



# **Welcome to Edsby**

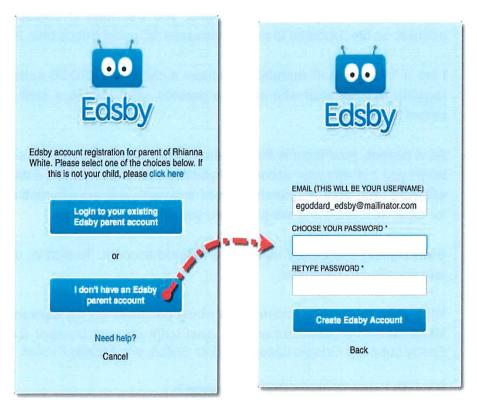
Edsby is a cloud-based platform that will let families see what's happening with your child at school, and helps you play a more active part in your child's education. YRDSB in partnership with Edsby have created a secure platform that protects the privacy of information for our YRDSB families.

Edsby offers many different features that YRDSB will be rolling out over the next several years. Some of these features include:

- Book appointments for Parent-Teacher Interviews/Student-Led Conferences
- Reporting Absences
- Follow school events and news
- See recently posted notes, journals, or assignments from classes
- Access your child's schedule (including scheduled classes, assignments, and group/school/class/personal events)

# Setting up your Edsby Account

- Make sure the school office has your current email address on file.
- You will receive an email invitation from YRDSB with a link to create an Edsby account. If you don't see the email, check your junk mail. Click the link in the email. The browser will send you to a screen like the one on the right.
- Click the "I don't have an Edsby parent account" button. Your username will be your email address and you will choose your password.
- Click "Create Edsby Account." A "Welcome to Edsby" message will be sent to your email address.



GET IT ON

Google play

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For questions about your Edsby account, please contact your child's school. \*Note: The Planned Absences feature is currently <u>unavailable</u>. To report absences, please continue to call your school's office.

Available on the

**App Store** 

More Mobile? Download the Edsby App



**Frequently Asked Questions** 



## What can I do if I do not see the invitation in my email inbox?

Check your junk mail and/or mail settings for an email issued from YRDSB. Your email address on file at your child's school must match the email address for Edsby. If they do not match, contact your child's school to reissue an invitation. Updates to email addresses for using Edsby take 24 hours.

### What do I do if I accidentally decline the invitation from my child's school?

You will need to contact your child's school so they may issue a new invitation to your email address.

### What do I do if I forgot my password?

Go to the Edsby account page, then click "Can't log in" at the bottom of the page. You will be prompted to enter your username (full email address). A temporary password will be sent to your email address and you will be asked to create a new one.

#### What do I do if I forget my login information?

Your Edsby username is your full email address that you provided to your child's school. If you forgot your username or changed your username, you will need to contact your child's school to verify the email address on file. Updates to email addresses for using Edsby take 24 hours.

I am a YRDSB staff member and have a child in a YRDSB school. What do I do if I am having trouble logging in? For staff who are also parents, your role as a staff member is separate from your role as a parent in EDSBY.

As a **parent**, your login is the **full email address** on file with the school and you will choose your password when you activate your account. If you have used your Board email address for school communication, you will login with your full email address firstname.lastname@yrdsb.ca (<u>firstname.lastname@yrdsb.edu.on.ca</u> for older accounts) and the password you chose at activation.

**Staff** signing into Edsby will use their Board account. To sign in, use your **firstname.lastname** as the login and your Board password.

#### Why does my Edsby account not show correctly on my screen?

Make sure to enable cookies and JavaScript on your browser (consult the help section of your browser). Edsby supports Google Chrome, Apple Safari, and Mozilla Firefox.

### How do I sign in using the Edsby App?

Download the app for your mobile device. Open the app. Enter "yrdsb" for your server address when asked. Then enter your Edsby username (full email address) and password.

### Why can I not see my other child(ren) or messages from their school(s)?

If you have children at other schools, you will receive a separate invitation for those students. When you select the link in the email, you will select "I have an Edsby account" and enter your login and password. Your children will be added to your account. As long as you are using the same email address, your children should all appear. If a child is missing, contact the school of the child that you are unable to see.