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=wIqnLaN2qCs&feature=relmfu](http://www.youtube.com/watch?v=wIqnLaN2qCs&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
3. Set up your account by putting in your name & password (and other details as required).

4. You should then see this screen.

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

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

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).
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.

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

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**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: louissamydiaryparentsample1@gmail.com

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

   **Louisa**
   - Weekly
   - Fortnightly
   - Monthly
   - Never

   **Abe**
   - Weekly
   - Fortnightly
   - Monthly
   - Never

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

   **Louisa**
   - Weekly
   - Fortnightly
   - Monthly
   - Never

   **Abe**
   - Weekly
   - Fortnightly
   - Monthly
   - Never

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

   **Louisa**
   - Weekly
   - Fortnightly
   - Monthly
   - Never

   **Abe**
   - Weekly
   - Fortnightly
   - Monthly
   - Never

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**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:*


and click on “SIGN IN”

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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 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

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

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

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)