

San Francisco Day School Website User Guide

To enhance communications with SFDS families, we have created a parent portal as part of our new website. While a portion of the portal is public for prospective families to have a sense of the school culture and what it may be like to be a parent here, some of the information listed is available only to the SFDS community. To ensure the privacy of this material, secure and individualized login and password procedures are in place. You will only need to perform these initial security measures once. Your password is not accessible to anyone else, and we encourage you to keep your password private.

Logging into the new San Francisco Day School website:

1. Go to the homepage at <http://www.sfds.net>.
2. Click on the 'Log In' tab at the upper right hand corner, next to the Parents tab (FIGURE 1).



FIGURE 1

3. Once you've clicked 'Login,' you will be directed to a new screen that says "User Account". Because you do not yet have passwords, select the 'Request New Password' tab next to the 'Log in' tab (FIGURE 2)

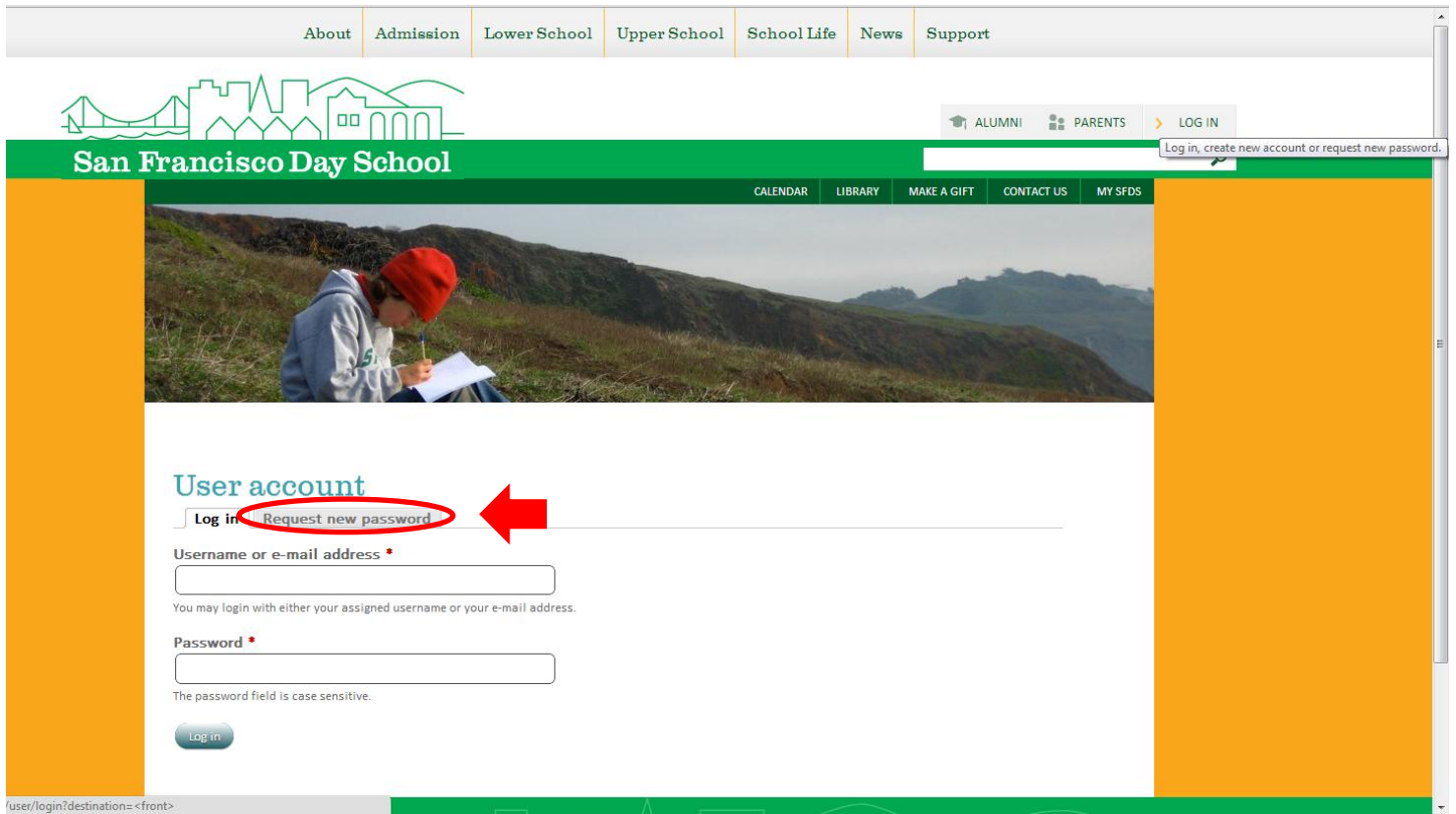


FIGURE 2

4. Enter in your email address on file with SFDS and select the 'Email new password' button (FIGURE 3)

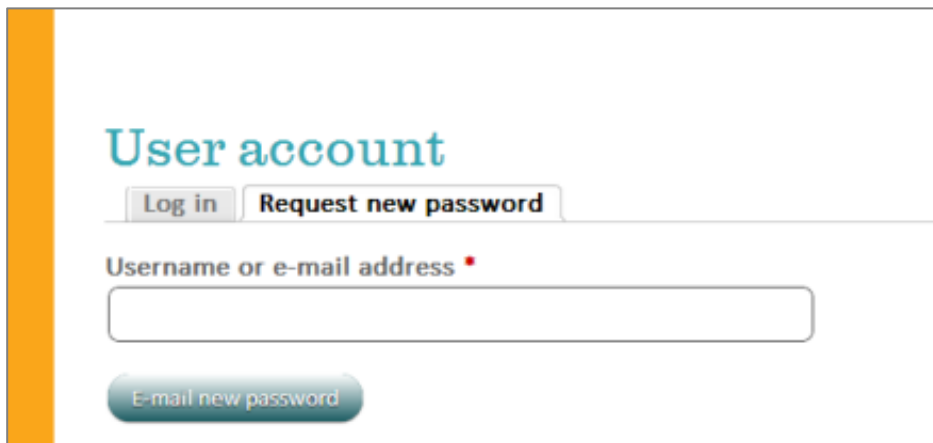


FIGURE 3

5. Within seconds you will receive an email from "SFDS" with a one-time login link at your email account. Go to your email account and select the long link in the middle of the message. (FIGURE 4)

----- Forwarded message -----

From: **San Francisco Day School** <webmaster@sfds.net>

