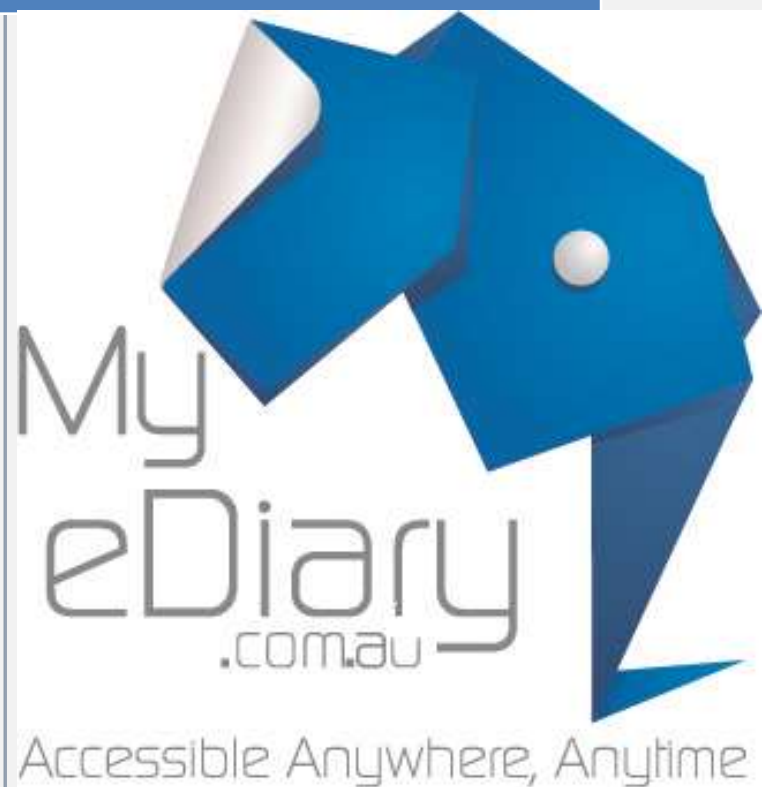


# MyEDiary Guardian Handbook



by

**Distinction Diaries**

Dear Parent/Guardian,

We invite you to start walking through the electronic student diary software we have created for you. Please read the enclosed Handbook on step-by-step instructions on how to execute these tasks.

- ☐ **Task 1: Watch Our Promo Video:** <http://www.youtube.com/watch?v=w1qnLaN2qCs&feature=relmfu>
- ☐ **Task 2: Confirm Your Personal eDiary Account With Us.**
- ☐ **Task 3: View Your Child's Homework Reports.**
- ☐ **Task 4: Updating Your Homework Reporting Preferences.**
- ☐ **Task 5: Relocating Your Ediary After You've Signed Up.**
- ☐ **Task 6: Read The Rest Of Your Handbook.**

## Confirm Your Personal eDiary Account With Us

1. Find the invitation sent to you & click on the activation link.

*(If it's in your junk folder, you will have to move it out of there first.)*

**If you have not received an invitation yet, please request one from your eDiary administrators at the school**

2. Click the green button

### MyEdiary Guardian Invitation

Inbox x



noreply@myediary.com.au  
to me

Dear Parent/Guardian,

You have been invited as a parent or guardian of one or more students at Hogwarts School of Magic.

Please click on the link below to accept that you are the parent/guardian and to set up your free eDiary account online and via emailed reports. You will find a detailed tutorial on your homepage once you have signed in.

Please click on the link below to continue your activation:

[http://hogwarts.myediary.com.au/guardian\\_invites/0boTtgvLBzec7NAka44w1w](http://hogwarts.myediary.com.au/guardian_invites/0boTtgvLBzec7NAka44w1w)

Regards,  
EDiary Coordinator

Hogwarts School of Magic Hogwarts Castle SCOTLAND XXX 666



Are you a parent or guardian of a student at Hogwarts School of Magic?

One of the E-Diary coordinators at Hogwarts School of Magic has identified you as the guardian of one or more students there.

Yes, I am actually

No, I'm afraid not

- Set up your account by putting in your name & password (and other details as required).

