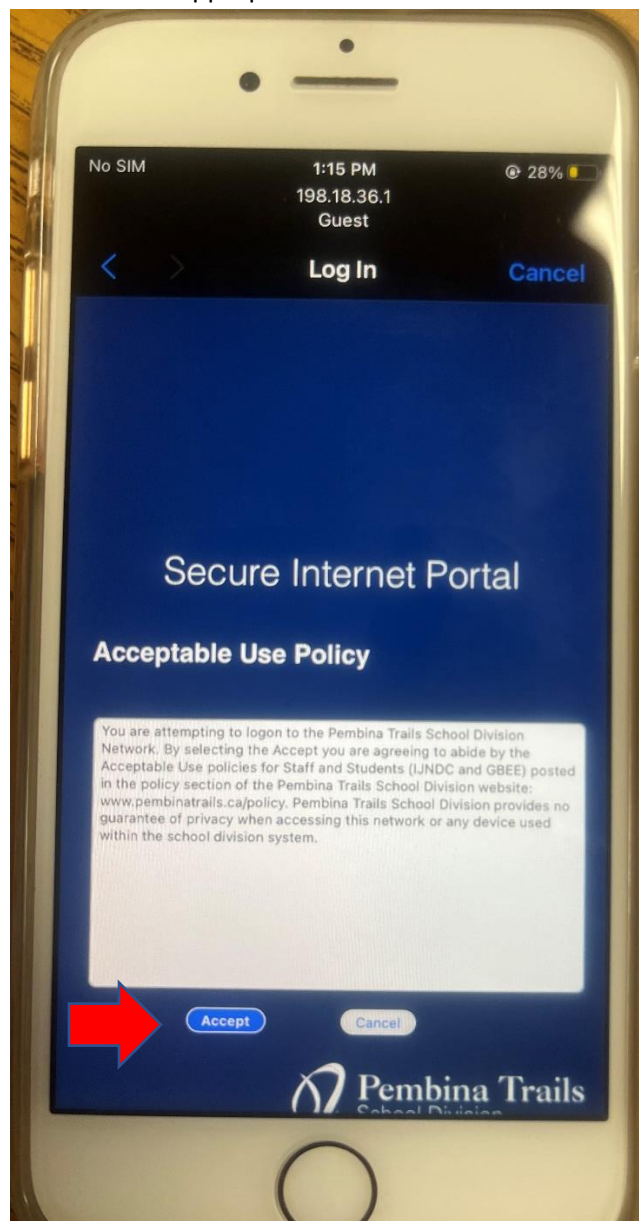


Hi families,

I am hoping that the following is helpful for setting up the Edsby app on your personal devices – specifically for students logging in. The following are the typical steps. Sorry for odd photos, light reflected off student devices. Hopefully it is still clear enough.

