2014

Almadina Language Charter Academy

Family Zone Reference

[SECURE ZONE WWW.ESLALMADINA.COM]

The Family Zone was launched on March 17, 2014 to all families of Westmount Charter School. This reference is mainly to help new users quickly see the steps to perform simple tasks. It is meant as a quick reference and is not a complete authority on the functionality of the Family Zone Area.

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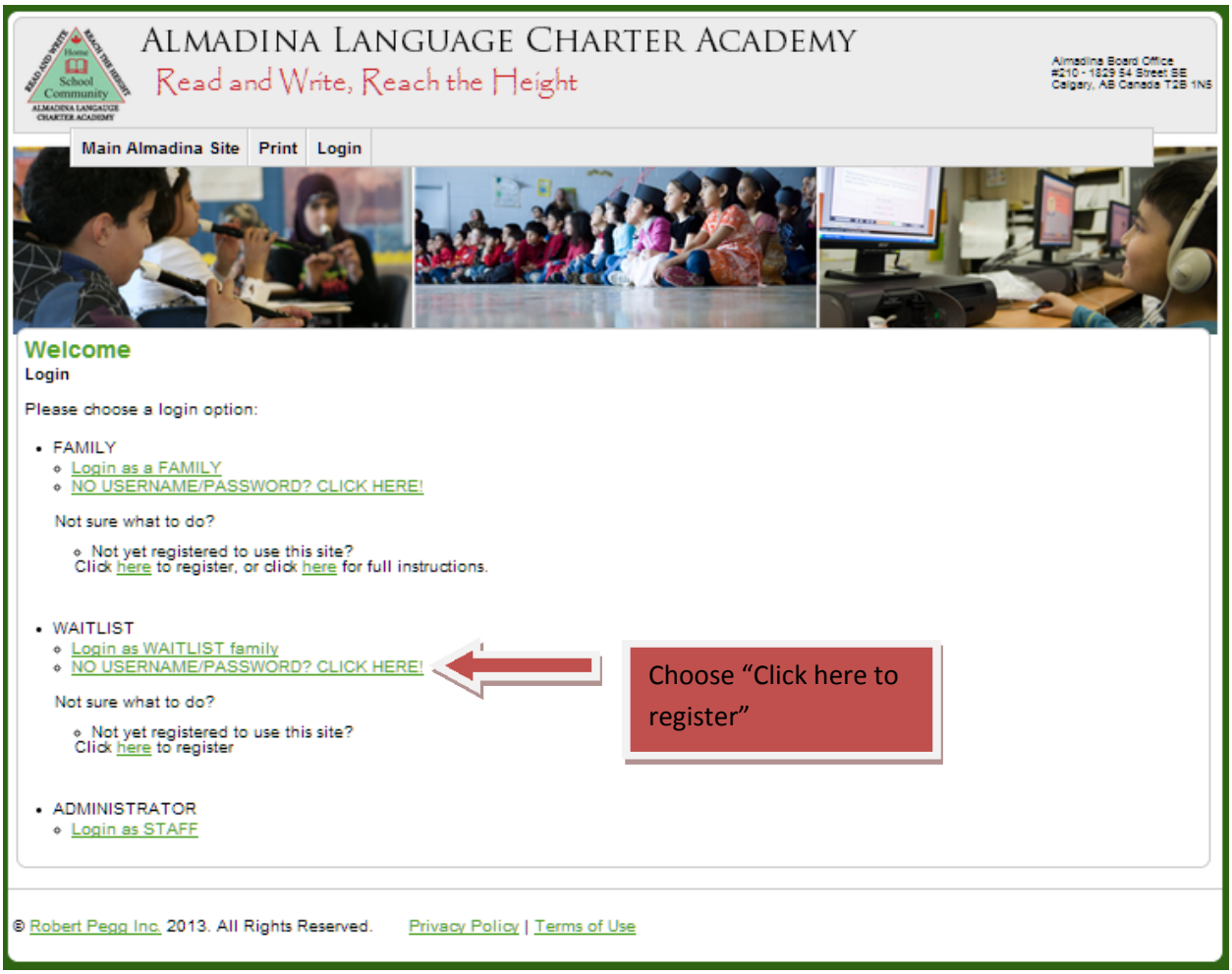
Security