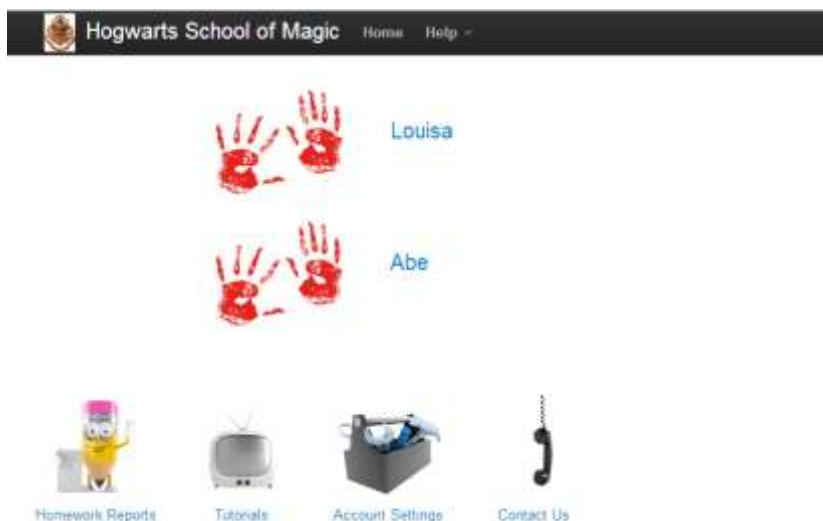
- You should then see this screen.

You should see a list of your children. Please tick “yes” to confirm your relationship with them.

- After you confirm your relationship with your children, you can then click on their icon to view their homework & school events.

# Viewing Your Child's Timetable, School Events & Homework

1. After you sign into your eDiary, on your home screen you should see your children listed. Click on the child you wish to view more detail.



2. Once a child is selected their timetable appears with their homework due, overdue, completed and school events listed underneath.

## Louisa Wood Class Timetable

Select a class to view assignments or message the teacher

Every Week						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00 - 10:00 <a href="#">Maths 101</a>		09:00 - 10:00 <a href="#">Maths 101</a>				

Homework Due					Homework Overdue	Homework Completed	School Events
Due Date	Subject	Name	Time Req'd	Weighting			
26 Nov 2012 09:00	Maths 101	<a href="#">Maths Exam</a>	0	25			
12 Nov 2012 20:00	Maths 101	<a href="#">Read Chapter 2-4</a>	0	0			

3. Any blue linked data can be clicked on for more detail.

**NOTE:** Your school may select to automatically get emailed a homework report on your children at 4pm each Friday. You can change the settings of this by going into your account and updating your homework preferences (see next chapters).



Name	Maths Exam
Start	20 Nov 2012 09:00
Finish	20 Nov 2012 12:00

Semester 2 Maths Exam will cover chapters 1-30  
3 hour exam  
calculators permitted

[Back](#)

# Updating Your Homework Reporting Preferences

1. You can view a report of your Child's homework by clicking on the Homework Report icon on your Home Page



**Hogwarts School of Magic** Home Help + Hi, Parent 1, Sign Out

Dear Parent 1 Wood  
Please view your child's homework report.

**Louisa Wood**  
(View Summary in your eDiary)

**Homework Overdue**  
Please note that outstanding homework appears on this list as your child has not ticked in their eDiary it has been completed.

Due Date	Subject	Name	Description
01 May 2012 12:00		Read Chapter 2	Read Chapter 2 and complete questions 1-10
02 May 2012 14:00		Read Chapter 2	Read Chapter 2 & Complete Questions 1-5 at the ...

**Abe McGrath**  
(View Summary in your eDiary)

**Homework Overdue**  
Please note that outstanding homework appears on this list as your child has not ticked in their eDiary it has been completed.

Due Date	Subject	Name	Description
03 May 2012 14:00		The Blood and Circulatory System	Why do we have blood? How does blood move aroun...
06 May 2012 14:00	Science 101	The Blood and Circulation System	Why do we have blood? How does blood move aroun...

2. To update the frequency of when these homework reports get emailed to you, go back to your home page and click on the "Account Settings" icon.



