



SRINIVASA EDUCATIONAL SOCIETY'S

## PACE INSTITUTE OF TECHNOLOGY & SCIENCES

(Approved by AICTE, NEW DELHI & Govt. of Andhra Pradesh, Affiliated to JNTUK, Kakinada)

ACCREDITED BY NAAC WITH 'A' GRADE, (An ISO 9001 : 2008 Certified Institution)

NH-5, Near Valluramma Temple, ONGOLE - 523 272, Contact No.: 08592 - 201167, www.pace.ac.in

### 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.

Yammer Access Request

yammer  
The Enterprise Social Network

Proceed only if you don't have access to yammer

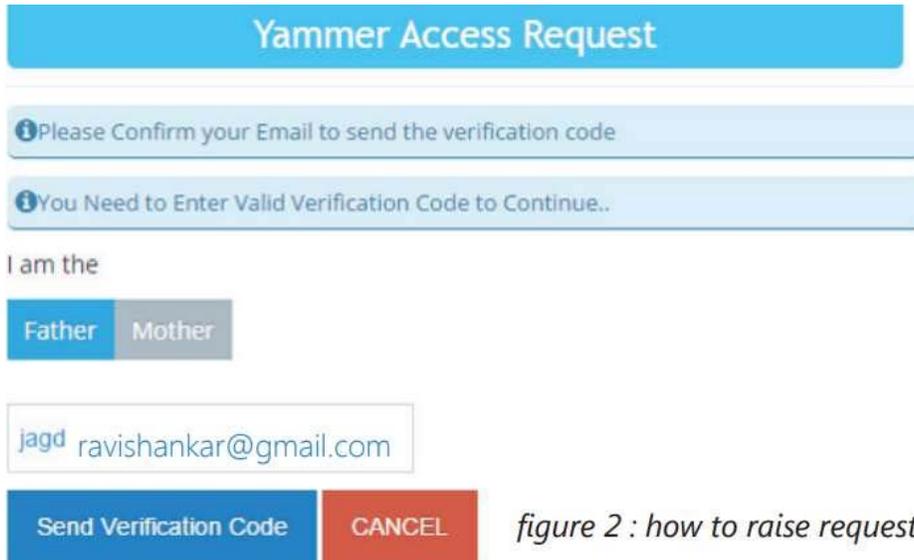
Duplicate Requests will not be Processed.

Go Back Proceed

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 web form titled "Yammer Access Request". It contains two informational messages: "Please Confirm your Email to send the verification code" and "You Need to Enter Valid Verification Code to Continue..". Below these is a section labeled "I am the" with two buttons: "Father" (highlighted in blue) and "Mother" (grey). A text input field contains 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 PACE parents network.

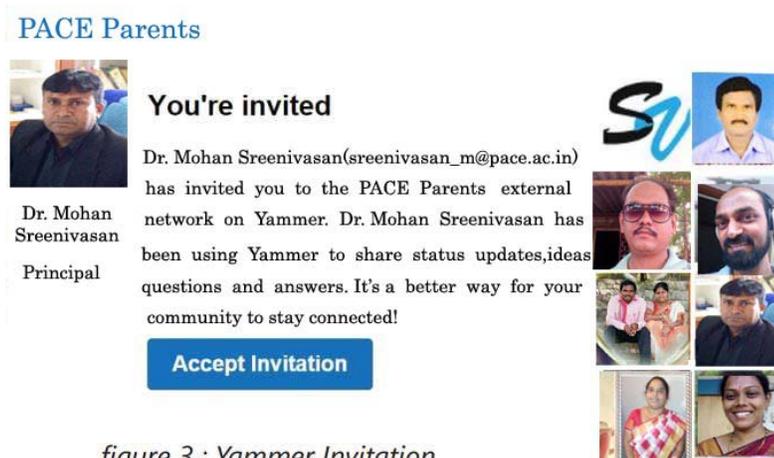


figure 3 : Yammer Invitation

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

English (US)

Create Profile Join Groups Add Your Photo

### Welcome to PACE Parents Network!

ravishankar@gmail.com

First Name\*  
Required field

Last Name\*

Password  
Passwords must contain at least 6 characters.

Job Title

I agree to this network's usage policy

Dr. Mohan Sreenivasan(sreenivasan\_m@pace.ac.in) has invited you to the PACE Parents external network on Yammer. Dr. Mohan Sreenivasan has been using Yammer to share status updates, ideas, questions and answers. It's a better way for your community to stay connected!

1,771 of your coworkers - including chitra satheesh, Tejal Kothari, Gayatri Manoj, Simran Kalati, sangeetha 8311 kavinkarthikrichards, and ramesh swaminathan - are currently using Yammer to share status updates, ideas, news, questions and answers. Each of your coworkers has a profile, and you can see what they're working on.

figure 4 : Yammer Welcome Page

Create Profile Join Groups Add Your Photo

### Join Relevant Groups

Find the groups for your department, projects, position, and areas of interest.

All Network  
Joined

cse Join

ece Join

eee Join

civil Join

mech Join

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.



**Join relevant groups for example if you have 2 children one studying in CSE and another in ECE, you would need to join the following groups**

- 1. CSE**
- 2. ECE**

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

### **How to view Homework and Tests?**

Homework, Test & assignments posted on PACE 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 PACE 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" below it. Below the logo 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 centered 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!**

**PACE IT Support**