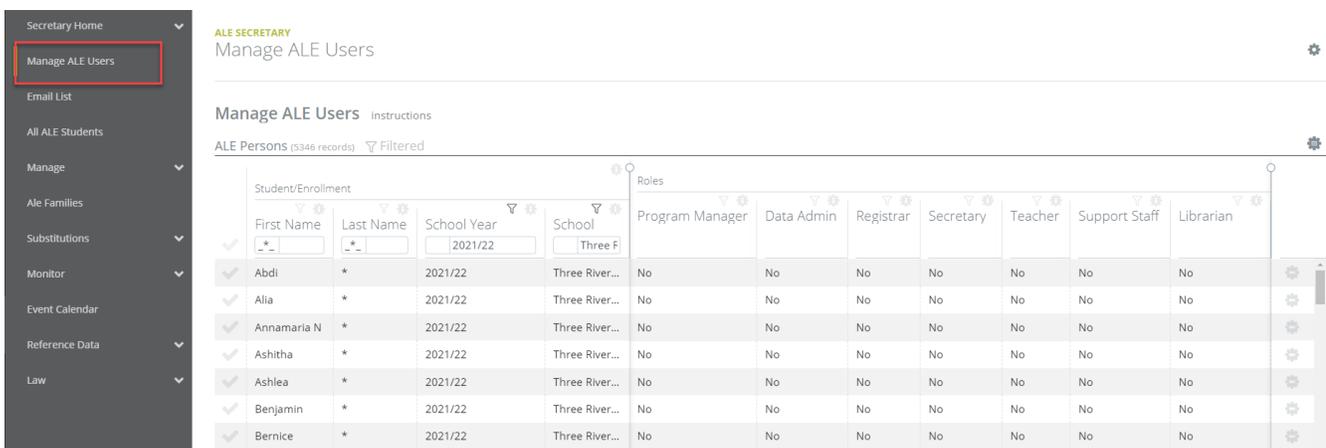


## ALE Application: Managing Parent Accounts

### Quick Links

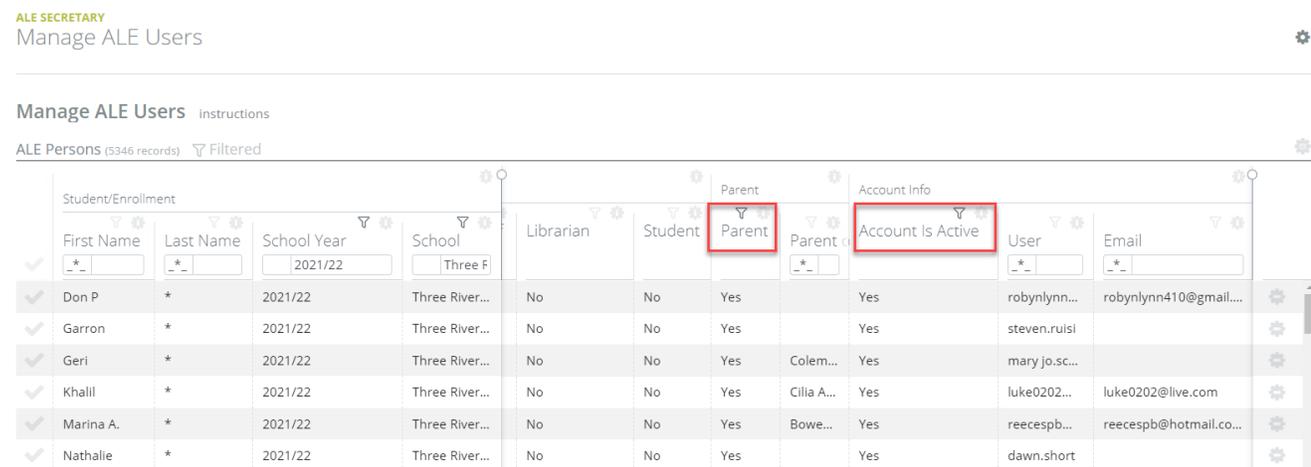
<a href="#">Activating Parent Accounts</a>	<a href="#">Changing a Parent's Username</a>	<a href="#">Updating Email Addresses</a>	<a href="#">Linking Students to Parents</a>	<a href="#">Resetting Passwords</a>
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Using the **Program Manager** or **Secretary Role** in the ALE Application, parent accounts can be managed by selecting **Manage ALE Users** in the left navigation menu.