3. Click on the blue link for: "Homework Reporting & Communication Preferences"

**Hogwarts School of Magic** Home Help +

**Parent 1 Wood**

Email: lousamdiary+parent1xample1@gmail.com  
First Name: Parent 1  
Last Name: Wood  
Mobile:  
Timezone: Australia/Sydney


**Associated Schools**

Hogwarts School of Magic Unenroll

[Edit](#) [Back](#)

[Homework Reporting & Communication Preferences](#)

4. Here you can update the frequency of reporting for each of your children.

 **Hogwarts School of Magic** [Home](#) [Help](#) ▾

## Homework Reporting & Communication

Here is where you can control how often you would like to be emailed:

1. Reports of your child's homework and assignments
2. Communication relating to your children

Reports & Communication are currently set to be sent to : ***[louisamydiary+parentexample1@gmail.com](mailto:louisamydiary+parentexample1@gmail.com)***

1. Please select how often you would like to be emailed reports on your child's home

Louisa	Abe
<input checked="" type="radio"/> Weekly	<input checked="" type="radio"/> Weekly
<input type="radio"/> Fortnightly	<input type="radio"/> Fortnightly
<input type="radio"/> Monthly	<input type="radio"/> Monthly
<input type="radio"/> Never	<input type="radio"/> Never

2. Please select how often you would like to be notified about *specific* comments :

Louisa	Abe
<input checked="" type="radio"/> Weekly	<input checked="" type="radio"/> Weekly
<input type="radio"/> Fortnightly	<input type="radio"/> Fortnightly
<input type="radio"/> Monthly	<input type="radio"/> Monthly
<input type="radio"/> Never	<input type="radio"/> Never

3. Please select how often you would like to be notified about *general* comments :

Louisa	Abe
<input checked="" type="radio"/> Weekly	<input checked="" type="radio"/> Weekly
<input type="radio"/> Fortnightly	<input type="radio"/> Fortnightly
<input type="radio"/> Monthly	<input type="radio"/> Monthly
<input type="radio"/> Never	<input type="radio"/> Never

## Relocating Your eDiary After You've Signed Up

To get back to your eDiary anytime from any location simply type in the URL within your invitation email or the one that is posted on your school website. *If you can't find your school's eDiary URL anywhere. Go to: [www.myediary.com.au](http://www.myediary.com.au) and click on "SIGN IN"*

*If you can't find your school's eDiary URL anywhere. Go to:*

**[www.myediary.com.au](http://www.myediary.com.au)**  
and click on SIGN IN

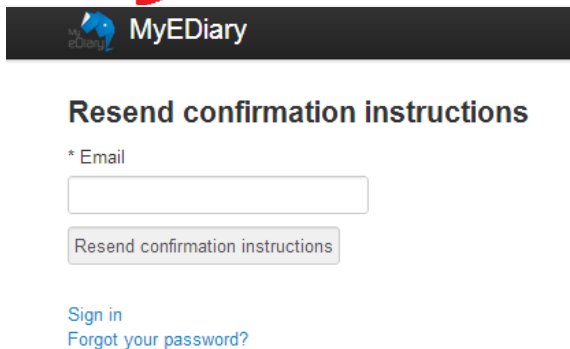
# What To Do If You Didn't Receive A Confirmation Email

