



The **GECD**SB is proud to offer **Edsby** as a communication tool for students, teachers and parents. From Edsby you will be able to report absences and late arrivals, see your child's class calendar, and communicate with your child's teachers from your smart phone or computer.

Joining is easy – just register your email with your school secretary, and we will send you an invitation to join!

You only need one Edsby parent account but, you will receive a separate invitation from each school your children attend (e.g., you have children in both elementary and secondary). Click the link(s) in the email(s) you were sent, and a browser will send you to a screen like the one below on the left.

The image displays two sequential screenshots of the Edsby registration process. The left screenshot is a login screen with the Edsby logo at the top. Below the logo, it reads: "Edsby account registration for parent of Rhianna White. Please select one of the choices below. If this is not your child, please click here". There are two blue buttons: "Login to your existing Edsby parent account" and "I don't have an Edsby parent account". Below these buttons are the words "or", "Need help?", and "Cancel". A red dashed arrow points from the "I don't have an Edsby parent account" button to the right screenshot. The right screenshot is a registration form with the Edsby logo at the top. Below the logo, it reads: "EMAIL (THIS WILL BE YOUR USERNAME)" with a text input field containing "egoddard_edsby@mailinator.com". Below that is "CHOOSE YOUR PASSWORD *" with a text input field. Below that is "RETYPE PASSWORD *" with a text input field. At the bottom, there is a blue button labeled "Create Edsby Account" and a "Back" link.

If you need to create an account

Click the **I DON'T HAVE AN EDSBY PARENT ACCOUNT** button in the email. You will be prompted to a second screen to enter and confirm a password. Your email address, your username, will already be entered.

Click **CREATE EDSBY ACCOUNT**. You will be logged into your Edsby account and a *"Welcome To Edsby"* will be sent to your email address. The information for at least one of your children will be immediately be visible to you.

Add additional children to an existing Edsby account

Find Edsby invitation email(s) for your additional children. Click the link in the email, and then choose the **LOGIN TO YOUR EXISTING EDSBY ACCOUNT** in the screen like the one on the above left. Enter your Edsby username and password. Your existing Edsby account will now include an additional child.



The school has my email address, but I did not receive an invitation to join?

- 1. Check your JUNK or SPAM folder.**
- 2. Contact your child's school to verify your email address.**