

# Edsby Parent/Guardian Log-In Information & Steps

## What is Edsby for parents/guardians?

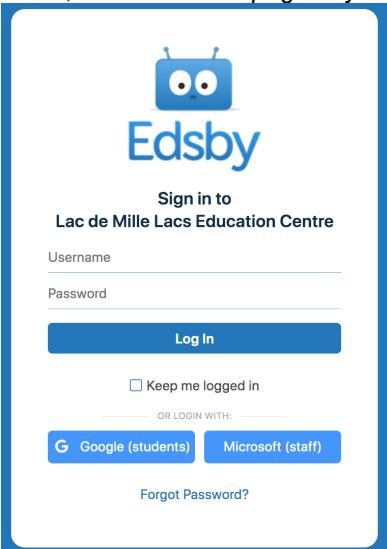
→ Edsby lets families see what's happening with their kids at school and helps them play a more active part in their children's education by showing what each child is doing, and how they're doing. It pulls together up-to-the-minute information, including grades, homework, and attendance.

→ Edsby shares the latest important news from the school including upcoming tests, events, assignments, and field trips. It's a great reference to have when booking appointments and holidays!

→ Edsby has an easy, convenient way to report your child's absence(s) and contact teachers.

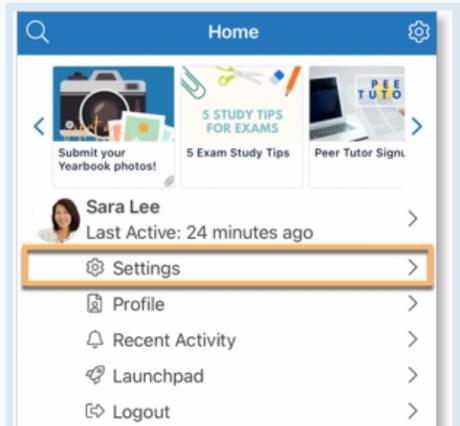
## Creating an Edsby Parent/Guardian Account

1. Ensure the school office has your current email address on file for your child. SFSS will send out the email invitation for Edsby to set up your account.  
*\* If you do not receive an email and you have checked your 'junk' mail folder, please contact the school.*
2. Click the link in the email you received, and you will be directed to an Edsby webpage to set up your account.
  - Click '**I don't have an Edsby account**'; you'll then be prompted on a second screen to enter and confirm a password (*your email address will already be entered as your username*). Then, click '**Create Edsby Account**' and you'll be logged into your Edsby Account.
  - A "Welcome to Edsby" message will be sent to your email address.

Logging in on a Browser	Logging in on Mobile App
<p>1. Use the following Edsby URL for Seventh Fire Secondary School: <a href="https://ldmlec.edsby.com/p/BasePublic/">https://ldmlec.edsby.com/p/BasePublic/</a></p> <p>** For easy access, bookmark this page in your browser.</p>  <p>2. Sign in using your '<b>Username</b>' and '<b>Password</b>'</p> <p>3. Explore!</p>	<p>1. Download the <b>Edsby</b> Mobile App:</p>  <p>2. Tap '<b>Get Started</b>' and enter SFSS' server address: <b>ldmlec</b></p> <p>3. Sign in using your '<b>Username</b>' and '<b>Password</b>'</p> <p>4. Explore!</p>

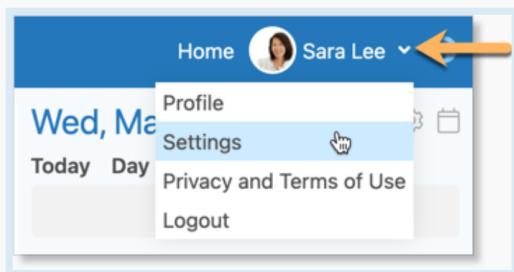
## Managing Notifications

1. Parents can access their Notification Settings by clicking 'Settings' on their mobile Home Screen.



OR

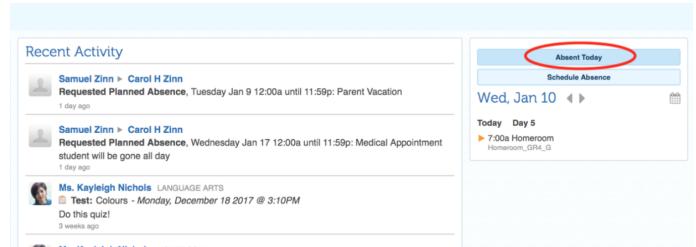
If you are using a browser, you can access them by clicking the drop-down arrow next to your name and selecting 'Settings' from the menu.



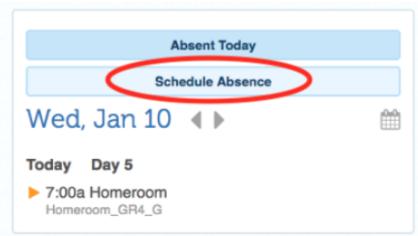
2. Select 'Notifications' and adjust them to your own personal preference.

## Reporting an Absence

1. To report an absence for your child, log in to Edsby using the email address you have on file with SFSS and the password you created when you activated your Edsby account.
2. If your child is going to be absent today for the whole day, click the 'Absent Today' button, and choose a reason from the dropdown; the comment field is optional. Click the 'Send to School Office' button.



3. When scheduling an absence in the future, click the 'Schedule Absence' button.



4. Select a start time and end time, based on the time of day or the class schedule.
  - For an absence lasting more than one day, choose a returning date. The returning time will automatically default to the child's first scheduled class.
5. Select a reason from the dropdown menu. The comment is optional. Click the 'Send to School Office' button.

## Monitoring your Child's Attendance

The calendar shows up-to-date information about absences. The current class is indicated by a chevron. Beside each class it will show: a checkmark for present; "A" for absent, or "L" for late.