1. If you have not received a confirmation email, you can resend it to yourself by completing the following steps.

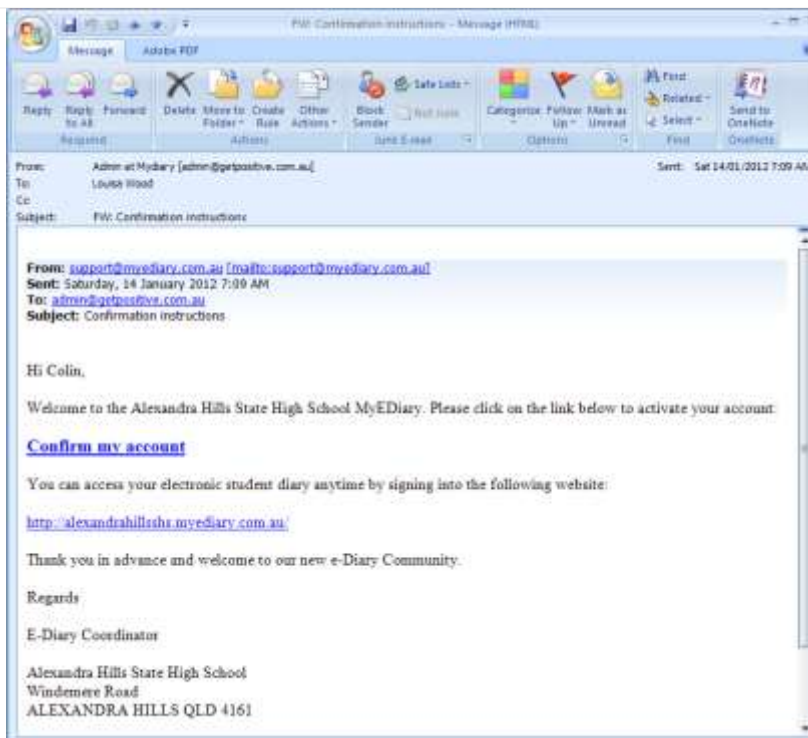
2. Go to [www.myediary.com.au](http://www.myediary.com.au) or your eDiary URL we gave you. Click on SIGN IN in top right hand corner of black Menu Bar