Student/Enrollment				Roles							
First Name	Last Name	School Year	School	Program Manager	Data Admin	Registrar	Secretary	Teacher	Support Staff	Librarian	
Abdi	*	2021/22	Three River...	No	No	No	No	No	No	No	
Alla	*	2021/22	Three River...	No	No	No	No	No	No	No	
Annamaria N	*	2021/22	Three River...	No	No	No	No	No	No	No	
Ashitha	*	2021/22	Three River...	No	No	No	No	No	No	No	
Ashlea	*	2021/22	Three River...	No	No	No	No	No	No	No	
Benjamin	*	2021/22	Three River...	No	No	No	No	No	No	No	
Bernice	*	2021/22	Three River...	No	No	No	No	No	No	No	

Use the **Parent** and **User Account is Active** column filters to see if a parent has an active account.



Student/Enrollment				Parent		Account Info			
First Name	Last Name	School Year	School	Parent	Parent	Account Is Active	User	Email	
Don P	*	2021/22	Three River...	No	Yes	Yes	robynlynn...	robynlynn410@gmail...	
Garron	*	2021/22	Three River...	No	Yes	Yes	steven.ruisi		
Geri	*	2021/22	Three River...	No	Yes	Colem...	Yes	mary.jo.sc...	
Khalli	*	2021/22	Three River...	No	Yes	Cilla A...	Yes	luke0202...	luke0202@live.com
Marina A.	*	2021/22	Three River...	No	Yes	Bowe...	Yes	reecespb...	reecespb@hotmail.co...
Nathalie	*	2021/22	Three River...	No	Yes		Yes	dawn.short	

When the application is initially set up, parent accounts are automatically created using their email addresses from the Student Information System (SIS) as the username. Still, some may need to be manually activated if no email address is associated with their registration.

When new families register after that initial setup, accounts must be manually activated for them at the time of registration.

## Activating Parent Accounts (back to [Quick Links](#))

Select the parent account(s) that need activating by clicking the **checkmark** in the far left column. Then, use the **Select Row Action** button on the right to **Activate Guardian Account(s)**.

ALE PROGRAM MANAGER  
Manage ALE Users

Manage ALE Users instructions

All ALE Users and their Roles (1613 records) Filtered

Select Row Actions 3

	First Name	Last Name	School Year	School	Program Manager	Data Admin	Registrar	Secretary			
✓	Aaliya	*	2020/21	Valley Acad...	No	No	No	No	No	No	No
✓	Abril	*	2020/21	N/A	No	No	No	No	No	No	⚙️
✓	Acacia	*	2020/21	N/A	No	No	No	No	No	No	⚙️
✓	Alain	*	2020/21	N/A	No	No	No	No	No	No	⚙️
✓	Alcene	*	2020/21	N/A	No	No	No	No	No	No	⚙️
✓	Alissa	*	2020/21	N/A	No	No	No	No	Yes	No	⚙️

Activate Guardian Account(s)

To verify that the activation and access to the ALE application was successful, search for them in the **ALE Users Management** list. You should see their name, along with a listed user name and email address.

