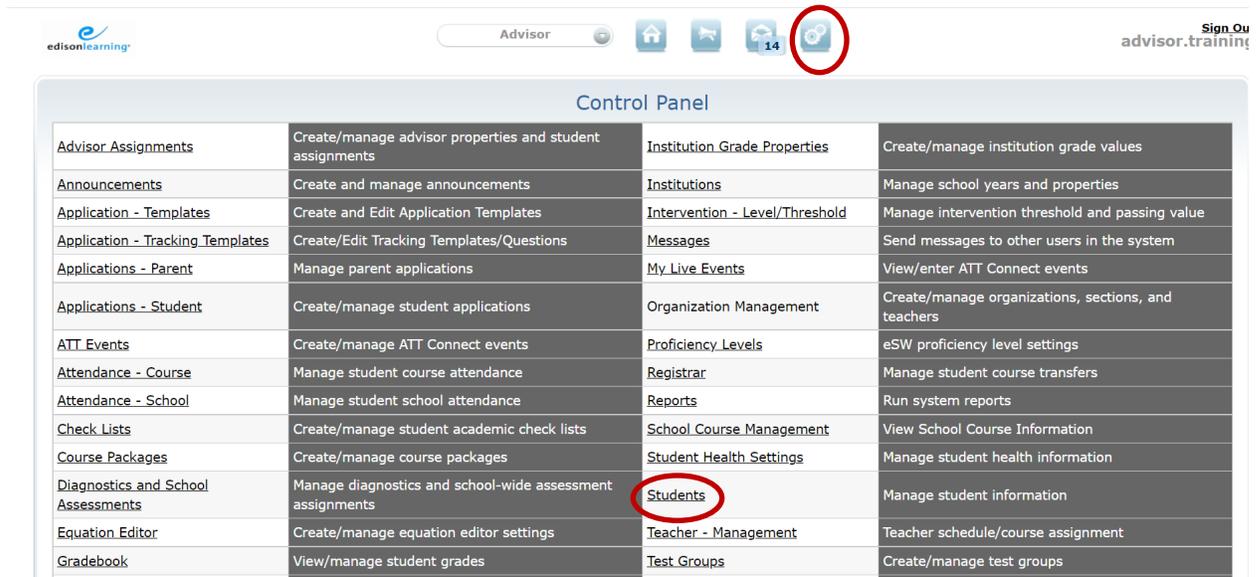


# Verifying and Updating Student Emails in eSchoolware

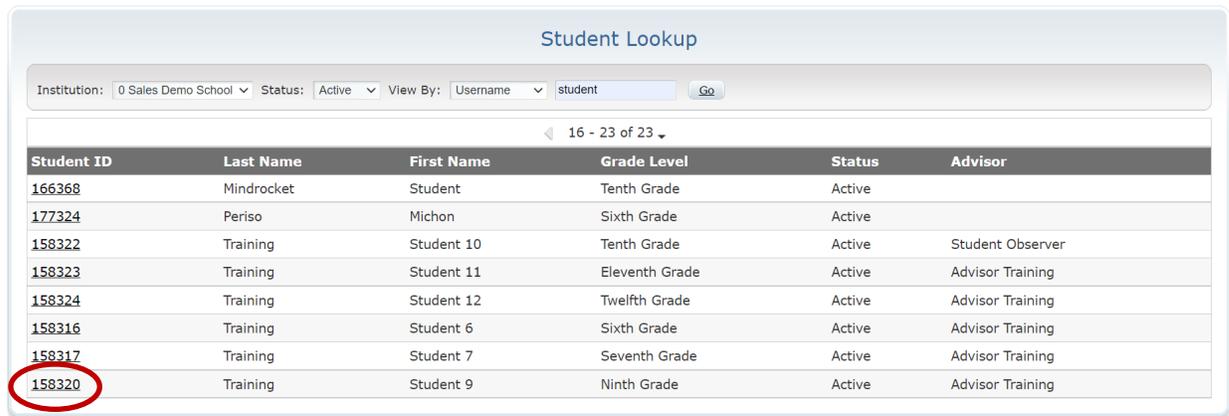
EdisonLearning's eSchoolware now includes an email address as a mandatory user account field during account creation. This email address will be captured in the Student Details page under the Family Info tab. To verify or update a student email address, first navigate to the Control Panel, then Students.