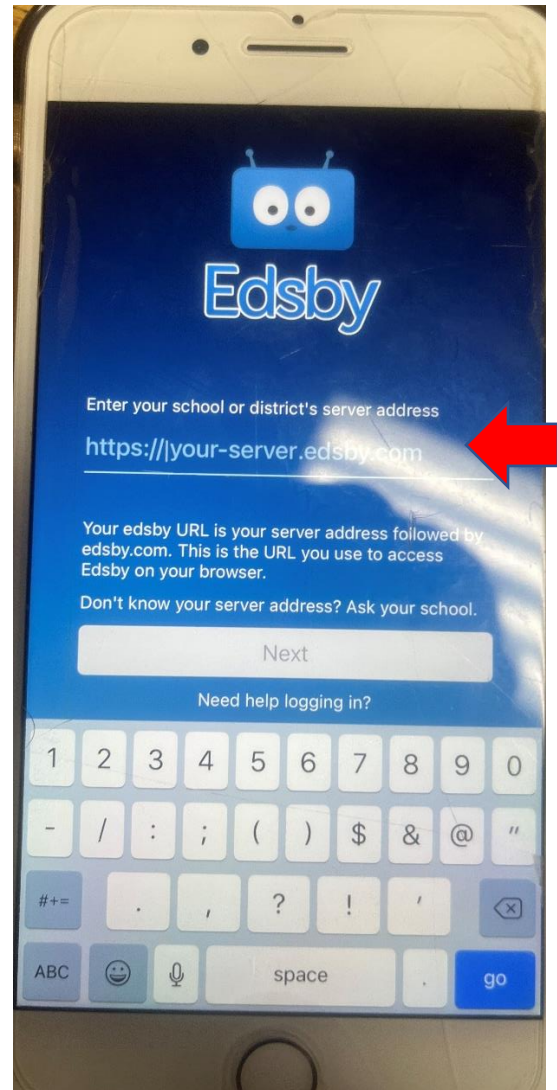
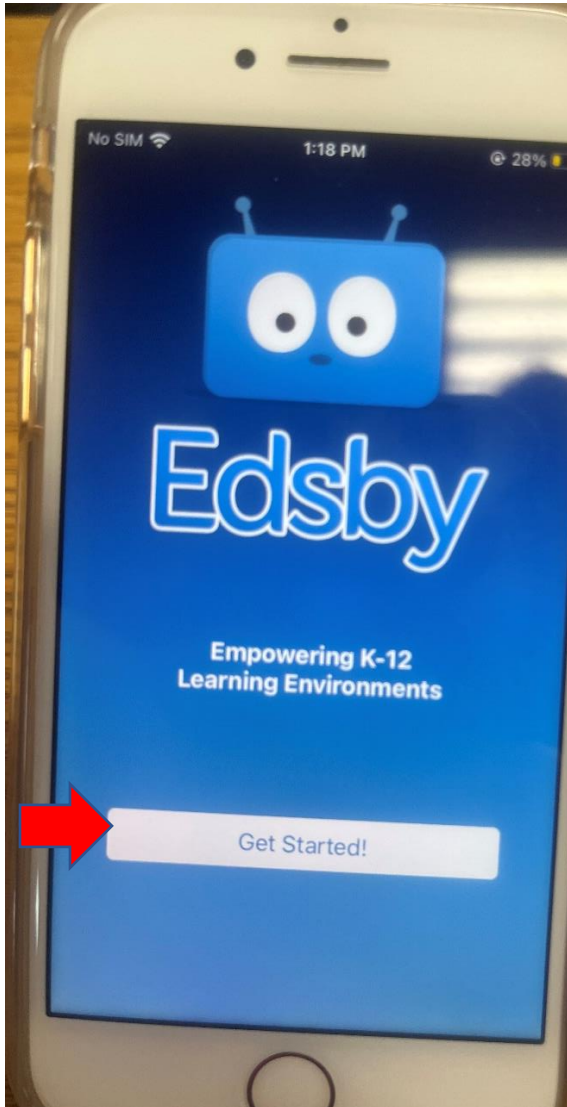
- 1) Internet set-up: Ensure you are on wifi or that your family is ok with you using data.
 - a. At school, you go to your *settings* and choose *wifi* then choose *Guest*.
 - b. The school will then bring you to a page that requests you to confirm that you will use the internet in an appropriate manner. Please choose *Accept*.



