

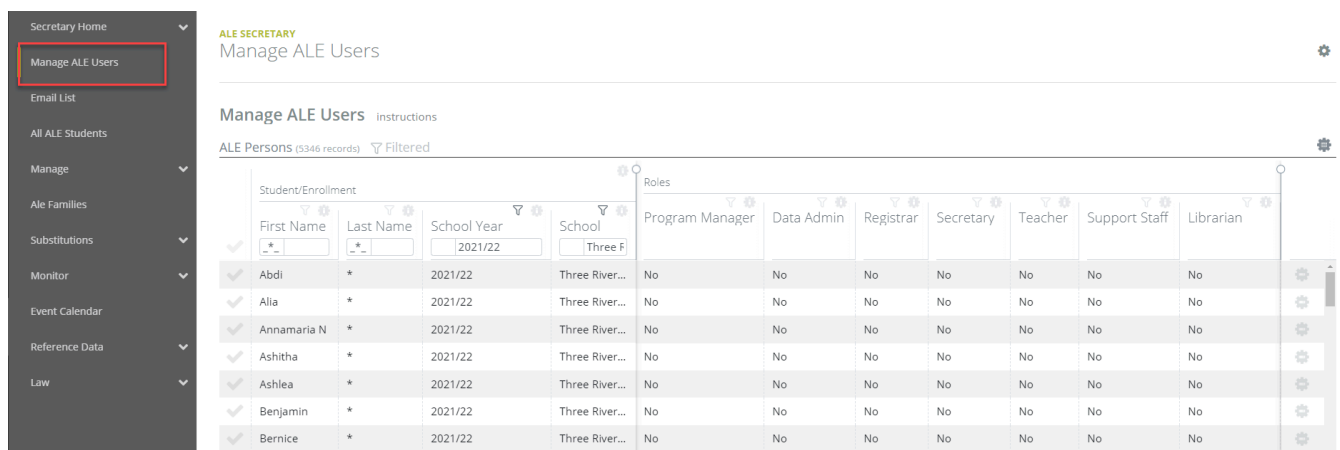
## ALE Program Manager/Secretary: Managing Parent Accounts V2

Using the **Program Manager** or **Secretary Role** in the ALE Application, parent accounts can be managed.

When the application is initially set up, parent accounts are automatically created using the parent's email address 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.

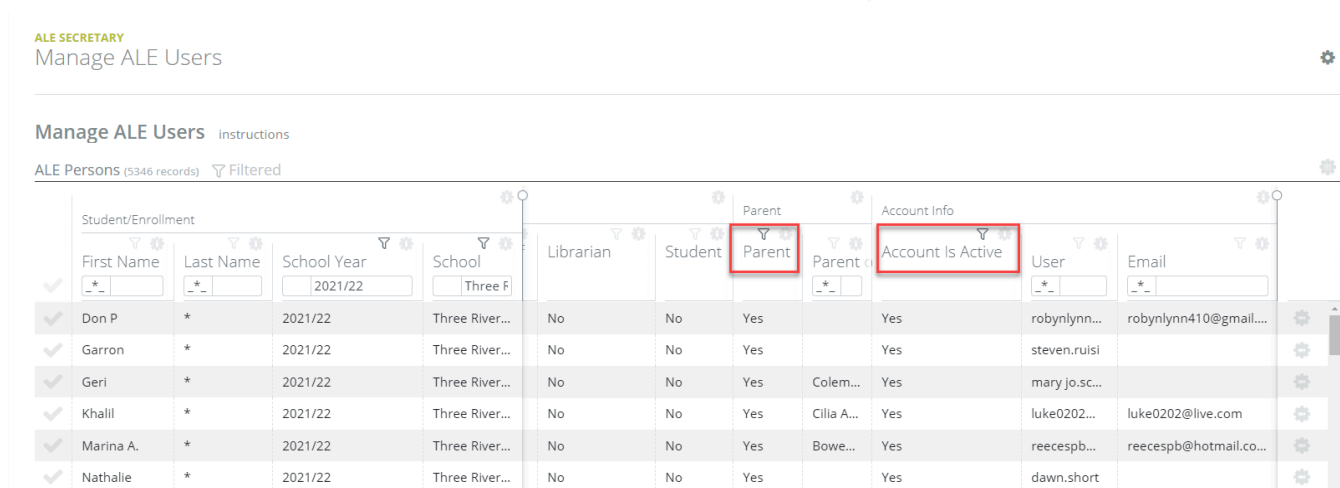
When new families register after the initial setup, their accounts must be manually activated at the time of registration.

