



REACH Boarding School System

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What is REACH?

Blackrock College has implemented the REACH Boarding School System for all boarding students.

REACH is a boarding school booking system which coordinates Exeat (Leave) Requests for School Staff, Parents, Hosts and Boarders by creating an easy to use, paperless system that you can access from anywhere, at any time, and from any device. REACH is available for you to use from any PC or mobile device 24 hours a day, 7 days per week.

How to access REACH

REACH Website

Access the REACH boarding school booking system online at <https://blackrock.reach.cloud/> and enter in your login details to sign in.

REACH App

Access the REACH Student Life Management boarding school app through the Apple iTunes and GooglePlay Stores. See pages 3-4 for how to download and log into the REACH Mobile App.

Login Information

For those who need login details, a login email will be sent from no-reply@reach.cloud titled 'REACH User Setup Wizard Link'. Please follow the instructions in the email when you receive it to set up your access and log into REACH.

If you have any queries regarding your login information, please contact Elizabeth Roughneen at eroughneen@blackrockcollege.com.

Student Life Management mobile app

Download REACH mobile app

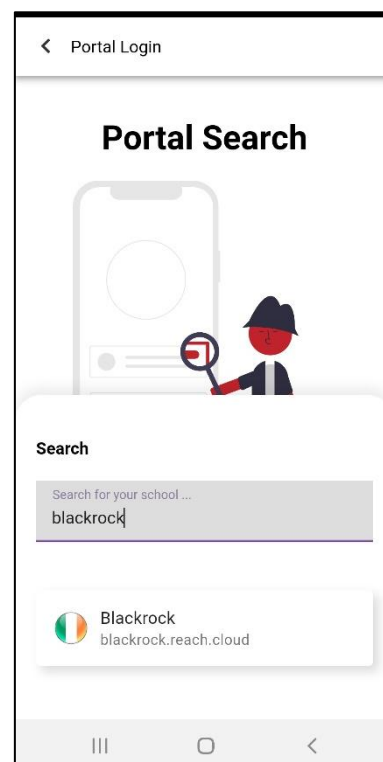
REACH has released an app called “REACH Student Life Management”. It can be used on both Apple or Android devices. It is available for download from the Apple iTunes and GooglePlay Stores.

- Search for [REACH Student Life Management](#) app on the App Store
- Search for [REACH Student Life Management](#) app on GooglePlay.
- Alternatively, you can click on the relevant icon below to access the Apple or Android version of your REACH Parent and Student mobile app.

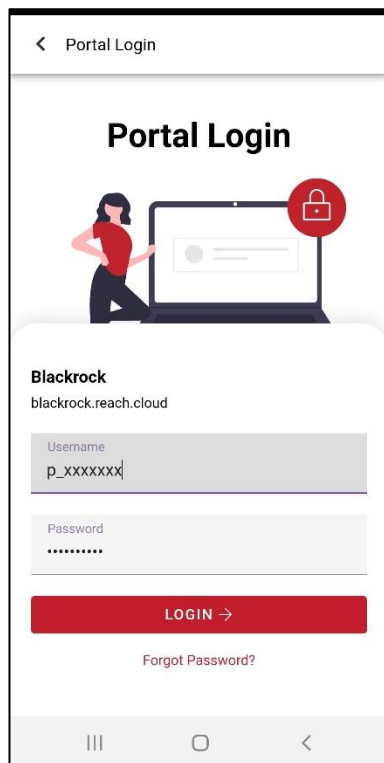


Logging in

1. Open the REACH app, click LET'S GO button
2. Search for 'blackrock'. Tap **Blackrock** to select the school

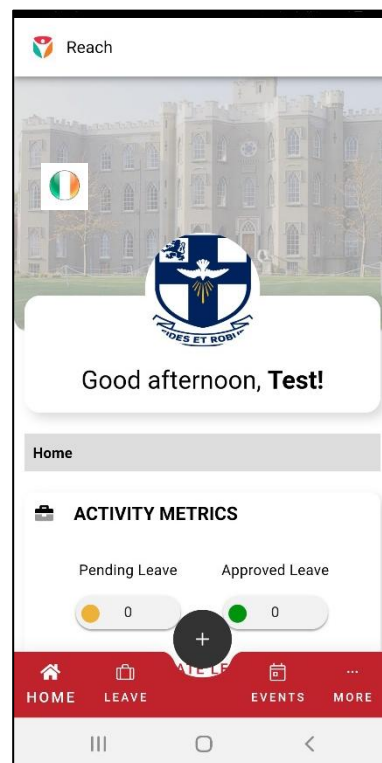


3. Enter in your username and password



The screenshot shows the 'Portal Login' screen of the Reach app. At the top, there is a back arrow and the text 'Portal Login'. Below this is a large illustration of a person sitting at a desk with a laptop, and a red padlock icon. The text 'Blackrock' and 'blackrock.reach.cloud' is displayed. There are two input fields: 'Username' with the text 'p_XXXXXXXX' and 'Password' with masked characters. A red 'LOGIN →' button is at the bottom, with a 'Forgot Password?' link below it. The bottom of the screen shows a standard Android navigation bar.