The screenshot shows the 'Control Panel' navigation menu. The 'Students' link is circled in red. The menu items are as follows:

Advisor Assignments	Create/manage advisor properties and student assignments	Institution Grade Properties	Create/manage institution grade values
Announcements	Create and manage announcements	Institutions	Manage school years and properties
Application - Templates	Create and Edit Application Templates	Intervention - Level/Threshold	Manage intervention threshold and passing value
Application - Tracking Templates	Create/Edit Tracking Templates/Questions	Messages	Send messages to other users in the system
Applications - Parent	Manage parent applications	My Live Events	View/enter ATT Connect events
Applications - Student	Create/manage student applications	Organization Management	Create/manage organizations, sections, and teachers
ATT Events	Create/manage ATT Connect events	Proficiency Levels	eSW proficiency level settings
Attendance - Course	Manage student course attendance	Registrar	Manage student course transfers
Attendance - School	Manage student school attendance	Reports	Run system reports
Check Lists	Create/manage student academic check lists	School Course Management	View School Course Information
Course Packages	Create/manage course packages	Student Health Settings	Manage student health information
Diagnostics and School Assessments	Manage diagnostics and school-wide assessment assignments	<b>Students</b>	Manage student information
Equation Editor	Create/manage equation editor settings	Teacher - Management	Teacher schedule/course assignment
Gradebook	View/manage student grades	Test Groups	Create/manage test groups

Next, click on the underlined Student ID for the student account being updated.



The screenshot shows the 'Student Lookup' page. The 'Student ID' 158320 is circled in red. The page includes search filters and a table of student records.

Search filters: Institution: 0 Sales Demo School, Status: Active, View By: Username, student, Go

Table: 16 - 23 of 23

Student ID	Last Name	First Name	Grade Level	Status	Advisor
166368	Mindrocket	Student	Tenth Grade	Active	
177324	Periso	Michon	Sixth Grade	Active	
158322	Training	Student 10	Tenth Grade	Active	Student Observer
158323	Training	Student 11	Eleventh Grade	Active	Advisor Training
158324	Training	Student 12	Twelfth Grade	Active	Advisor Training
158316	Training	Student 6	Sixth Grade	Active	Advisor Training
158317	Training	Student 7	Seventh Grade	Active	Advisor Training
<b>158320</b>	Training	Student 9	Ninth Grade	Active	Advisor Training

You can also access Student Details directly from your Advisor homepage, if you have that role assigned in eSchoolware.

Next, click on the underlined Student Username for the student account being updated.

Advisor Student

Organization: 0 Sales Demo School Filter: All Go

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Username	Last Name	First Name	Approval Count	Intervention Count	Truancy Count
<u>student.conway</u>	Conway	Student	0	0	0
<u>Annabelle.Demo</u>	Demo	Annabelle	0	0	0
<u>Austin.Demo</u>	Demo	Austin	0	0	0
<u>David.demo</u>	Demo	David	0	0	0

Once in the Student Details, click on the "Family Info" tab.

The primary email will display under Student Contact Information. To edit, click on the magnifying glass.

**Student Details**

Training, Student 9 \*

STUDENT ID	158320 at 0 Sales Demo School	GRADE LEVEL	Ninth Grade	START DATE	08/13/2018
DISTRICT ID		GENDER	Male	USER ID	393319
ADVISOR	Advisor Training	BIRTHDAY	08/01/2003	USERNAME	student.9
		AGE	18	PASSWORD	welcome

May 2022

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Academic Info | Notes | Attendance | Checklists | Family Info | Administration Info | Demographics | Organizations | Health Record

**Student Contact Information**

Email: student.9@sales.com

Address History

Profile Picture:

Click "Edit" if the address needs added or changed.

**Student Addresses And Phone Numbers**

**Student Addresses**

Create Add from family addresses

Address Type	Address	Details	Delete
No Entries Found			

**Student Phones**

Create

Phone Type	Phone Number	Notes	Details	Delete
No Entries Found				

**Student Email**

Email	student.9@sales.com	<b>Edit</b>
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This will update the Primary Email address for the student's account. This update will allow the student to use the "Forgot Password" functionality in eSchoolware, if needed and applicable.