1. Click the **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

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



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

3. Select the parent account(s) that need activating by clicking the **checkmark** in the far left column.
4. 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

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

- 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 their username and email address.

**ALE PROGRAM MANAGER**  
Manage ALE Users

**Manage ALE Users** instructions

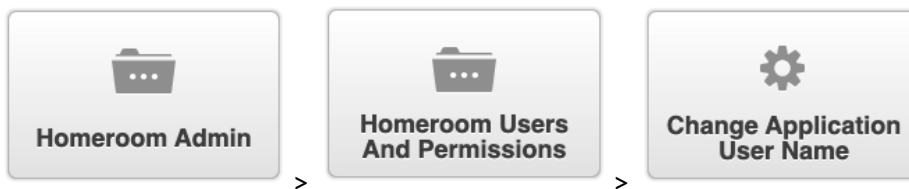
All ALE Users and their Roles (7213 records)

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...
Aalyssha	*	No	No	No	No	No	No	Yes	No	gnsmac@g...	gnsmac@gmail.com

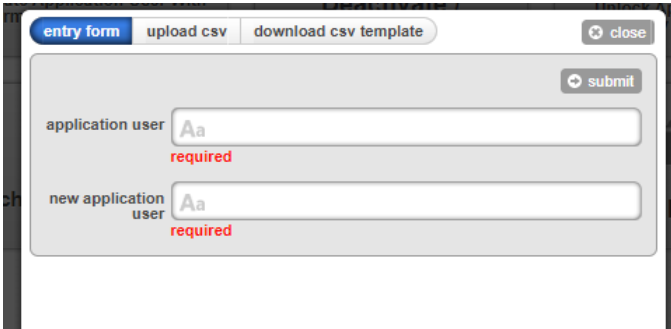
- By default, the system uses the guardian's email address in Skyward as their username. If your district uses a different convention for usernames (first name, last name, or Skyward username), you will need to update the usernames for guardians activated through this process in our Admin application,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

## Changing a Parent's Username

To change a parent's username in our system, you will navigate to [yourschooldistrict.schooldata.net/admin](https://yourschooldistrict.schooldata.net/admin) (e.g., [edmonds.schooldata.net/admin](https://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

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.

1. Locate the user in **Manage ALE Users** in the left navigation menu.
2. Use the **Row Action & Options** gear to select **Set Email Address** for the chosen parent.

ALE SECRETARY  
Manage ALE Users

Manage ALE Users instructions

ALE Persons (5346 records) Filtered

Student/Enrollment				Librarian	Student	Parent		Account Info		
First Name	Last Name	School Year	School			Parent	Parent c	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.ruisi	
Geri	*	2021/22	Three River...	No	No	Yes	Colem...	Yes	mary.jo.sc...	
Khalil	*	2021/22	Three River...	No	No	Yes	Cilia A...	Yes	luke.202...	luke.202...
Marina A.	*	2021/22	Three River...	No	No	Yes	Bowe...	Yes	reecespb...	
Nathalie	*	2021/22	Three River...	No	No	Yes		Yes	dawn.short	
Samara	*	2021/22	Three River...	No	No	Yes	Madd...	Yes	dcarter@o...	dcarter@oxbocorp.com

**Row Actions & Options**

- Edit
- Set Password
- Set Email Address
- Link Student to Parent

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

ALE Secretary Set Application User Email Save ×

Set Email Address for

Email Address (required)  
parent@gmail.com

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, which will be migrated to our system under the incorrect parent. In that case, contact our Help Desk to request that the email be reassigned to the correct account.

## Linking Students to Parents

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:

ALE SECRETARY  
Manage ALE Users

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Manage ALE Users instructions

ALE Persons (5346 records) Filtered

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	robynlynn...	robynlynn...
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	lu...	
Marina A.	*	2021/22	Three River...	No	No	Yes	Bowen *	Yes	re...	
Nathalie	*	2021/22	Three River...	No	No	Yes		Yes	na...	
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...

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- 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 X

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Select ALE Student(s) for Select

ALE Students (optional) Select

## Resetting Passwords

Once an account has been activated, you can reset a parent's password if desired.

1. Navigate to **Manage ALE Users** in the left navigation menu.
2. Filter to find the individual you seek.
3. 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...		<ul style="list-style-type: none"> <li>✎ Edit</li> <li>🔑 Set Password</li> </ul>
Aiden	*	No	No	No	No	No	No	No	Yes			
Aimee	*	No	No	No	No	No	No	No	Yes			

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

Set Password
✕


Username (optional)

Password (required)

Confirm Password (required)

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

### Account

 [Upload Avatar](#)

Username (optional)

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.