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How to Access the Parent Portal

The portal is accessible from each school's website. The following instructions detail the steps to access the parent portal.

Step	Action
1.	Open your child's **school website.** **Please Note**: School websites can be located from https://www.ycdsb.ca/schools/. Find your school and then look for the school website link in red. All Saints CES JK - Grade 8 130 Castlemore Ave, Unionville L6C 2P9 Tel: 905-887-8780 ♀ Boundary Map 🖥 School Website 👫 Uniform

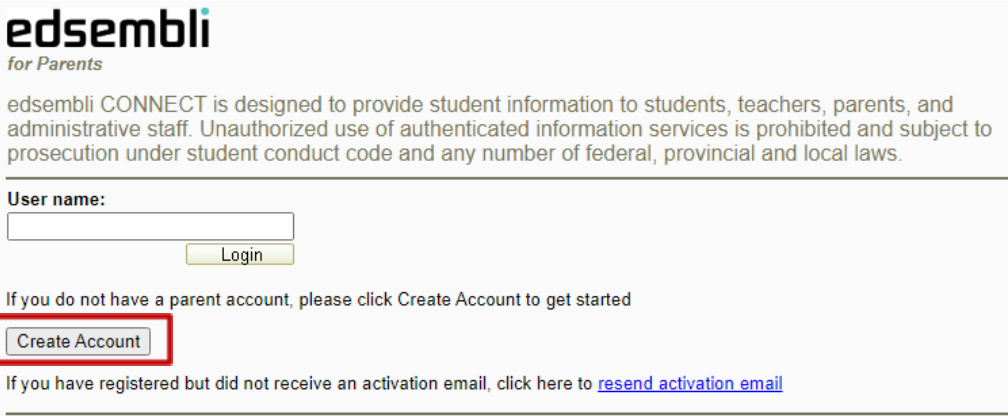|	
2.	Click the **Parents** link.
3.	Click the **Connect Parent Portal ConnectEd** link (located at the top right side of the screen).
	Result: The YCDSB Parent Portal login screen will open.

How to Create an Account *(First-time users with no Parent Portal account)*

Parents can create their own accounts for the portal using the "Create Account" button on the login screen.

Please Note: In creating an account, parents must use the email address on file with the school for their account to be associated with their child(ren). The following steps describe how to create and activate your account.

Step	Action
1.	Click the **Create Account** button from the Parent Portal website.
	Result: The Create Account fields become available.