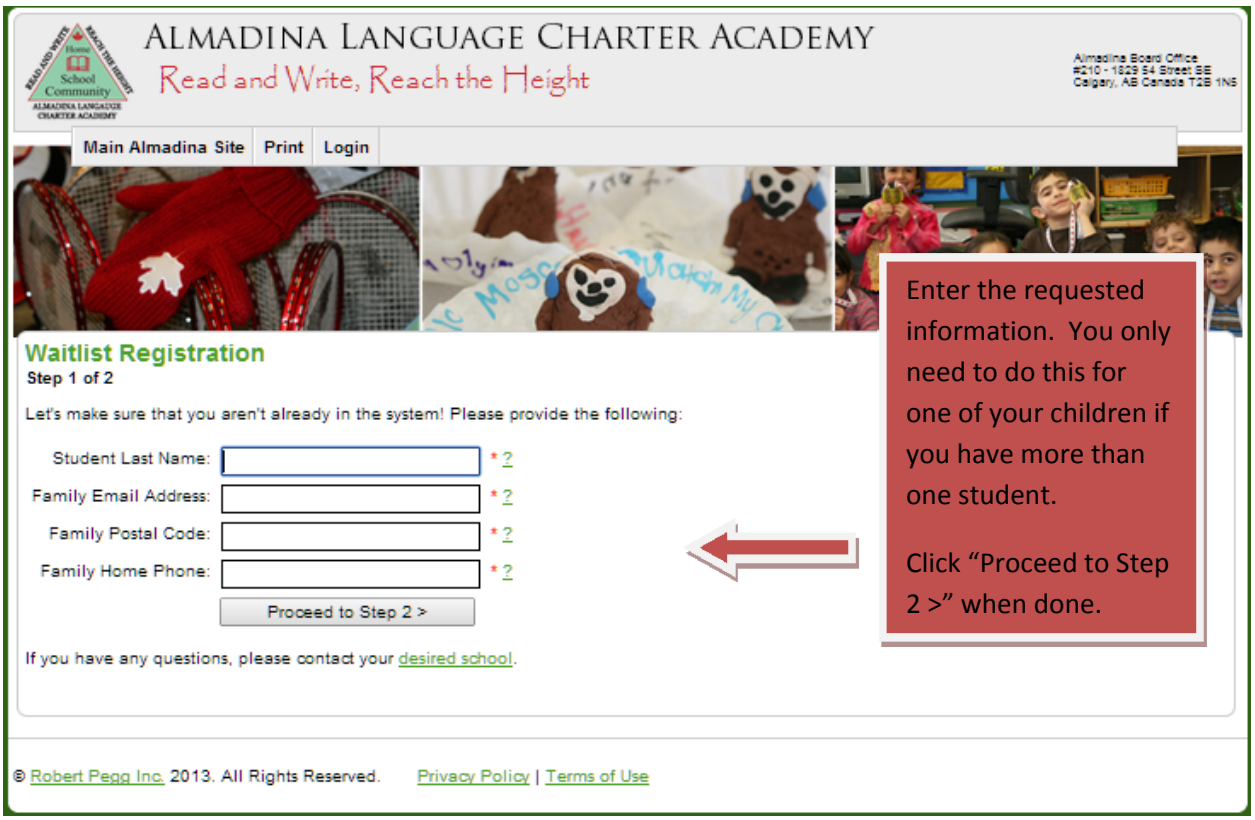
The Family Zone of the Almadina Language Charter Academy website is designed to allow for administrative functions required by parents. The site holds information we need to work with students. The information is in a highly secure building and governed by our privacy policy which can be read online at:

http://www.eslalmadina.com/privacy.asp

Registering

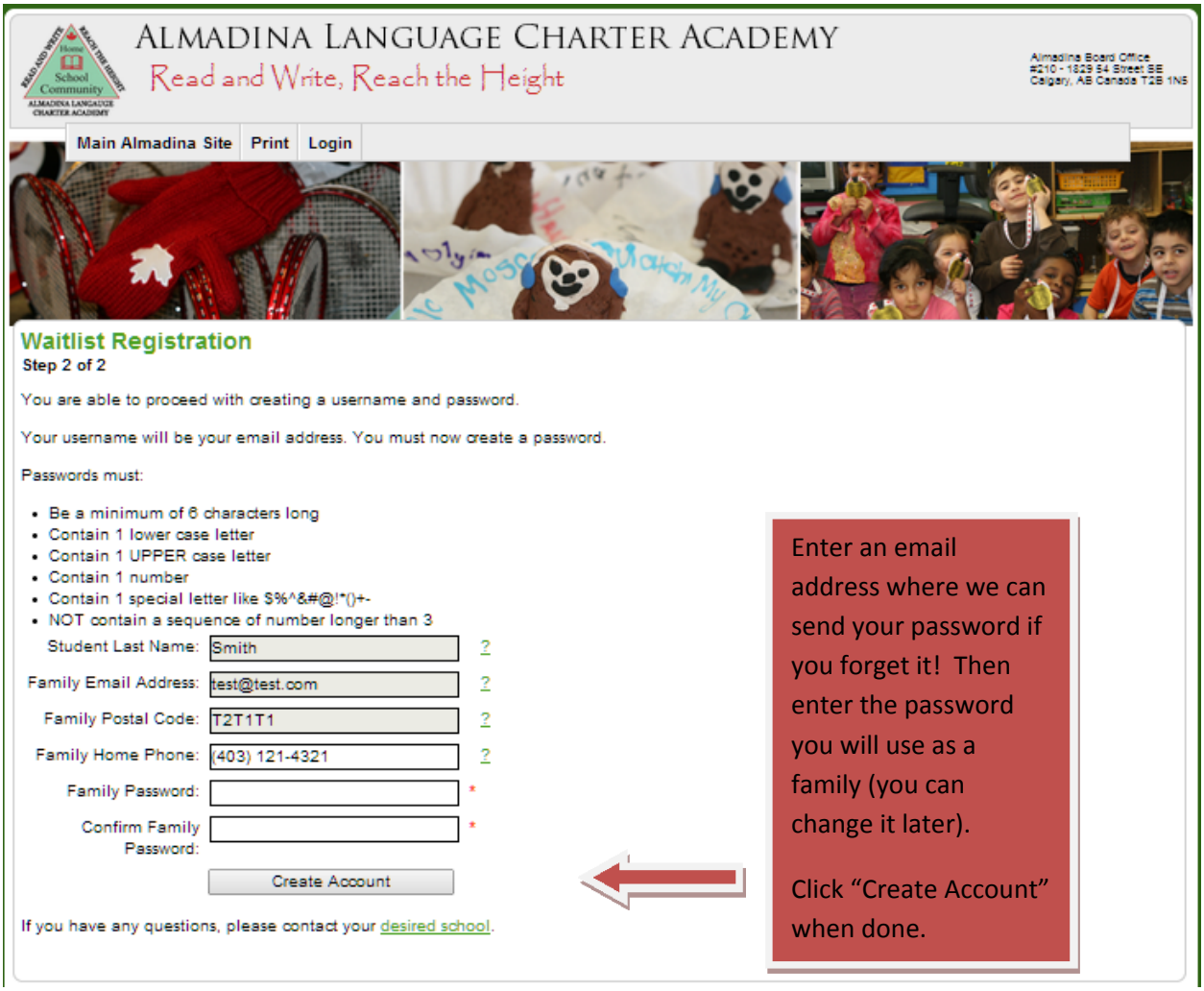
The following screen shots explain the registration process:





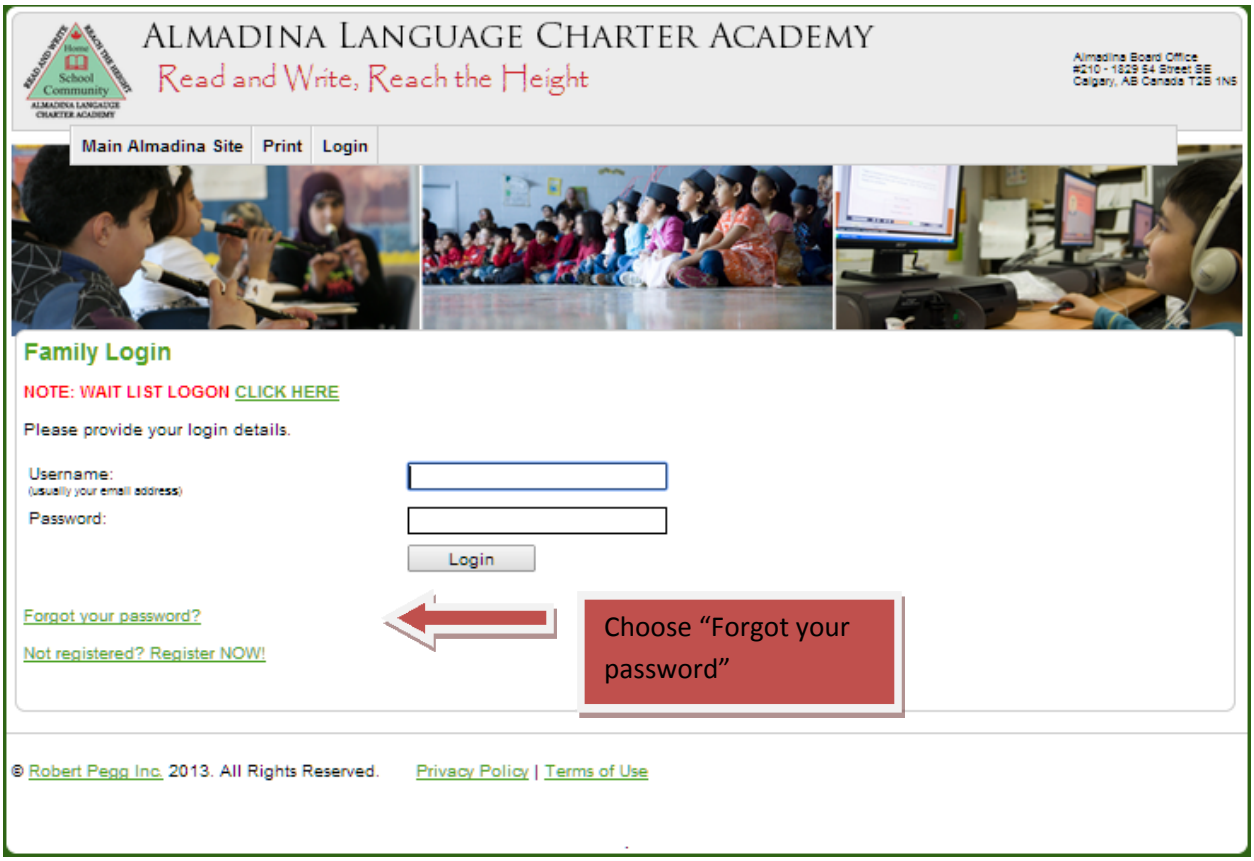
Enter the requested information. You only need to do this for one of your children if you have more than one student.

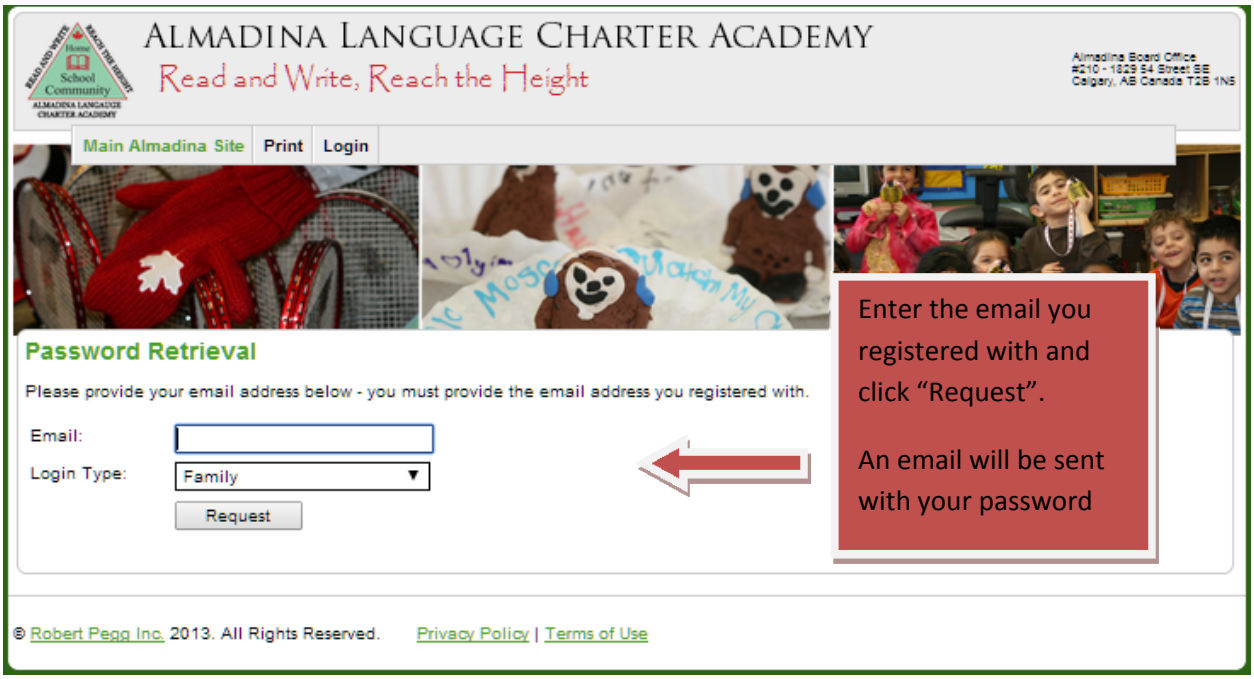
Click "Proceed to Step 2 >" when done.


