Your EDiary

Read this 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
- Task 2: Confirm Your Personal eDiary Account
- Task 3: Check Out Your New eDiary
- Task 4: Relocate Your eDiary After You’ve Signed Up

Confirm Your Personal eDiary Account

1. You will get invited to your eDiary either 2 ways:

   1) Via a personal invitation from noreply@myediary.com.au, that looks like shown:

   OR....

   2) Visiting your eDiary URL, which should be posted on your school website, and clicking on the “Sign-Up” Button.

2. Either way, you will get sent an email which contains an activation link you will need to click on.

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

   Dear New E-Diary Student Member,

   You’ve been invited as a student member of Redcliffe State High School Student e-Diary.

   This is your new online school diary that you can access from school or home from multiple electronic devices.

   Please click on the link below to continue your activation:

   http://redcliffeshs.myediary.com.au/student_invites/kSgq6ih0sbBTcPKcwSLQ

   To learn more about our e-Diary, we request that you invest a little time to watch our tutorials and provide us with feedback so we can continue to develop our program.

   After activating your account you can access your electronic student diary anytime by browsing here:


   Thank you in advance and welcome to our new e-Diary Community.

   Regards

   E-Diary Coordinator

   Redcliffe State High School
   Cnr Klingner Road and Oxley Avenue
   REDCLIFFE QLD 4020
3. Click the green button to confirm you are a student from the school.

4. Set up your account by putting in your name & password (and other details as required). Note, only those fields with an asterisks are a required field.
5. You should then see this screen.

6. Click the laptop icon to see the e-diary.

7. This is your eDiary view

8. To add homework they simply click on the plus icon on the left hand side bar or double click on any day of the week.
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<table>
<thead>
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<tbody>
<tr>
<td>9.</td>
<td>A homework popup should appear</td>
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<td></td>
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<tr>
<td>10.</td>
<td>To view School Content Pages the student clicks on the “book icon” in left hand side bar</td>
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<tr>
<td>11.</td>
<td>To view School Art Gallery the student clicks on the “camera icon” in left hand side bar</td>
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### Relocating Your eDiary After You’ve Signed Up

<table>
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<tr>
<th>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: <a href="http://www.myediary.com.au">www.myediary.com.au</a> and click on “SIGN IN”</th>
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### 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. **If possible always use Google Chrome Or Safari as your web browser.**

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![Sign in](https://via.placeholder.com/150)

**Sign in**

- **Email:** honcho@getpositive.com.au
- **Password:** ********

- **Stay signed-in on this computer**

- **Do not enable on public computers **

- **Sign in**

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**Bookmark**

- **Name:** My EDiary
- **Folder:** bookmarks bar

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**Watch our Youtube Video On This:**

http://www.youtube.com/watch?feature=player_embedded&v=3yB5cG1Llk
What To Do If You Didn’t Receive A Confirmation Email

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

1. 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

2. Click on “Didn’t receive confirmation instructions?” and fill the form in & press “Resend confirmation instructions”
3. Check your email for the confirmation invitation and click on the link.

4. 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 or the URL we gave you. Click on SIGN UP in top right hand corner of black Menu Bar

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.

Privacy Policy

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