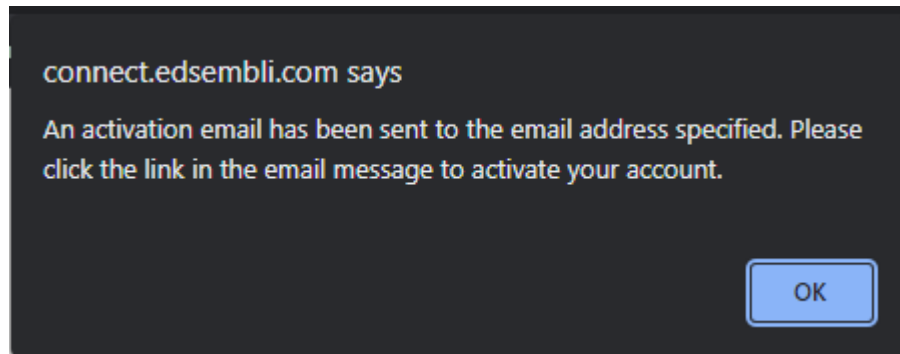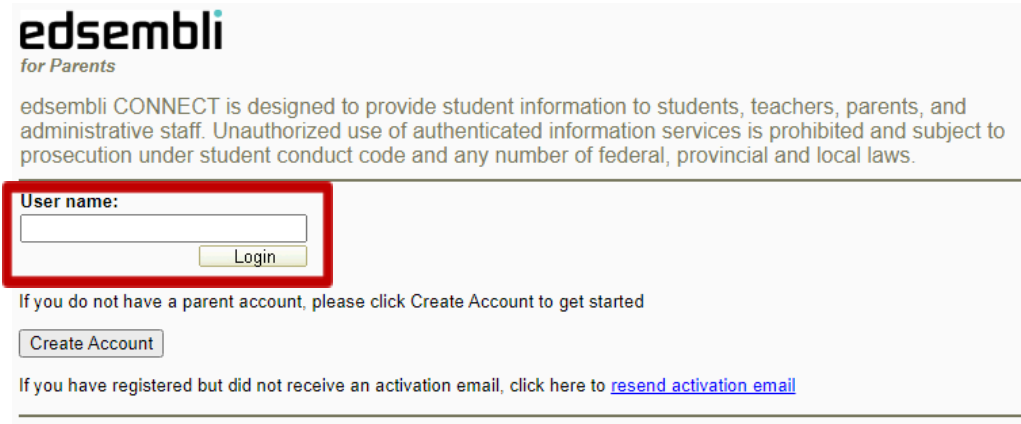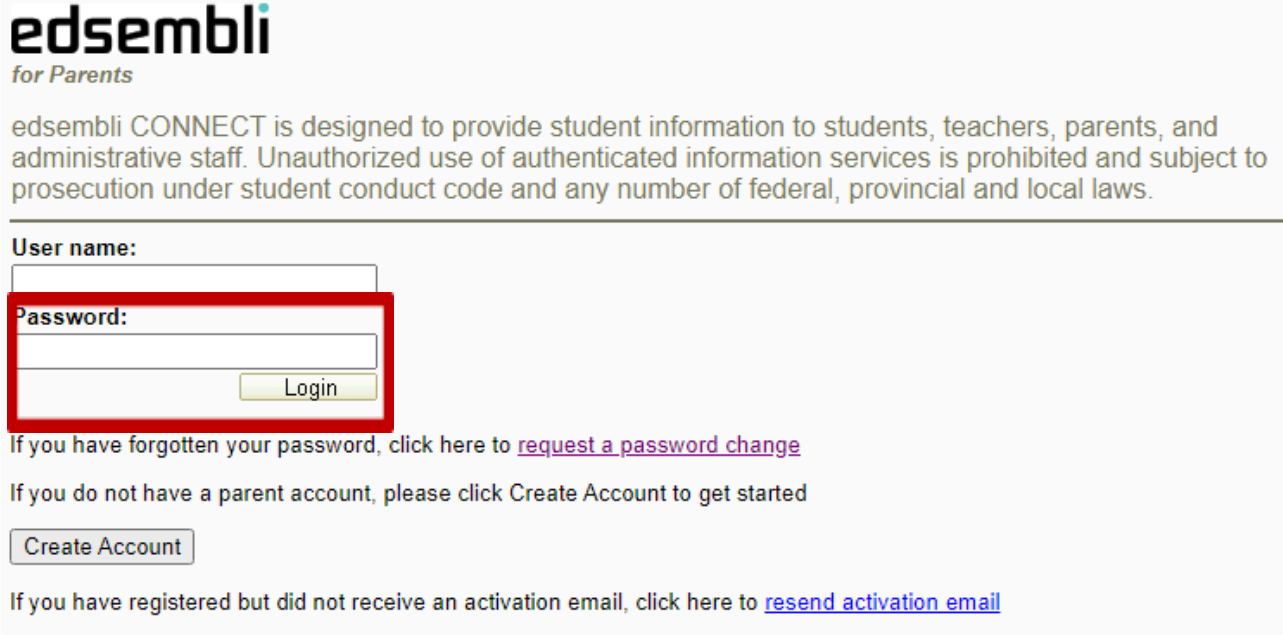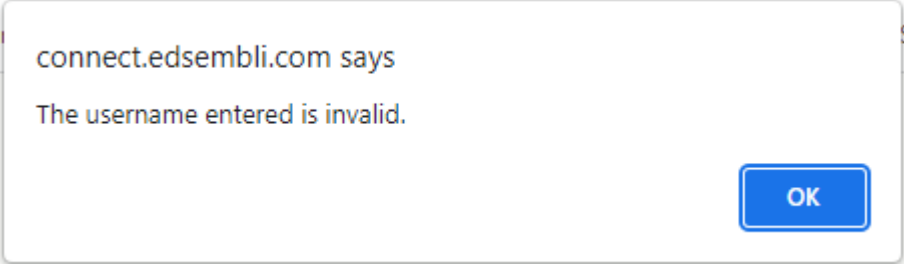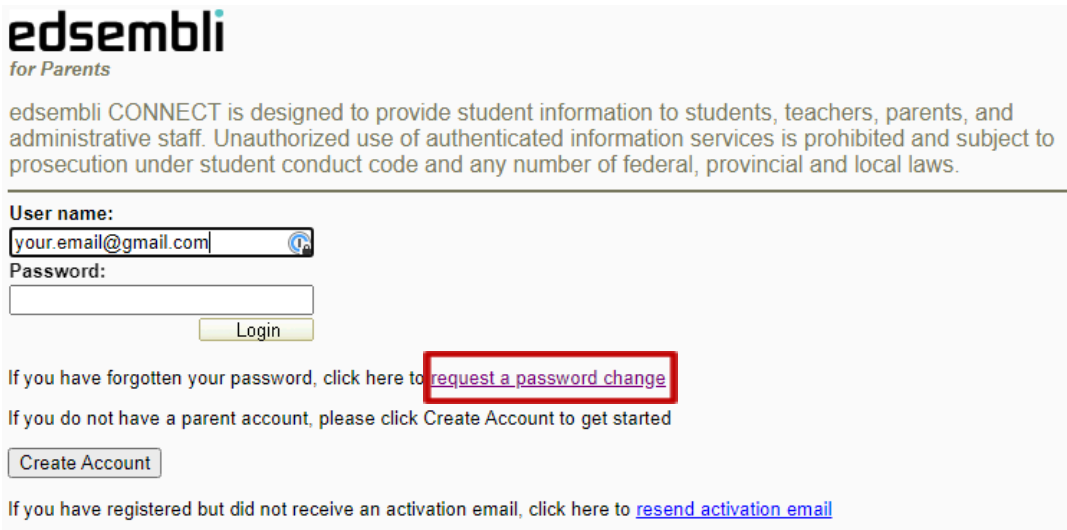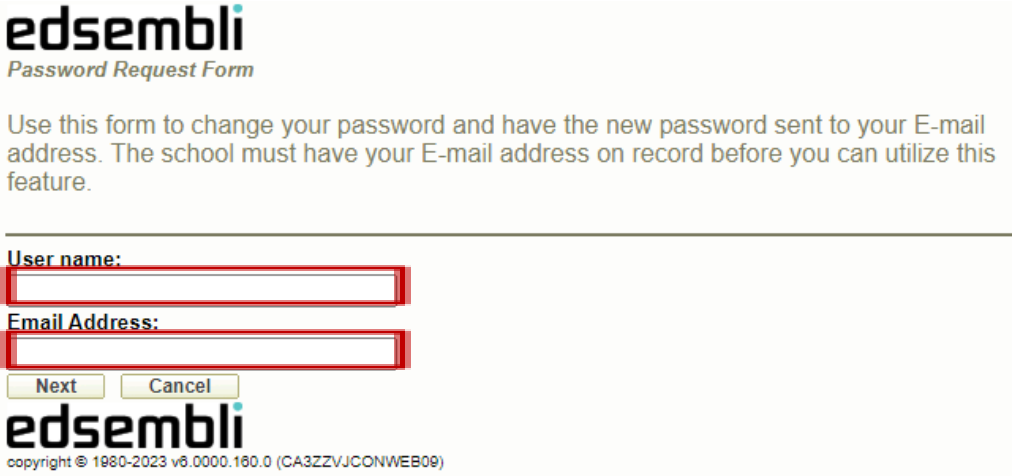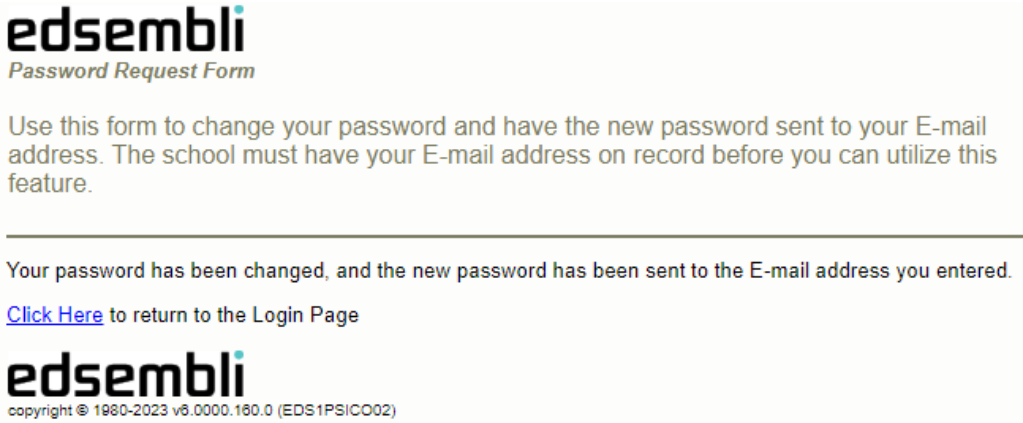|	
	edsembli *for Parents* edsembli CONNECT is designed to provide student information to students, teachers, parents, and administrative staff. Unauthorized use of authenticated information services is prohibited and subject to prosecution under student conduct code and any number of federal, provincial and local laws. **First Name:** **Last Name:** **Email Address:** **Confirm Email Address:** **Password:** **Confirm Password:** [Back] [Create Account]
2.	Enter the following mandatory information into the fields provided: ● First Name ● Last Name ● Email Address (*__Note__: Your email address will be your user name for the portal*) ● Confirm Email Address ● Create a Password ● Confirm Password **Please Note**: **The email address on file with the school <u>must</u> be used for the system to link to your child(ren). This is the same email you receive school communication to (via SchoolMessenger/SafeArrival).**
3.	Click the **Create Account** button to continue **Result**: A warning opens informing the account holder an activation email has been sent to the email account. **connect.edsembli.com says** An activation email has been sent to the email address specified. Please click the link in the email message to activate your account. [OK]
4.	Click the **OK** button.
5.	**Open your email account**, locate the email from SCHOOL.NAME.sis.services@ycdsb.ca with the subject "**Parent Registration Portal – Account Activation**". Parent Registration Portal - Account Activation ▷ Inbox × ycdsb.central.office.sis.services@ycdsb.ca to me ▾ Thanks for registering. Please click here to activate your account.
6.	Select the **Click Here** link to activate your account.

