

Creating a User Account

eSembler Parent and Student Access

Parents and Students - the following **instructions** are to help guide you step by step to create your eSembler User account. **Please read before going to the actual eSembler sign on page to create your account.** You may also use the helpful online tutorial available on the eSembler sign on page to create your account.

Go to District Home page at www.indianriverschools.org/. Click on the **eSembler Grades Online** link found under Popular links to right of home page. We encourage parents/students to read instructions provided. When completed, click on >>Go to eSembler Login Page to create an account.

From eSembler Login in page:

The screenshot shows the eSembler login interface. At the top, there are navigation links for CLASSES, HELP, and LOGOUT, along with a 'Good Afternoon' greeting and the date/time 'Tue 1/29/2008 2:48 pm'. The main section is titled 'Login' and contains a form with 'Username:' and 'Password:' fields, a 'Login' button, and a message: 'Please enter your username and password to start using eSembler. Incorpore por favor su username y contraseña para comenzar a usar el eSembler.' Below the login form is a section for 'Parents, Guardians, and Students' with text explaining how to create a new account or recover a password. Three icons are present: 'new account' (pen nib), 'forgot password' (key), and 'online tutorial' (document). A callout box points to the 'online tutorial' icon with the text 'Click to view online tutorial'. Another callout box points to the 'new account' icon with the text: '1. When creating a **new account** you can click on the new account icon or **click here** link to begin the new account process.'

In order to create an account, you must have an existing e-mail account. Your e-mail address will be your user name. **Password has to be at least 6 characters

2. Fill out the **required** fields. Click on **Terms and Conditions** to read the important information provided by SDIRC.

The screenshot shows the 'Create Account' form. It includes fields for: *First Name (John), *Last Name (Doe), *Username (E-mail) (John.Doe@yahoo.com), *Confirm Username (E-mail) (John.Doe@yahoo.com), *Home Phone (7725555555), *Password (6 dots), *Confirm Password (6 dots), Mobile Phone (7721111111), Mobile Phone Carrier (AT&T), and Role (Parent). A message states: 'To get started, you need to first create a new user account. After your account is created, you will be asked to add one or more students to your account. After adding the students, you will then be able to view their information.' A callout box points to the 'Mobile Phone' field with the text: 'New ! Mobile Phone field. This information is not required. See **Setting up Parent Notifications** for more information.' Another callout box points to the 'Role' dropdown with the text: 'New! Role field. Click on drop down to view options. This information is not required.' A third callout box points to the 'Terms and Conditions' link with the text: 'Make sure to click on the **Terms and Conditions** link to read the district's Terms and Conditions. You will then need to click on the check box to confirm you have read the Terms and Conditions. Then click "Next"'. At the bottom, there is a checked checkbox for 'I have read and understand the Terms and Conditions' and 'Next' and 'Cancel' buttons.

3. The Create Account confirmation page appears. Make sure to read the **Create Account** information and click **OK** to continue with the new account process.

CLASSES HELP LOGOUT

Tue 9/8/2009 10:57am English | Español | Creole

Create Account

To confirm your identity and ensure the security of this system, a confirmation e-mail will be sent to you shortly. Please look for this message in your e-mail inbox. Once you have received and opened this e-mail, click on the link found inside the message to complete your registration. Once this registration process is completed, you will be able to add students to your account. **IMPORTANT:** Some mail systems, like AOL, Hotmail, or Earthlink may view the confirmation e-mail as potential spam. If there is no confirmation email in your inbox, please check your junk or spam folders for mail from our district. We also recommend that you add the district e-mail address - grades@indianriverschools.org - to your address book or list of permitted senders.

OK

Click "OK"

OK

4. Look for the confirmation email sent from grades@indianriverschools.org to your e-mail account.

From: grades@indian-river.k12.fl.us Add Mobile Alert

To: John.Doe@yahoo.com

Date: 29 Jan 2008 13:43:56 -0500

Subject: Grade Book Registration - Final Step

Dear John Doe

To confirm your identity and ensure the security of student data, click on the link below to activate your grade book account in Indian River School District. This account must be activated before you can add students to your account. Your account will not be activated until you click this link:

<http://grades.indian-river.k12.fl.us:81/check.aspx?121BCD39FD534F3ABA9A>

5. Click on the link to activate your account.

5. The eSembler Login page will appear.

CLASSES HELP LOGOUT Good Afternoon

Tue 1/29/2008 2:59pm

Login

Username: John.Doe@yahoo.com Login

Password:

Please enter your username and password to start using eSembler. Incorpore por favor su username y contraseña para comenzar a usar el eSembler. **You have successfully activated your account.**

Parents, Guardians, and Students

If you are a parent, guardian, or a student and you'd like an account to access your authorized information, [click here](#) to create a new account. If you already have an account but you've forgotten your password, [click here](#) to request that information be sent to you.

Si usted es el propio es autorizada, pero ha olvidado su información

6. Type in your user name and password. Login with the Username and password you used to create your account.

REMEMBER- Your user name is your email address you entered.

You will receive a message that you have successfully activated your account.

Close instructions and go to the eSembler link to begin to create your account.

>> [Go To eSembler Login Page](#)