3. Click on “Didn’t receive confirmation instructions?” and fill the form in & press “Resend confirmation instructions”



4. Check your email for the confirmation invitation and click on the link.

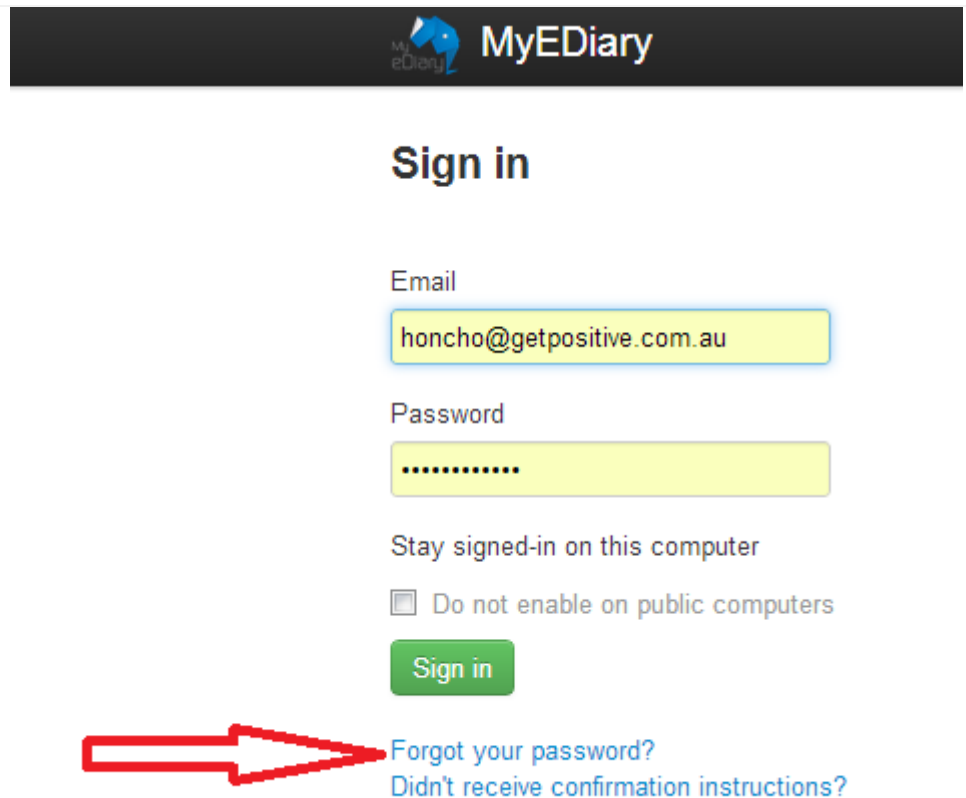


5. You may need to now go through the sign in process to view your eDiary account.

# What To Do If You Forget Your Password

1. If you forget your password you can resend it to yourself by executing the following steps:

2. Go to [www.myediary.com.au](http://www.myediary.com.au) or the URL we gave you. Click on SIGN IN



MyEDIary

## Sign in

Email

Password

Stay signed-in on this computer

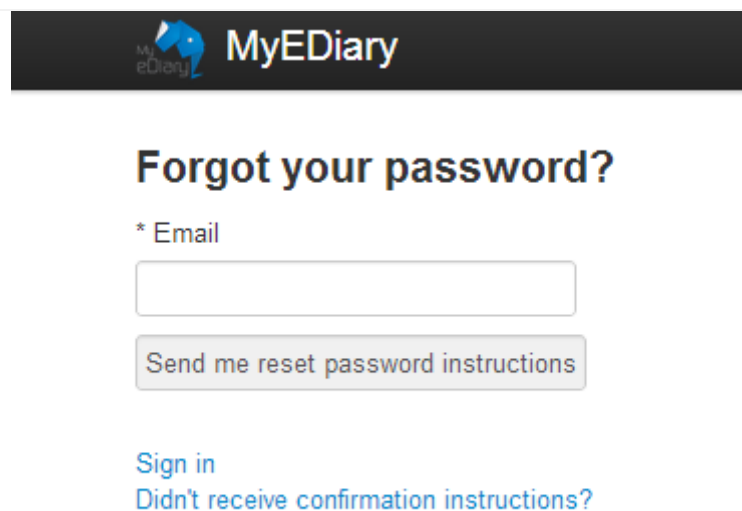
☐ Do not enable on public computers

[Sign in](#)

[Forgot your password?](#)

[Didn't receive confirmation instructions?](#)

3. Click on “Forgot Your Password?” and fill the form in & press “Send me reset password instructions”



MyEDIary

## Forgot your password?

\* Email

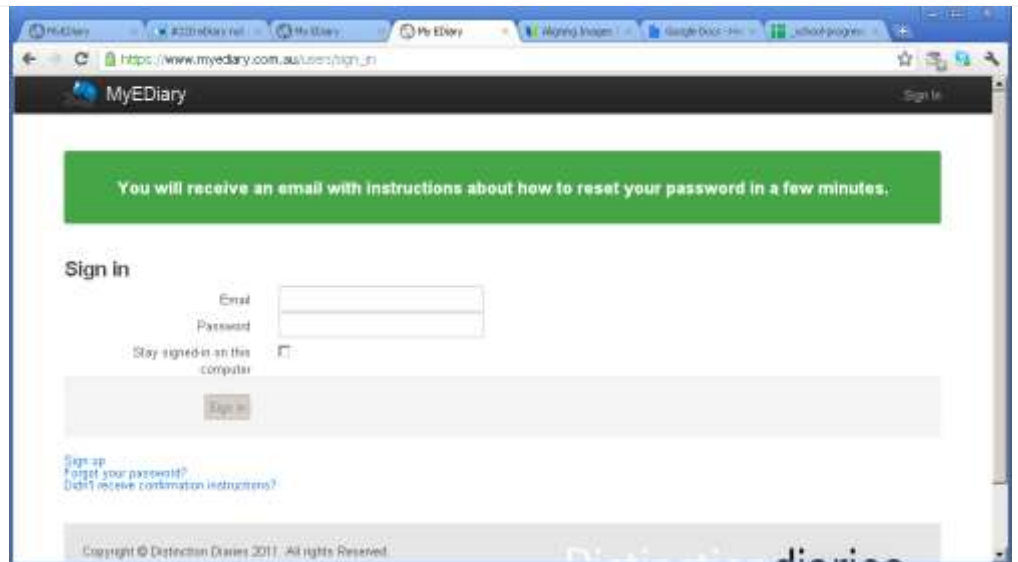
[Send me reset password instructions](#)

[Sign in](#)

[Didn't receive confirmation instructions?](#)