How to Log into the Parent Portal
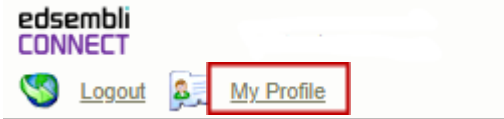
The following instructions describe how to log into the portal once your account has been created.

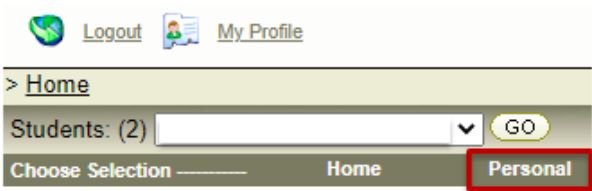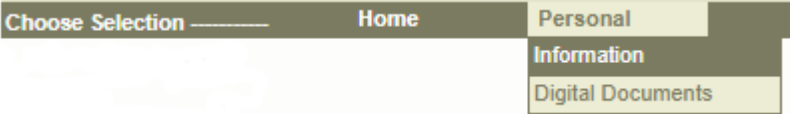| Step	Action
1.	Use the **link** provided once your account was activated or select the **Parent Portal link** from the school website. **Result**: The Parent Portal login page opens.
2.	Enter your **User Name** and click Login edsembli *for Parents* edsembli CONNECT is designed to provide student information to students, teachers, parents, and administrative staff. Unauthorized use of authenticated information services is prohibited and subject to prosecution under student conduct code and any number of federal, provincial and local laws. User name: Login If you do not have a parent account, please click Create Account to get started Create Account If you have registered but did not receive an activation email, click here to resend activation email **Note**: The user name is the email address used to create your account.
3.	Click the **Login** button. You will then be prompted to provide your password. Enter your password and click **Login** again. edsembli *for Parents* edsembli CONNECT is designed to provide student information to students, teachers, parents, and administrative staff. Unauthorized use of authenticated information services is prohibited and subject to prosecution under student conduct code and any number of federal, provincial and local laws. User name: Password: Login If you have forgotten your password, click here to request a password change If you do not have a parent account, please click Create Account to get started Create Account If you have registered but did not receive an activation email, click here to resend activation email **Result**: The parent portal main page will open with basic information about your child. Please note the age of your child displays as Year + Month on this main page.

