Student eDiary Manual

Read this manual for step-by-step instructions on how to execute these tasks:

**Task 1:** Watch the Promo Video: [https://youtu.be/ExY5mxzprZ4](https://youtu.be/ExY5mxzprZ4)

**Task 2:** Confirm Your Personal eDiary Account

**Task 3:** Check Out Your New eDiary

**Task 4:** Access Your eDiary After You’ve Signed Up

Confirm Your Personal eDiary Account

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

   Via a personal email invitation from invites@myediary.com.au, that looks like the email below:

   ![MyEDiary Student Invitation](https://example.com/myediary-invitation)

   **Invitation to join the Sample Senior High School Student eDiary**

   Dear Student,

   You have been invited to join the Sample Senior High School student eDiary, your new online school diary that you can access from anywhere, on any device.

   To get started, please click on the activation link below to activate your account and setup a password:

   **Activate My Account**

   If clicking the activation link above does nothing, just copy and paste the following URL into your web browser:


   **What is the eDiary and how do I use it?**

   The quickest way to familiarise yourself with the eDiary is to read the manuals on the eDiary Knowledge Base, found here:

   [Download the Quick Start Guide | Read the student's eDiary Manual](http://example.com/edidary-manuals)

   **Accessing your eDiary after you have signed up**

   After activating your account you can access your student eDiary at anytime by navigating your browser to the following URL, which we highly recommend you bookmark:

   ![MyEDiary Access Your eDiary](https://example.com/myediary-access)

   2. 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).*

   3. Click the 'green button' to confirm you are a student from the school.
4. Set up your account by putting in your name and password (and other details as required).

**NOTE:** Fields with an asterisks are a required field.
5. This is your eDiary view.

6. To add your own homework task simply click on the 'plus' icon on the left-hand side bar or double click on any day of the week.
7. A homework popup should appear.

8. To view School Content Pages click on the 'book' icon in left-hand side bar.

9. To view the School Art Gallery click on the 'camera' icon in left-hand side bar.

10. To view a consolidated Homework Report click on the 'pencil icon' in the left-hand side bar.
How to View Homework in Your eDiary

1. Your teacher can assign you non-deletable homework that will appear in your eDiary. It will appear as below:

2. You can double click on the homework item to view any further information.
3. To ensure your homework does not remain as Overdue in your eDiary, make sure that you tick the homework as 'Completed' once you have finished it. Once marked as 'Completed' the item will remain in your eDiary, but with a strike-through.
4. To view a consolidated list of your homework, click the 'pencil' icon in the left-hand side menu. This will bring up a report like this below:
Relocating Your eDiary After You’ve Signed Up

To get back to your eDiary anytime from any location simply type in the URL we gave you OR go to www.myediary.com.au (http://www.myediary.com.au/) and click on 'Sign In' in top right-hand corner of the page.

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
1. Go to www.myediary.com.au (http://www.myediary.com.au/) (first picture below) or your eDiary URL we gave you (second picture below). Click on 'Sign In' in the top right-hand corner of the screen.

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.

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Subject: Fwd: Confirmation instructions

-------- Forwarded message --------
From: <support@myediary.com.au>
Date: Fri, Aug 15, 2014 at 8:58 PM
Subject: Confirmation instructions
To: nicolemyediary@student456@gmail.com

Hi Test,

Welcome to MyEDiary. Please click on the link below to activate your account:

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

**What To Do If You Forget Your Password**

If you forget your password you can reset it yourself by completing the following steps.

1. From your eDiary Sign In page, click 'Sign In'.
2. Click on ‘Forgot your password?’
3. Enter in the email address you use to log into the eDiary and click 'Send me reset password instructions'.

4. This will then send an email to your designated email address. Click the 'Change my password' link in the email and you will be able to reset your 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. If possible always use Google Chrome Or Safari as your web browser.

Our Privacy Policy - Please Refer to Our Up-To-Date Copy Online
Further Help and Support

You can access a range of video tutorials or FAQ's by clicking on 'Help' on your homepage.

Or please email us at: support@myediary.com.au (mailto:support@myediary.com.au)

If there's anything else we can help with or if you'd like to schedule a more in-depth demo, please contact us (/contact)

Last updated on August 21, 2015