ALMADINA LANGUAGE CHARTER ACADEMY
Read and Write, Reach the Height
Almadina Board Office
#210 - 1829 54 Street SE
Calgary, AB Canada T2B 1N5
Main Almadina Site
Print
Login
Waitlist Registration
Step 2 of 2
You are able to proceed with creating a username and password.
Your username will be your email address. You must now create a password.
Passwords must:
Be a minimum of 6 characters long
Contain 1 lower case letter
Contain 1 UPPER case letter
Contain 1 number
Contain 1 special letter like $%^&#@!*()+-
NOT contain a sequence of number longer than 3
Student Last Name: Smith
Family Email Address: test@test.com
Family Postal Code: T2T1T1
Family Home Phone: (403) 121-4321
Family Password:
Confirm Family Password:
Create Account
If you have any questions, please contact your desired school.
Enter an email address where we can send your password if you forget it! Then enter the password you will use as a family (you can change it later).
Click “Create Account” when done.

Password Retrieval

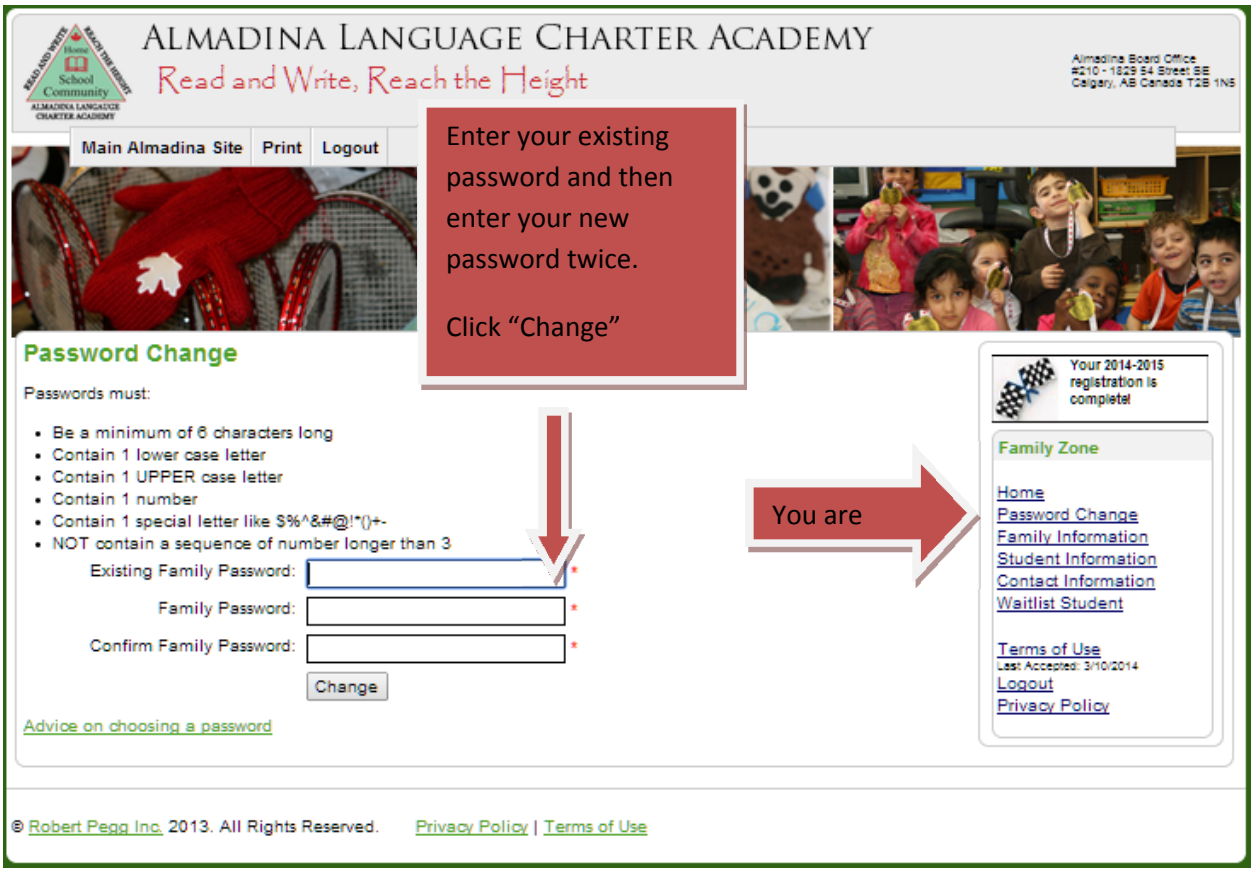
The following screen shot explains how to retrieve your password:




ALMADINA LANGUAGE CHARTER ACADEMY
Read and Write, Reach the Height
Almadina Board Office
#210 - 1829 54 Street SE
Calgary, AB Canada T2B 1N5
Main Almadina Site
Print
Login
Password Retrieval
Please provide your email address below - you must provide the email address you registered with.
Email:
Login Type:
Family
Request
Enter the email you registered with and click "Request".
An email will be sent with your password
© Robert Pegg Inc. 2013. All Rights Reserved.
Privacy Policy | Terms of Use

Password Change

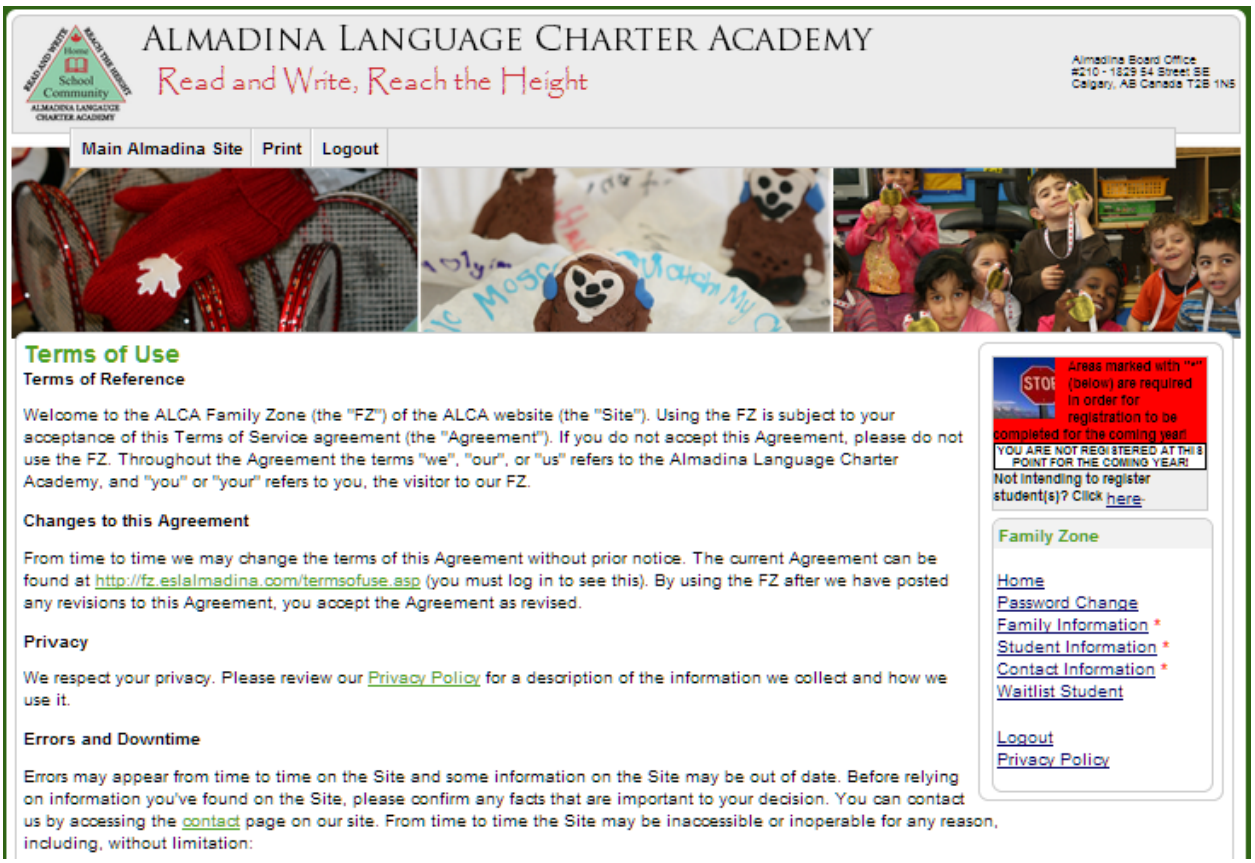
The following screen shot explains how to change your password:



Information Review and Update

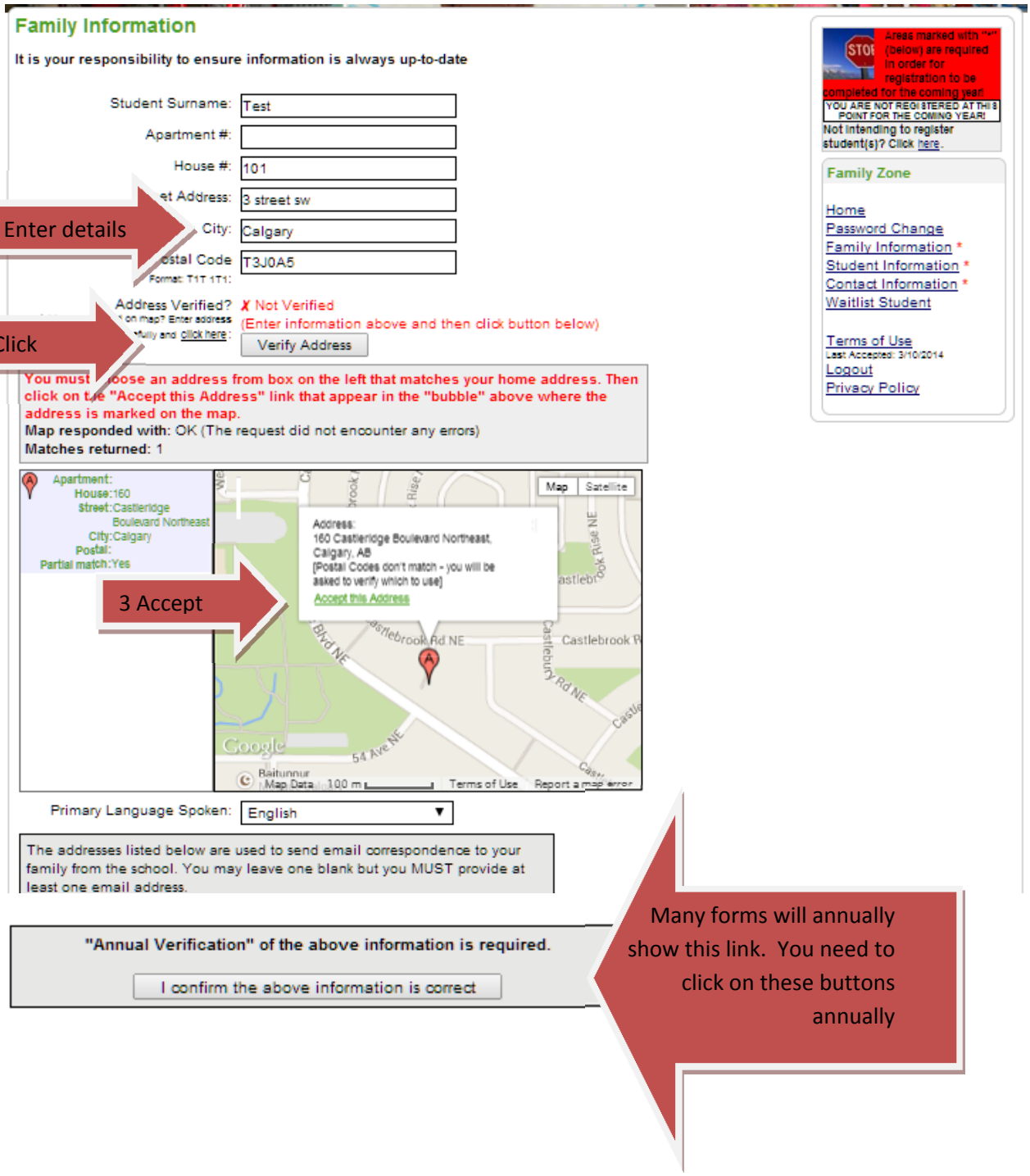
The following screen shots explains a basic information update (area marked with a * must be completed before you are considered “registered”). On each of the Family, Student and Contact pages you will need to verify the accuracy of the information we have on file each year at registration time.