How to Request a New Password (Forgot Password?)

The Parent Portal provides functionality for parents to request a password reset, if they have forgotten their password.
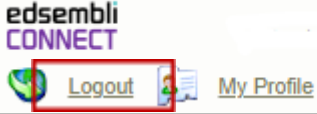
Step	Action
1.	Navigate to your school's Parent Portal login screen (as described above), enter your email as your **User name** and click **Login**. **NOTE**: If you enter an email address which you have not yet created a Parent Portal account for, you will get the following error message. In this case, please follow the steps to Create an Account. connect.edsembli.com says The username entered is invalid. OK
2.	Select **Request a Password Change**. **edsembli** *for Parents* edsembli CONNECT is designed to provide student information to students, teachers, parents, and administrative staff. Unauthorized use of authenticated information services is prohibited and subject to prosecution under student conduct code and any number of federal, provincial and local laws. User name: your.email@gmail.com Password: Login If you have forgotten your password, click here to request a password change If you do not have a parent account, please click Create Account to get started Create Account If you have registered but did not receive an activation email, click here to resend activation email
3.	Enter your email address in both the **User name** and **Email Address** fields and click **Next**. **edsembli** *Password Request Form* Use this form to change your password and have the new password sent to your E-mail address. The school must have your E-mail address on record before you can utilize this feature. User name: Email Address: Next Cancel **edsembli** copyright © 1980-2023 v6.0000.160.0 (CA3ZZVJCONWEB09)

	Result: The Multimedia screen will open.
4.	You will receive a confirmation on screen that an email has been sent with a new password.
5.	**Open your email account**, locate the email from SCHOOL.NAME.sis.services@ycdsb.ca with the subject "*School Name* - **Automatic Password Recovery"**.
6.	You can use that newly reset password to Login to the Parent Portal.
7.	Once logged in, select **My Profile** in the upper left. Choose **Change Password**. Here, you can reset your password to something more meaningful, if preferred.

How to View/Download the Ontario Provincial Report Card
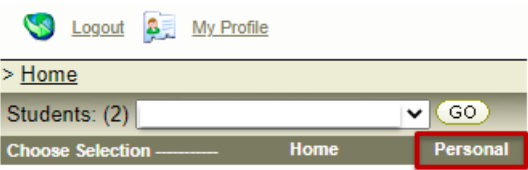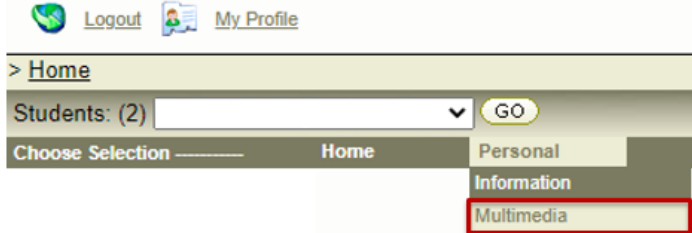
Parents can access the Ontario Provincial Report Cards using this portal. The following instructions describe how to view/download report cards using the parent portal.

Step	Action
8.	Log into the **Portal**.
9.	Select **Personal** from the main menu.
10.	Select **Digital Documents** from the submenu. **Result**: The Multimedia screen will open.

11.	Click the link listing your child's **StudentName_OEN_Date_Time** from the View/Download column to view the electronic report card file.

Result: The electronic report card file will open in Adobe PDF format.

Notes: If you are experiencing difficulties with the file not opening, please ensure you have Adobe Acrobat Reader installed. If the issue continues, please ensure popup blockers are disabled.

12.	You can choose to download or print the report card. (Optional)
13.	Close the report card file once finished.
14.	Toggle to next child in the family to review their report card and repeat steps 2 to 6. Skip this step if there are no other children in the family at this school. Toggle to next child instructions located on last page.
15.	Click the **Logout** link to exit the parent portal if your child does not have an addendum/appendix. If your child has an addendum/appendix, please continue to the next section.