ALE PROGRAM MANAGER  
Manage ALE Users

Manage ALE Users instructions

All ALE Users and their Roles (7213 records)

First Name	Last Name	Program Manager	Data Admin	Registrar	Secretary	Teacher	Support Staff	Parent	Student	User	Email
A Paul	*	No	No	No	No	No	No	Yes	No		
Aaden	*	No	No	No	No	No	No	No	Yes		
Aaliyah	*	No	No	No	No	No	No	Yes	No	Perezdiazc...	Perezdiazc61@gmail....
Aalysha	*	No	No	No	No	No	No	Yes	No	gnsmac@g...	gnsmac@gmail.com

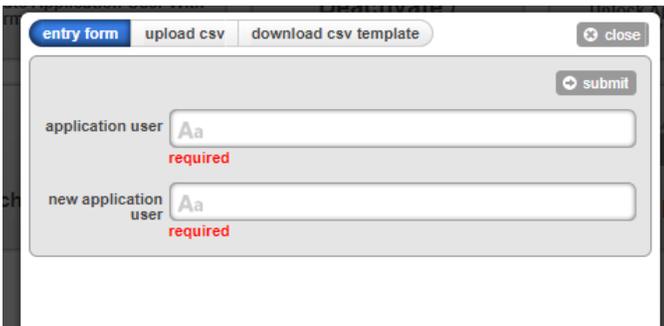
By default, the system assigns the email address associated with the guardian in Skyward as their username. If your district uses a different convention for the username (first name. last name, or Skyward username), you will need to update the usernames for guardians activated through this process in our Admin application following the directions below.

## Changing a Parent's Username (back to [Quick Links](#))

To change a parent username in our system, you will navigate to `yourschooldistrict.schooldata.net/admin` (e.g., `edmonds.schooldata.net/admin`). From there, choose **Homeroom Admin** > **Homeroom Users and Permissions** > **Change the Application User Name**.



This simple form will let you update a user's email address. Enter their **current application username** (the old email address in the case of a parent) and the **new username** you are updating. Then, click **submit**.



## Updating Email Addresses (back to [Quick Links](#))

Occasionally, you may find that a parent's email address has been changed in your SIS, not in this system. Or a parent requests that you change their email address. You will want to ensure that the emails in your Student Information System and our admin table match. Change the email address as you normally would in your SIS.

To change an email address in our system, you will locate the user in the **Manage ALE Users** in the left navigation menu, then use the **Row Action & Options** gear to select **Set Email Address** of the chosen parent.

ALE SECRETARY  
Manage ALE Users

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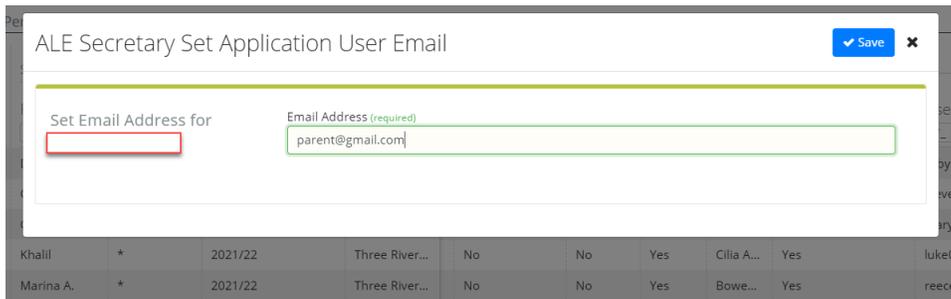
Manage ALE Users Instructions

ALE Persons (5346 records) Filtered

Student/Enrollment				Parent			Account Info			
First Name	Last Name	School Year	School	Librarian	Student	Parent	Parent	Account Is Active	User	Email
Don P	*	2021/22	Three River...	No	No	Yes		Yes	robynlynn...	robynlynn410@gmail...
Garron	*	2021/22	Three River...	No	No	Yes		Yes	steven.ruisl	
Geri	*	2021/22	Three River...	No	No	Yes	Colem...	Yes	mary.jo.sc...	
Khalil	*	2021/22	Three River...	No	No	Yes	Cilla A...	Yes	lu...	
Marina A.	*	2021/22	Three River...	No	No	Yes	Bowe...	Yes	reecesp...	
Nathalie	*	2021/22	Three River...	No	No	Yes		Yes	dawn.short	
Samara	*	2021/22	Three River...	No	No	Yes	Madd...	Yes	dcarter@o...	dcarter@oxbocoro.com

*Note: A red arrow points to the gear icon in the 'Row Actions & Options' column for the 'Geri' row.*

Enter the new email address in the resulting form and click **Save**.