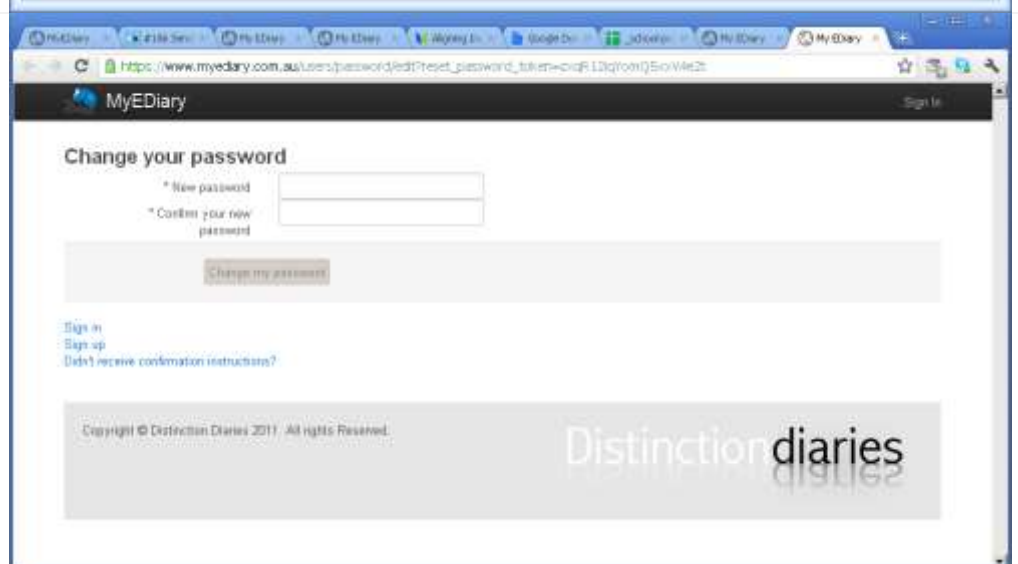
4. You will receive an email with instructions about how to reset your password in a few minutes.



5. Check your email (and Junk Folder) and click on "Change my password" link



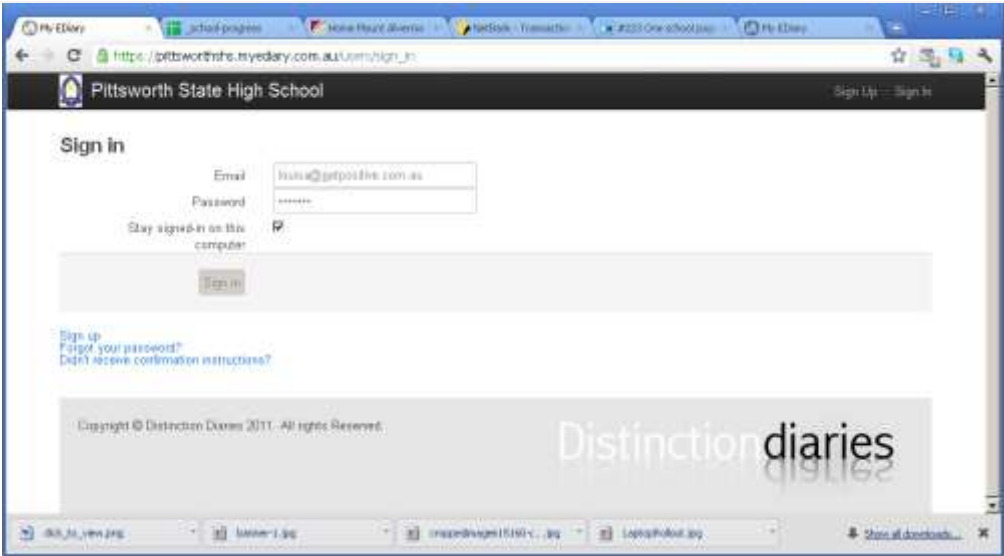
6. Fill in the form to reset your password



7. You may need to now go through the sign in process with your new password.

# Handy Tips

1. Avoid signing in continually by checking the “Stay signed-in on this computer”



2. Bookmark Your EDiary To quickly get back to it. Look for a “Bookmark This Page Icon”.

Bookmark Remove

Name:

Folder:

Edit...

Done

3. For IPad Users – Press the “+” sign near the url and select “Add to Home Screen.”

Watch our Youtube Video On This:  
[http://www.youtube.com/watch?feature=player\\_embedded&v=3yB5cG1LLkk](http://www.youtube.com/watch?feature=player_embedded&v=3yB5cG1LLkk)

4. For best viewing results use Google Chrome Or Safari as your web browser.



# Privacy Policy

1. Our privacy policy can be view on your home page (See the footer)