How to View/Download the Report Card Addendum/Appendix or ESL/ELD Appendix

Students may also receive a Report Card Addendum/Appendix and/or an ESL/ELD Appendix. These files are also available electronically using this portal. The following instructions describe how to view/download addendums and appendices using the parent portal.

Step	Action
1.	Log into the **Portal.**
2.	Select **Personal** from the main menu.
3.	Select **Multimedia** from the submenu. **Result**: The Multimedia screen will open.

|	
4.	Click the appropriate link from the View/Download column to view the electronic addendum or appendix file for your child. **Result**: The electronic addendum/appendix file will open in Adobe PDF format. **Note**: If the file does not open, please ensure you have Adobe Acrobat Reader installed. If the issue continues, please ensure popup blockers are disabled.
5.	You can choose to download or print the addendum/appendix. (Optional)
6.	Close the addendum/appendix file once finished.
7.	Toggle to next child in the family to review their addendum/appendix and repeat steps 2 to 6. Skip this step if there are no other children in the family at this school.
8.	Click the **Logout** link to exit the parent portal.

How to Access Different Schools

November 2022 - We are currently experiencing issues with parents toggling between different schools (when they have children attending two or more YCDSB schools). **At this time, to access different schools, parents must login via each school's parent portal login page**.   If you require a Parent Portal account, please note that an account has been created for you. You can retrieve your password using the "**request a password change**" link on the Parent Portal login screen, by entering your email in both the username and email address fields. **Reminder**: Your user name is the email address we have on file for you. Please Submit a Ticket if you are unable to retrieve your password using the "request a password change" link. We apologize for any inconvenience this may cause.

Parents may have children attending different YCDSB schools or the same child attending different YCDSB schools throughout the school year. During the account creation process, the system is searching for instances of the email address associated with parent contacts across the entire system. Once you activate your portal account, the system will list all the schools that your account will have access to as a parent contact.

There are three different methods to use to toggle between schools, which are as follows:

- Log into each school separately to access your child's reports and information. Use the Parent Portal link from each school's website to log into the different portal instances using the same username and password.

- Once logged into the portal at one of the schools, use the **Students: (#)** dropdown menu and then click the GO button to toggle between schools for the same student.
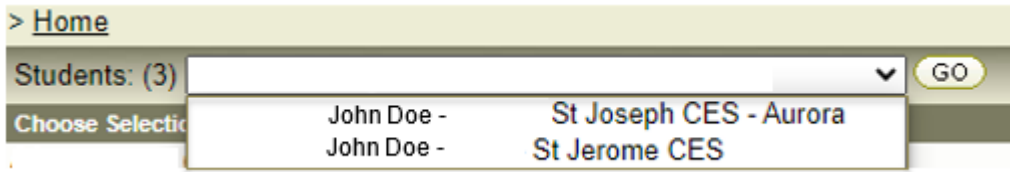
- Once logged into the portal at one of the schools and the multimedia feature has already been selected, use the **Schools:** dropdown menu to toggle between schools for the same student.
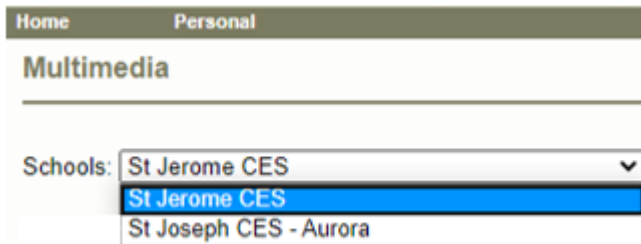
How to Toggle between Multiple Children at the Same School

Parents with more than one child at the same school will be able to toggle between their children from within the portal. At the top of the screen, use the **Students: (#)** dropdown menu and then click the **GO** button to toggle between students.
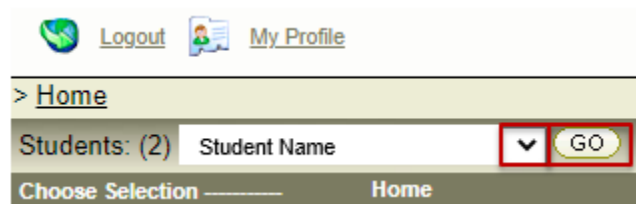
Technical Assistance

If you require technical assistance, please visit our parent virtual helpdesk.

http://help.ycdsb.ca/VLE/