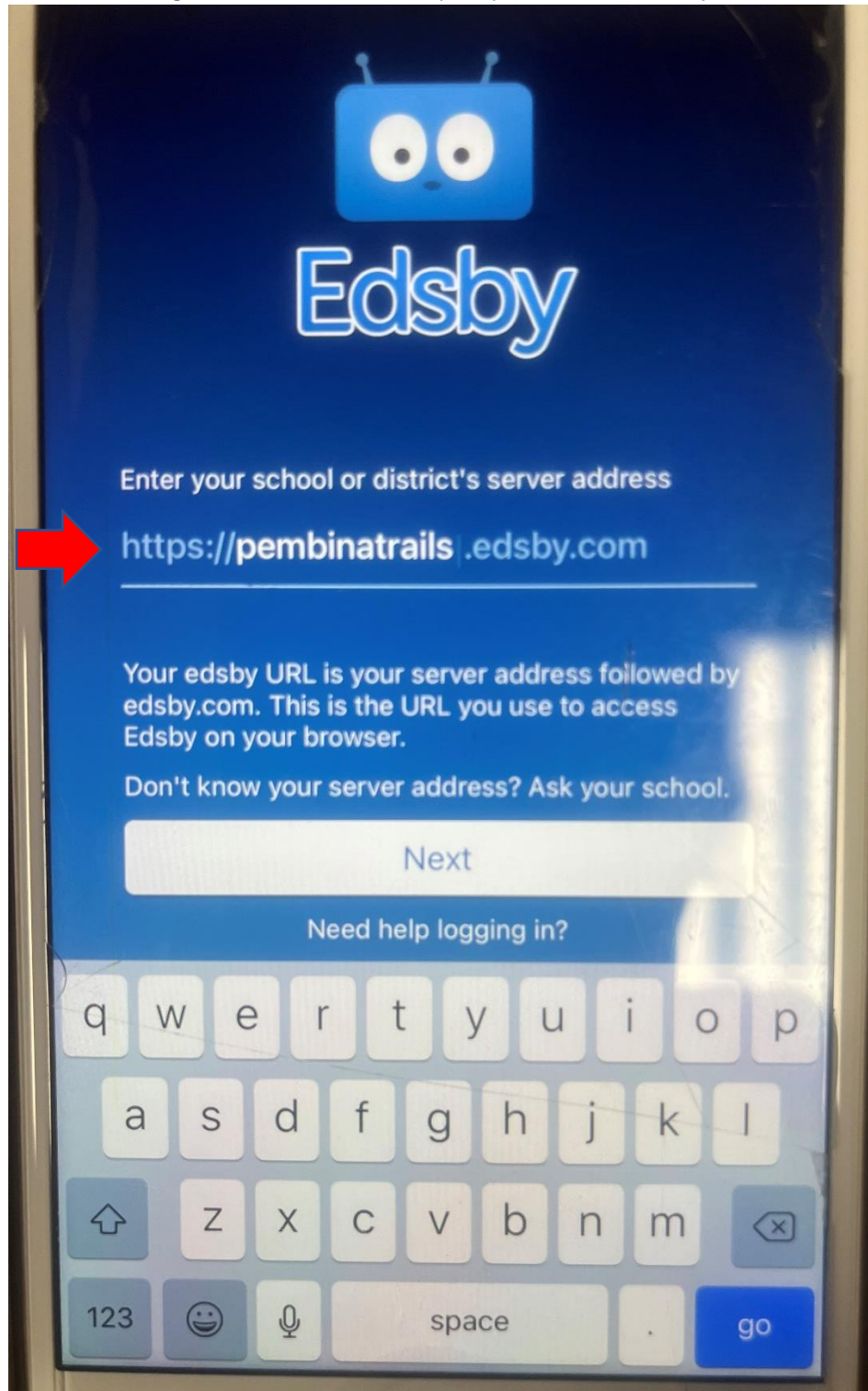
- 2) Go to your Edsby app that you have downloaded from wherever your device gets apps
(*sorry androids, I am an apple user so more familiar with those – hope I make no mistakes...)

Open the app. The first time you will need to input the next few steps.

