

# HOW TO LOG-IN TO EDSBY

## WHAT IS EDSBY?

Edsby is a website and an app for students and parents to see grades, to get class updates, to access class materials, and to participate in learning from home activities.

## STUDENTS

1. Locate your email and password

*Note: Your email is username@smail.pembinatrails.ca*

2. Go to the Acadia website: <https://www.pembinatrails.ca/schools/acadia/>

3. Click on "Sign In" on the top right of the website

4. Hover over "Student" and click on "Edsby"

5. Click on the bottom lighter blue box that says "Microsoft"

*Note: It may also say "Staff and Student Login"*

6. Log in using your email and password

7. Once logged in on the website, on the left side of your screen, you can see all of the classes that you are enrolled in. Click on each course to view information specific to each class.

## PARENTS

1. Locate your username and password.

*Note: You should have been sent a username and password from Acadia.*

2. Go to the Acadia website: <https://www.pembinatrails.ca/schools/acadia/>

3. Click on "Sign In" on the top right of the website

4. Hover over "Parent" and click on "Edsby"

5. Log in using your username and password

*Note: You **do not** click on the light blue box at the bottom. Enter your username and password directly onto this screen.*

6. Once logged in on the website, on the left side of your screen, you can see all of the classes that your child is enrolled in. Click on each course to view information specific to each class.

## USING THE APP

- Download the Edsby app from the app store on your mobile device

- When you open the app, you may see the following screen →

- Enter in "pembinatrails" in the blank white box

- **STUDENTS** click on the light blue box just like from the website and log in

- **PARENTS** log into the screen directly without clicking on the light blue box

