

School passcode

Student ID

Password



“School passcode”, “Student ID” and “Password” must be filled in all half-width characters.

- ④ The “school name, grade / class number/ attendance number” where your child is enrolled will be displayed. After confirming that there are no mistakes, enter “Guardian email address” and “Enter again for confirmation”, and press button “送信する Send”.



If there are some mistake information “School name” “Grade/Class number / Attendance number” displayed, press the button “戻るBack” and confirm the written information once more.

- ⑤ An email containing the registration URL will be sent to the email address you entered (the “Guardian email address” registered in step ④). Access the URL in the email, enter the “Guardian password” and “Enter again for confirmation”, and press “上記に同意して登録 Agree to the above and register” to complete the registration.



“Guardian password”, “Enter again for confirmation” must be filled in all half-width characters.



## 登録用メールが届かない場合

If you cannot receive the email for registration, please confirm the following contents.

### ■ Is it sorted to the junk mail folder or trash?

Depending on the email service you are using, email addresses that are not registered in the address book or an unfamiliar domain (the part of the email address after @) is judged as junk email, It may be automatically sorted to the junk mail folder or trash box, so check your junk mail folder and trash.

### ■ Have you set reception rejection?

If domain specified reception is set, set "@ bunkei.co.jp" as reception permission and try again in order from step ②.

### ■ Have you set to reject emails with URLs?

If you refuse to receive emails with URLs, change the settings to allow them and try again in order from step ②.

### ■ Did you check your registered mail address?

Please make sure that you enter all in half-width characters and that there are no extra spaces before or after. The symbol and @ mark may be full-width. Please register again from step ②.

- ⑥ After registration completed, make sure that you can log in with your “Guardian email address” and the “Guardian password” registered in step ⑤ on page 4.



Check the 「 ログイン情報を保持する」 so you can log in with no entering mail address and password after this.



If you cannot login even you are entering the password or forget your password, you can change the password from the 「パスワードをお忘れの方」.

## 兄弟姉妹がいる家庭の場合

**If you have siblings at school, you can register or switch the information as follows.**

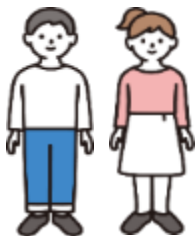
- Pay attention to the following points and proceed with registration in the same procedure as steps ② to ⑤.

Be sure to enter the “Guardian email address” registered in step ④ that was registered by the first student.

Be sure to enter the “Guardian password” registered in step ⑤ that was registered by the first student.

- The way how to switch the displayed information of siblings.

After logging in to the Smart Renrakuchou, Tap the icon at the top of the screen to display the registered children at the bottom of the icon. You can switch screens by tapping the child you want to check.



# 便利な運用：ホーム画面の登録方法 How To Bookmark This Page

- If you add the Smart Renrakucho to your home screen or bookmarks, the login screen will open immediately, so you can use it conveniently.

## スマートフォン・タブレットの場合 SMART PHONE / TABLET

It is different depends on iOS version.



### iOS Browser

Tap the icon  (Add · Share · Save) .


Tap the “ホーム画面に追加Add to the home screen” from the menu.

Put name of it and add to the home screen.

It is different depends on Android(Chrome)version.



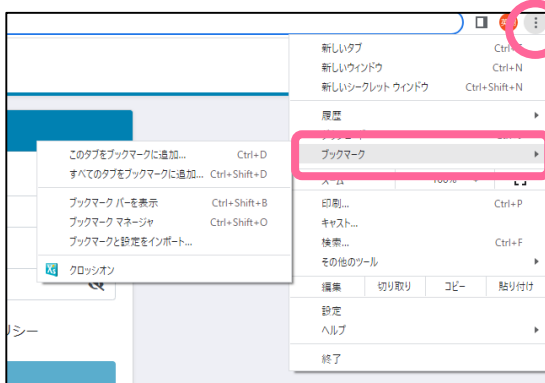
### Android Browser

Tap the icon  .

Tap the “ホーム画面に追加Add to the home screen” from the menu.

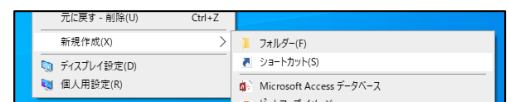
Put name of it and add to the home screen.

## パソコンの場合 COMPUTER



Click the 「 : 」 to bookmark the page.

You can also use it conveniently by right-clicking on the desktop and creating a shortcut from New.



# 設定 (兄弟姉妹ごとの設定は不要です。) Settings (No need to change settings by siblings)

## ① Change the password



☰ → [設定] Menu “Settings”

設定Settings > “パスワードの変更”  
Change password

Enter the current password and new password,  
and tap “変更するChange”.

## ② Change the email address



設定Settings > “メールアドレスの変更”  
Change Email address

Enter the new Email address and tap “送信するSend”.


You receive a confirmation email in the new  
Email address.

Tap the URL to authenticate and the Email  
address change will be completed.

# 体調管理 (出欠席) 機能 Physical Condition Manage (Attendance)

- ① When reporting Attendance  
(Same procedure for change / cancellation after report has been completed)



Tap  the TOP page. (※ 1)  
Or, tap the 「体調管理(Health manage)」 → 「出欠席 (Attendance)」 → Date from the menu.

(※ 1) Report to school before 8 : 00 in the morning.

Tap the "日時 Date", "種別 Report content", "理由Excuses". If there is no applicable, please fill the excuses to the "備考 Note". You can report on dates after the current day but you cannot report on past dates.

When the school confirms, a message such as "確認しました。(Confirmed)" will be displayed in the lower part. After that, it cannot be changed or canceled, so please contact the school directly if necessary.

- ② You can confirm the report results of past attendance in a list



Select "体調管理Physical Condition Management" from the menu. You can change the display of the month with the triangle mark on the left and right. If you select a date in the monthly table, you can check the details screen for that day. If the teacher has confirmed it, you cannot cancel or correct it, but you can look back at the reply from the teacher.



You can check the attendance record registered so far. In addition, you can register / change / cancel the attendance notification after the day in advance. In "状況Status", you can see the confirmation status of the school.



The attendance record that can be confirmed in this list is the information sent by the parents on the digital contact book, and may not match the attendance book managed by the school. Please use it as a transmission history.



# 体調管理 (検温) 機能 Physical Condition Manage ( Body Temperature)

① When reporting the body temperature  
(Same procedure for change / cancellation after report has been completed)



Tap **検温連絡 未** the TOP page. (※ 1)  
Or, tap the 「体調管理(Health manage)」 → 「検温結果(Body Temperature result)」 → Date from the menu.

Select “日時Date” and “体温Body temperature”, and if you have any symptoms, select “様子State” or enter in “Other symptoms”. As a general rule, report every day even no school. Even if you forget to report it, you can report to the past date.

When the school confirms, a message such as “確認しました。(Confirmed)” will be displayed in the lower part. After that, it cannot be changed or canceled, so please contact the school directly if necessary.

(※ 1) Report to school before 8 : 0 0 in the morning.

② You can confirm the report results of past body temperature in a list



Select "体調管理Physical Condition Management" from the menu. You can change the display of the month with the triangle mark on the left and right. If you select a date in the monthly table, you can check the details screen for that day. If the teacher has confirmed it, you cannot cancel or correct it, but you can look back at the reply from the teacher.



You can check the body temperature results registered so far. Dates with specific symptoms are colored red. In "状況Status", you can see the confirmation status of the school.

**!** In the digital contact book, all teachers in the school can check the contents of attendance notification and body temperature notification. Please be careful when contacting sensitive information.

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