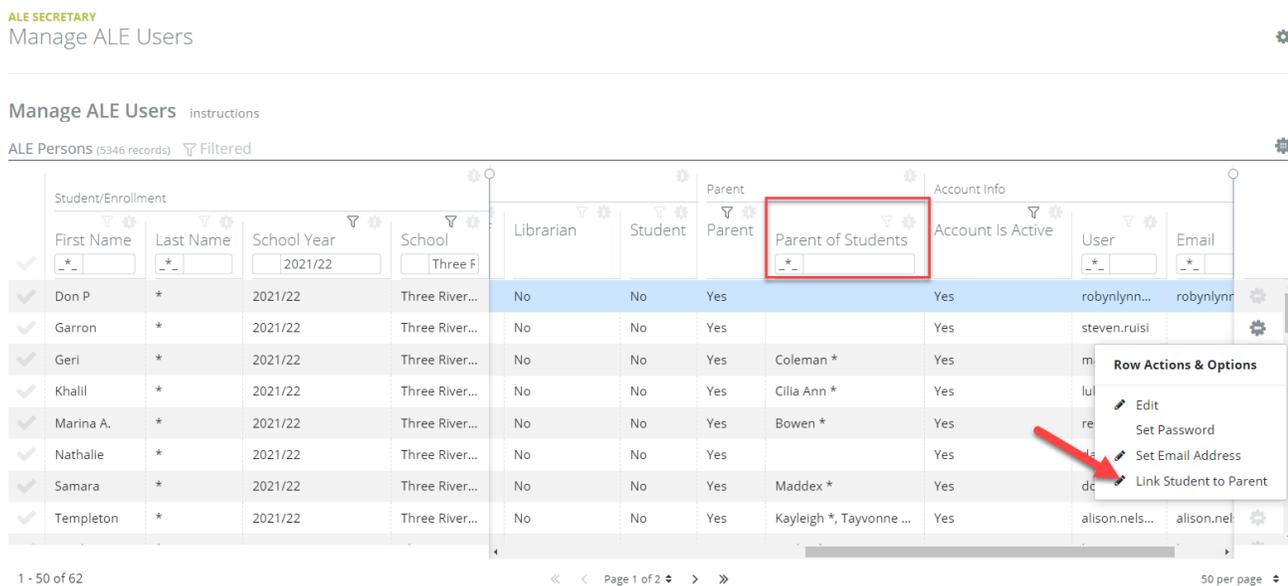


First Name	Last Name	School Year	School	Librarian	Student	Parent	Parent of Students	Account Is Active	User	Email
Khalil	*	2021/22	Three River...	No	No	Yes	Cilia A...	Yes	luke02	
Marina A.	*	2021/22	Three River...	No	No	Yes	Bowe...	Yes	reeces	

Another thing worth noting is that an email address can only be associated with one user. Sometimes, two parents will have the same email address associated with them, which will migrate to our system associated with the incorrect parent. In that case, contact our Help Desk to request that the email be re-associated to the correct one.

## Linking Students to Parents (back to [Quick Links](#))

Occasionally, a student's parent and/or guardian are not correctly linked in the app based on their SIS associations. You can link a parent via the **Manage ALE Users** in the left navigation menu. Navigate to find the parent you would like to link a student to, and using the **Row Actions & Options gear**, select **Link Student to Parent**. Note that the **Parent of Students** column lists all existing associated students for the selected guardian:



Student/Enrollment				Librarian	Student	Parent	Parent of Students	Account Info	User	Email
First Name	Last Name	School Year	School					Account Is Active		
Don P	*	2021/22	Three River...	No	No	Yes		Yes	robynlyn...	robynlyn...
Garron	*	2021/22	Three River...	No	No	Yes		Yes	steven.ruisi	
Geri	*	2021/22	Three River...	No	No	Yes	Coleman *	Yes	m	
Khalil	*	2021/22	Three River...	No	No	Yes	Cilia Ann *	Yes	lul	
Marina A.	*	2021/22	Three River...	No	No	Yes	Bowen *	Yes	re	
Nathalie	*	2021/22	Three River...	No	No	Yes		Yes	la	
Samara	*	2021/22	Three River...	No	No	Yes	Maddex *	Yes	dc	
Templeton	*	2021/22	Three River...	No	No	Yes	Kayleigh *, Tayvonne ...	Yes	alison.nels...	alison.nel...