Date: Fri, Jan 11, 2013 at 8:28 AM

Subject: Replacement login information for Michelle Phillips at San Francisco Day School

To: Michelle Phillips <mphillips@sfds.net>

Michelle Phillips,

A request to reset the password for your account has been made at San Francisco Day School.

You may now log in to sfds.net by clicking on this link or copying and pasting it in your browser:

<http://sfds.net/user/reset/543/1357921695/55b14f1d2c40c6...>

This is a one-time login, so it can be used only once. It expires after one day and nothing will happen if it's not used.

After logging in, you will be redirected to <http://sfds.net/user/543/edit> so you can change your password.

FIGURE 4

6. Click the "Log in" button from the 'reset password' page (FIGURE 5)

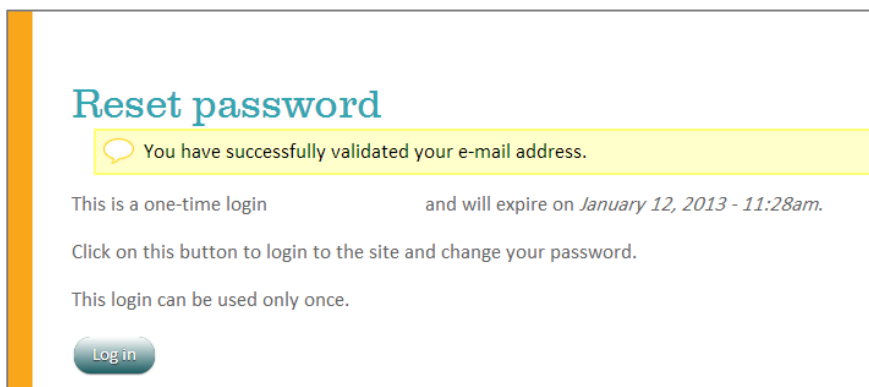


FIGURE 5

7. You will be directed to your account information, and from this page - may select and confirm a new password for future logins. You may also change your 'Username' from this page if you choose to do so. (FIGURE 6)
8. Once confirmed, scroll down to the bottom of the page, and select Save. (FIGURE 7)

- Login successful.
- You have just used your one-time login link. It is no longer necessary to use this link to login. Please change your password.

View Authorization **Edit** Notifications Signups
Account Personal Info My newsletters

Account information

E-mail address *

@sfds.net

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password

.....

Password strength: **Medium**

Confirm password

.....