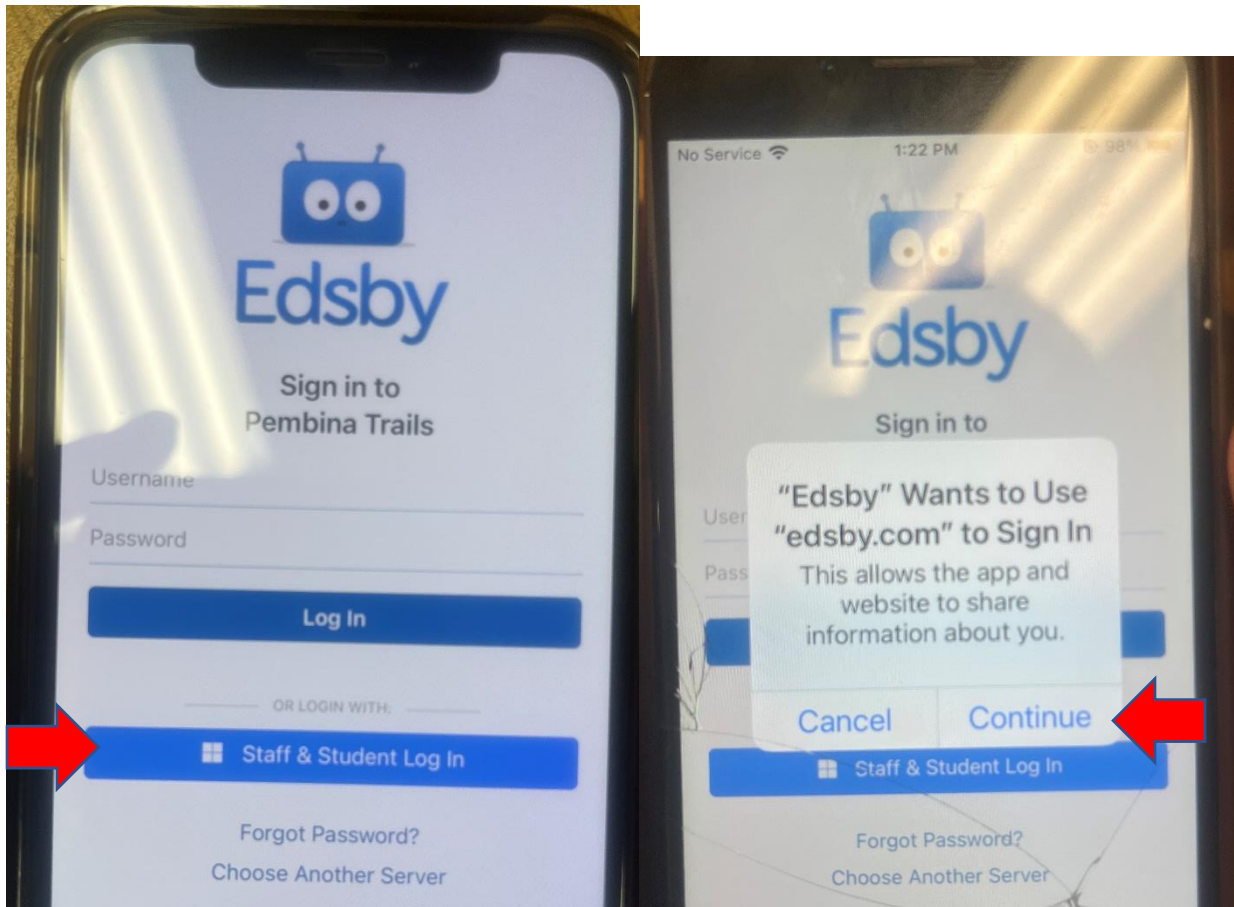
First, click on *Get Started*.



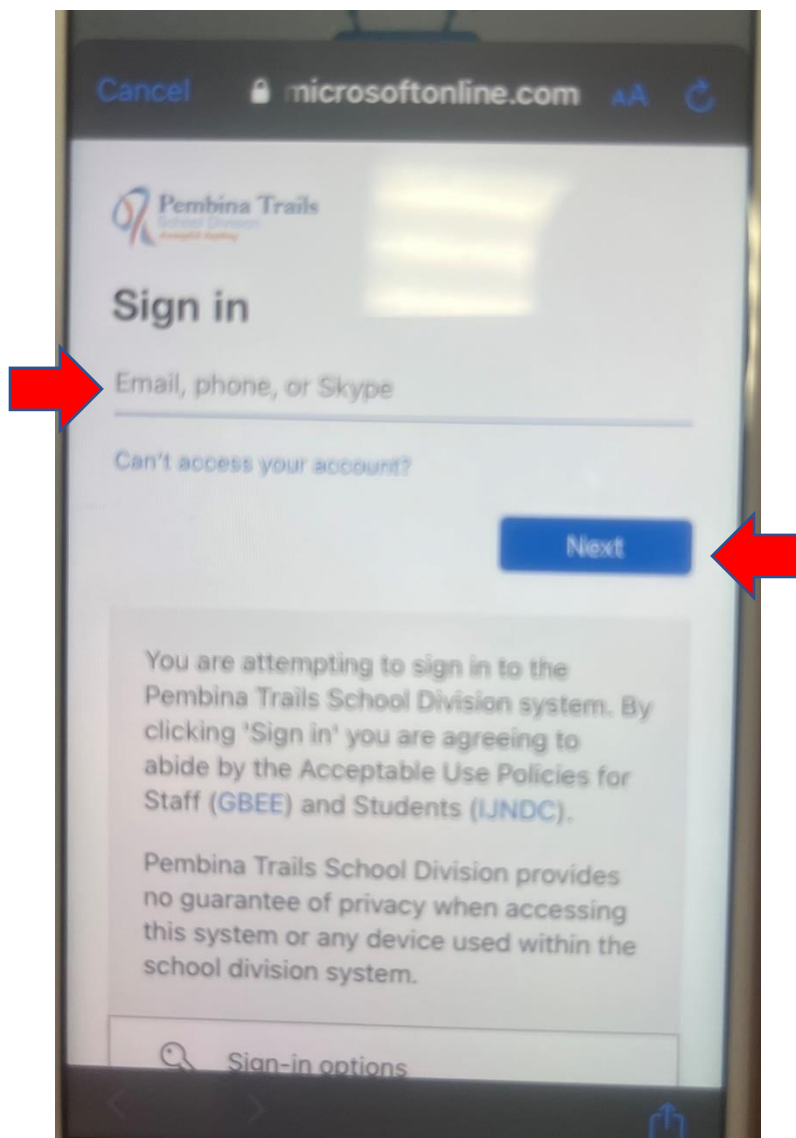
- 3) Next you will be brought to the image on the right above.
 - a. Click into the box (where it reads *your-server*)
 - b. Type into that space *pembinatrails*
 - c. The whole thing should now read... <https://pembinatrails.edsby.com>