4. You are now signed into the app!



The screenshot shows the 'Home' screen of the Reach app after login. At the top, there is a 'Reach' logo and a background image of a school building. Below the building is a circular logo with a cross and the text 'IDES ET BOM'. A greeting 'Good afternoon, Test!' is displayed. The 'Home' section is highlighted. Below it is the 'ACTIVITY METRICS' section, which shows 'Pending Leave' and 'Approved Leave' with corresponding icons and numbers (0). A red navigation bar at the bottom contains icons for 'HOME', 'LEAVE', 'EVENTS', and 'MORE'. The bottom of the screen shows a standard Android navigation bar.

How to Create a Leave Request

When you first login you will be presented with the REACH parent dashboard.

Note: Leave requests will be pending until they are accepted by Mr MacDermott, Director of The Castle Hall of Residence.

REACH Website

Here you can create a new leave request

Creating a leave request is simply a matter of clicking the **Create Leave Request** button and completing the form.

Most of the fields are drop down selection and they will guide you towards your appropriate selections.

Here you can see your previous or current leave requests

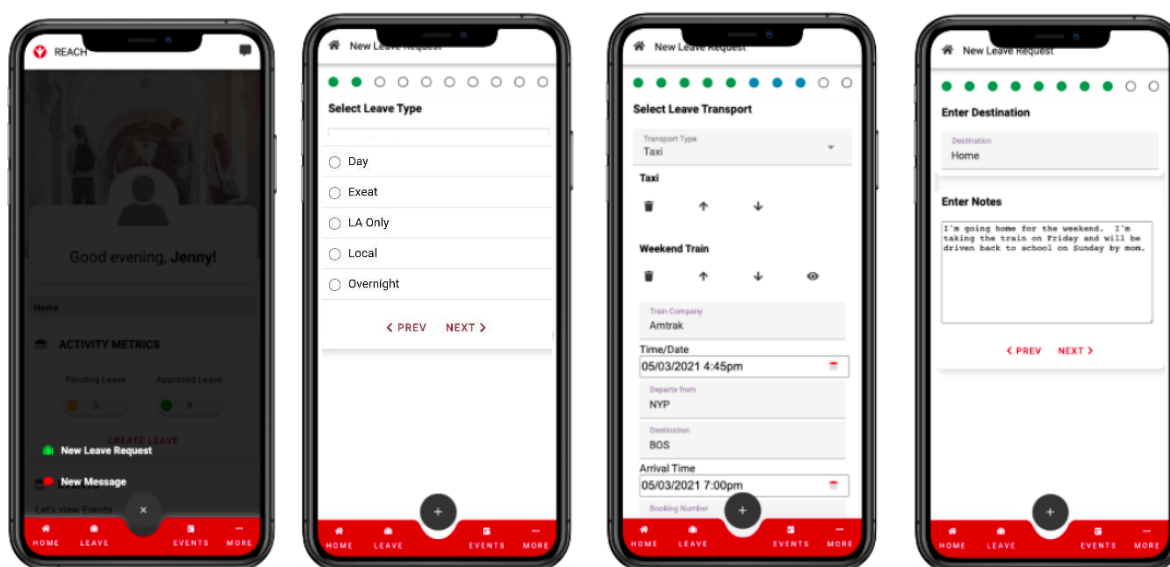
State	Boarder	Type	Leave Date	Return Date	Host	Destination
Pending	Byers, Craig	Overnight	05/06/2017 04:00 PM	06/06/2017 08:00 AM	No Host Necessary	Home
Approved	Byers, Craig	Fishing trip	18/07/2017 01:11 AM	18/07/2017 08:00 PM	Bates, Dyson	Plymouth
Approved	Byers, Craig	Overnight	11/08/2017 03:00 PM	13/08/2017 08:00 PM	Bates, Dyson	Home

REACH App

To create a new leave request, select the plus button  in the bottom centre of the screen and choose **New Leave Request**.

Follow the series of prompted screens to input the travel details; Leave Type, Departure and Return Dates/Times, Transportation methods, Host information, Destination and Notes, as well as if it's a reoccurring leave. Parents have the ability to select multiple legs of transportation for their student's departure and return. For recurring leaves, select the frequency and duration that the leave plans will repeat.

Prior to submitting the leave request, review the leave details and make any changes if needed.



Further Information

[ARTICLE: Reach Parent](#)