



Edsby Parent Portal – Getting Connected to Your Account

What is Edsby? Edsby is our School Division’s learning management platform for teachers, students and parents. **Edsby for Parents** allows families to actively engage in their child(ren)s education by giving them up-to-date information on attendance, class assignments, assessments and current information on school events and activities. It also allows the parents to communicate with teachers and office staff in a timely manner.

How do I get an Edsby Parent Account?

All you need to get registered is an email account. If you have not already done so, please contact your school secretary with your email information and she will add this information into your contact record. You should receive an invitation within one or two business days.

It has been two days and I have not received my Edsby invitation. What should I do?

The first thing you should do is check your SPAM folder. If you still did not receive your invitation, please contact your school secretary to ensure we have entered your email address correctly. If you are still having issues please contact helpdesk@pacatholic.ca with your name, your child(ren) name(s) and school they attend. Our helpdesk staff will get back to you.

I have received my Edsby invitation.

What happens next? Click on the link provided in your email that you received from Edsby. If this is the first time that you are signing up to use Edsby, click the link for “**I don’t have an Edsby parent account at Prince Albert Catholic School Division.**”

Choosing a Password

The first time you go to log in you will be prompted to enter the email address you provided to the school. Your password must meet the following criteria:

- Be a minimum of 8 characters long
- Should contain at least one number, one special character, and a mix of upper and lowercase letters
- Must not contain two or more of the same character in a row (ex. Aa, 33)
- Must not contain an incremental step up or down of three or more characters in a row (ex. 123, abc)

You may now create your Edsby account. Please follow the prompts to confirm your contact information and turn on notifications from Edsby.

You will now be presented with a short video Introducing you to Edsby.

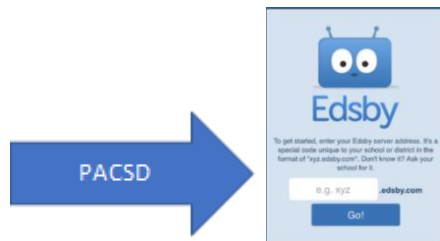
Can I register multiple children to one login account?

You will receive a separate invitation for each child within your family. If you have previously signed up for an Edsby account for one of your children and now you are registering another child to your same parent account, follow the link from their invitations and click “**Login to your same existing Prince Albert Catholic School Division Edsby parent account.**” You will be prompted for your password. Follow the prompts to register additional children.

For all Edsby Parent Portal Troubleshooting including If you have accidentally declined invite or would like to be removed from receiving invites please contact helpdesk@pacatholic.ca please include your full name, your child(ren)’s names and the school(s) they attend along with a description of the issue.
Our helpdesk staff will get back to you in a timely manner.

I have created my parent account(s). What is the easiest way to access the portal now? Edsby has an app that makes it easy to connect with your child's school while you are on the go.

- To install, go to any app store and download the version of Edsby that works for your device.
- Once downloaded on your device, you will have to enter PACSD to access your child(ren)'s account.



Or

At the top righthand corner of the Prince Albert Roman Catholic School Division webpage (www.pacsd.ca). There is an Edsby link that will lead to the Edsby login page.

You may wish to bookmark or save the Edsby login link for quicker access.

I have forgotten my password. What do I do? If you forget your password, you can click "Forgot password?" on your Edsby login screen and follow the instructions on the screen.

I have changed my email address. What do I do? If you have changed your email address please send that change to helpdesk@pacatholic.ca along with your name, your child(ren)s names and the schools they attend. You will once again receive emails to your new address within 1 – 2 business days.



How to Use Edsby to Communicate with the School

Edsby is a great tool to use for families to communicate with the school. To better help you navigate who to contact please see below:

When to contact your child(ren)'s teacher? If you are needing homework, have questions about lesson plans or a concern regarding your child that you need to share, please feel free to contact your child's teacher. Please remember that the teachers' priority is to teach in the classroom. They will do their best to respond to messages when they are available later that day or the next day.

When to contact the school office? For all attendance issues, such as an early leave for your child(ren), any updates to your demographic information, or other school inquiries such as:

- Address or email address changes
- Phone number changes
- School event information
- School forms requests
- Student absences

For any urgent issues please contact the office directly by phone.

SCHOOL
Attendance

In Edsby you have the ability to enter your child(ren)'s attendance. If your child is going to be away for the whole day, click "**Absent Today.**" For a future date please use "**Plan an Absence.**" It is very important to ensure you are entering your child's absence for the correct day. Please note that your comments will be read by staff and then removed to protect student privacy.

What picture is used for my child(ren)'s Edsby profile? Your child(ren)'s Edsby profile picture will be the official school photograph taken for their record. On the student portal, students are able to see their classmates' pictures as well.