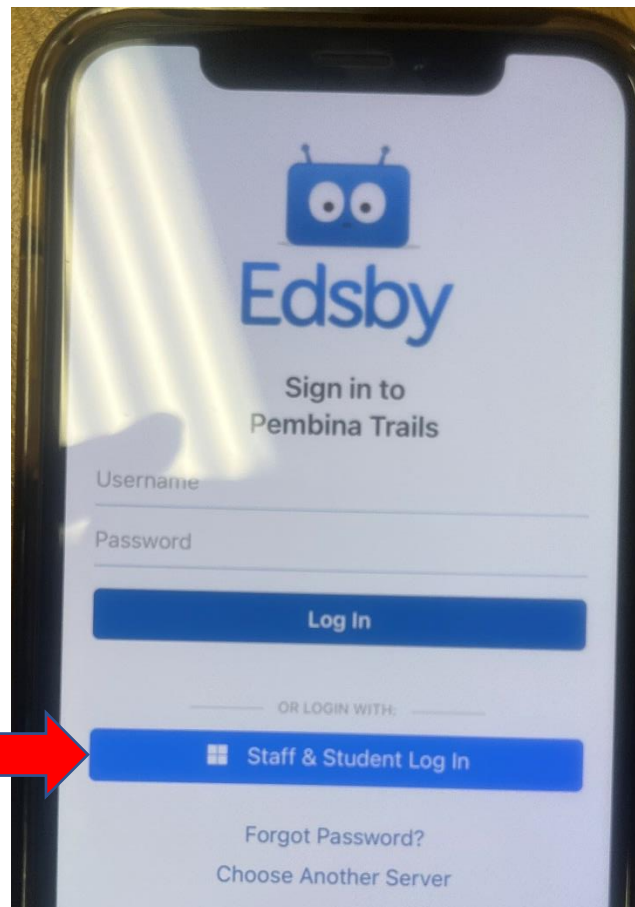
- 4) The next screen should look similar to what is on the computer screens we have seen in class.
- Choose *Staff & Student Log In* since this is for a student
 - Edsby may ask the following on the right – choose *continue*.



- 5) The next screen will request your email. Student emails are different from staff. Please follow the following steps.
- a. Type your username
 - i. This is what you use on the school computers.
 - ii. Typically it is the first letter of your first name and then your last name.
 1. Example: cschroeder is my username
 - b. After the username, also type in the following: @smail.pembinatrails.ca
 - i. The students require the smail since it denotes it is *student email*
 1. Example (if I were a student): cschroeder@smail.pembinatrails.ca
 - a. Typical issues that happen here are mistyping a letter OR if your first name uses two letters then your last name.
 - c. Choose Next.



- 6) Next it will ask students for their passwords. They have just established these. The password is the same one they use to log into a school computer. **These are case-sensitive!!** (I don't have photos for these next steps – sorry). Click *Next*.
- 7) At this point, assuming you typed your email and passwords correctly, the system does one of three things.
- First, it might log you in with no other steps needed.
 - Second, it might ask you if you want it to remember your login information (your choice, I usually say yes).
 - Third, it might “kick you out”, back to the page below. **Don't worry!** From here, tape on the *Staff & Student Log In* again, and I find that it usually then logs you in with no further issues.



I hope that this has been helpful for “at home” logging in. If any issues arise, please let us know at the school so we can try to resolve them. I may not be able to, but I will search for someone better equipped than me 😊!