In the resulting form, you can select one or more **Students** to associate with the selected parent and click **Save**.

ALE Secretary Link Student to Parent Save ✕

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Select ALE Student(s) for  ALE Students (optional) Select

## Resetting Passwords (back to [Quick Links](#))

Once an account has been activated, you can reset the password for a parent if desired. Navigate to **Manage ALE Users** in the left navigation menu, then filter to find the individual you seek. Select Set Password using the **Row Actions & Options gear** at the far right.

**ALE PROGRAM MANAGER**  
Manage ALE Users ⚙️

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**Manage ALE Users** Instructions

All ALE Users and their Roles (1119 records) ⚙️

First Name	Last Name	Program Manager	Data Admin	Registrar	Secretary	Teacher	Support Staff	Parent	Student	User	Email	
Ada	*	No	No	No	No	No	No	No	Yes			
Adam	*	No	No	No	No	No	No	No	Yes			
Adeline	*	No	No	No	No	No	No	No	Yes			
Adrienne	*	No	No	No	No	No	No	Yes	No	treehuggerjma@y...	treehuggerjma@...	⚙️
Adrienne	*	No	No	No	No	No	No	Yes	No	heatherteachou...		⚙️
Aiden	*	No	No	No	No	No	No	No	Yes			⚙️
Aimee	*	No	No	No	No	No	No	No	Yes			

*Note: A red arrow points from the gear icon in the row for 'Adrienne' to a dropdown menu containing 'Edit' and 'Set Password'.*

A small window with the parent's username will appear where you can set a new password.

**Set Password** ✕

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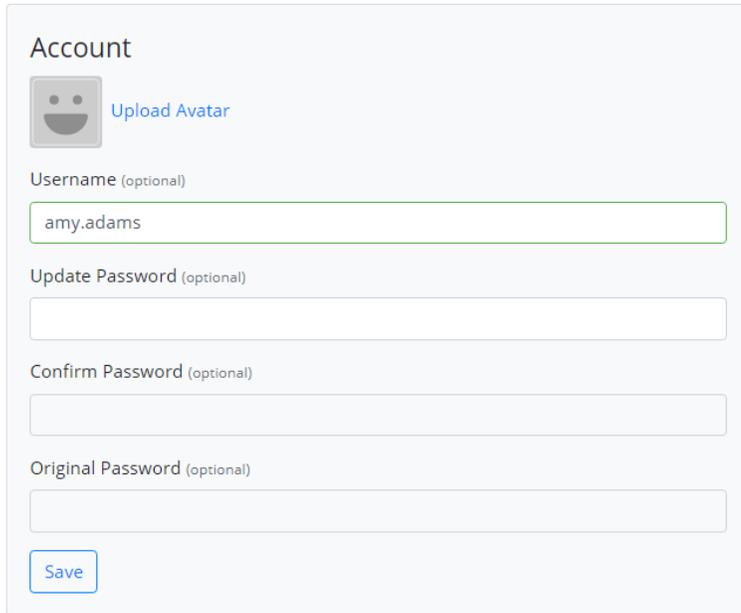
Username (optional)

@yahoo.com

Password (required)

Confirm Password (required)

Upon logging in, users can reset their password by clicking on their name at the top right of the screen to open the **Application Actions and Options** menu and then selecting **Edit account info**.



Account

 Upload Avatar

Username (optional)

amy.adams

Update Password (optional)

Confirm Password (optional)

Original Password (optional)

Save

If you cannot activate an account or locate the parent on the guardian list, please contact the SDS Help Desk. [support@schooldata.net](mailto:support@schooldata.net)

Please note that if a parent contacts us directly to request account activation, we will need someone from your program to verify that the parent should be given access before activating the account.