Passwords match: **Yes**

! The password does not include enough variation to be secure. Try:

- Adding both upper and lowercase letters.
- Adding punctuation.

To change the current user password, enter the new password in both fields.

Language settings

FIGURE 6

Messaging and Notifications settings

Default send method

Mime Mail

Default sending method for getting messages from this system.

Default send interval

Immediately

Default send interval for subscriptions.

Automatically enable notifications for any groups that I join.

Group notifications can also be [customized](#) in greater detail if required.

Save

San Francisco Day School

SFDS is a K-8, co-educational, independent school.

350 Masonic Avenue
San Francisco, CA 94118

Phone: (415) 931-2422



[Contact](#) | [Sitemap](#)

FIGURE 7

Navigating the Parent Portal:

1. Go to the homepage at <http://www.sfds.net> and log in (if you do not log in, you will have limited access).
2. Click on the 'Parents' tab at the upper right hand corner, next to the Log In tab (FIGURE 1) and you will be redirected to the Parent Portal (FIGURE 2).



FIGURE 1

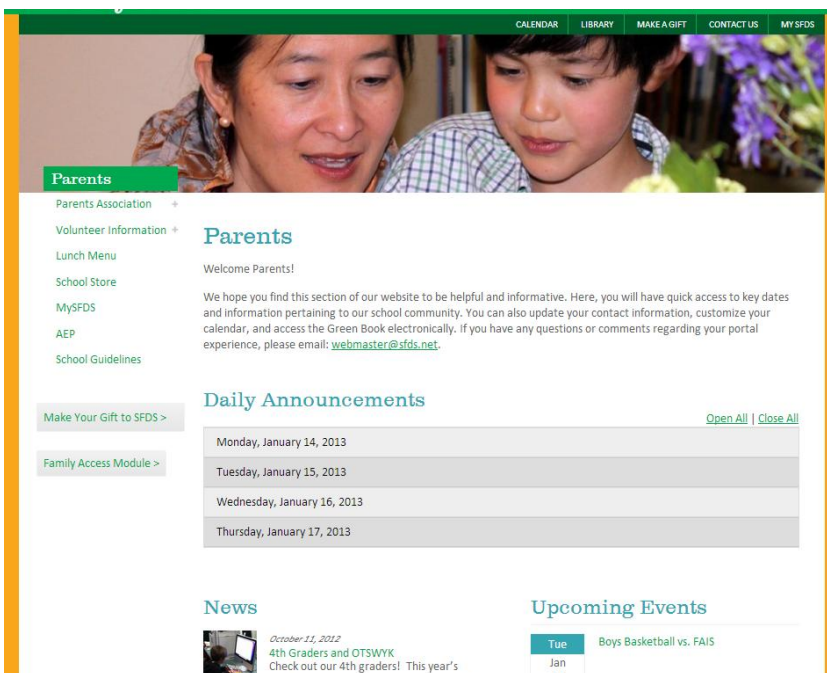


FIGURE 2

SFDS Parent Portal

Parent Resources and Info – If you are logged in, you will have access to private info: Green Book, Google Groups, and Coffee Notes



CALENDAR LIBRARY MAKE A GIFT CONTACT US **MY SFDS**

My SFDS – If your teacher currently uses a Google Site, you can now access your sites here, all in one place

Parents

- Parents Association +
- Volunteer Information +
- Lunch Menu
- Google Groups
- Parent Coffee notes
- School Store
- MySFDS
- AEP
- Green Book
- School Guidelines
- Make Your Gift to SFDS >

Family Access Module >

Family Access Module – Click this button to login and maintain your contact information.

Parents

Welcome Parents!

We hope you find this section helpful for information pertaining to our school. You can access the Green Book electronic calendar at webmaster@sfds.net.

Daily Announcements – Online version of “Week Ahead,” with more detail on a daily basis.

to key dates and our calendar, and for more information, please email:

Daily Announcements

[Open All](#) | [Close All](#)

Monday, January 14, 2013

Tuesday, January 15, 2013

Wednesday, January 16, 2013

Thursday, January 17, 2013

News



October 22, 2012

4th Graders and OTSWYK

Check out our 4th graders! This year's class has been taking a typing “OTSWYK”

(opportunity... [Read more](#))

October 22, 2012

7th Grade Hands-on Learning

Our 7th graders are participating in hands-on learning activities.

News and Upcoming Events – these sections are the same as featured on the home page

Upcoming Events

Tue

Boys Basketball vs. FAIS

Jan

15

Basketball vs. Head-Royce