You will be shown the page where you must accept the Terms of Use. Click on the “Accept” button at the bottom of the page after reading through it



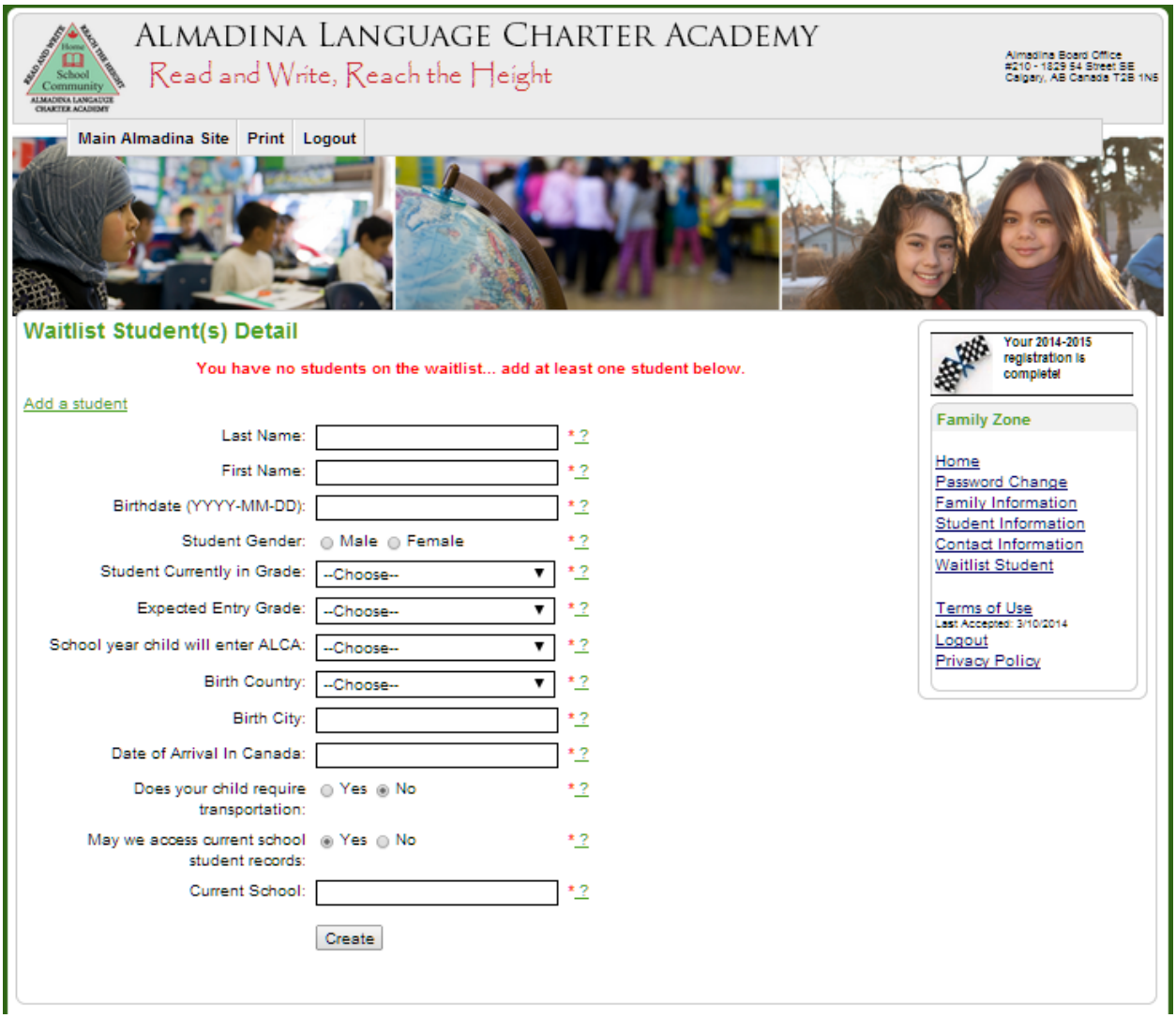
Entering Family Information

Next you will be shown the family information we have on file. Make any changes required and click "Update". You will need to specify primary spoken language and specify at least one email address. You will also have to verify your address. You can enter address details in the textboxes and then click "Verify Address", once you find you address on the map, click on "Accept This Address":



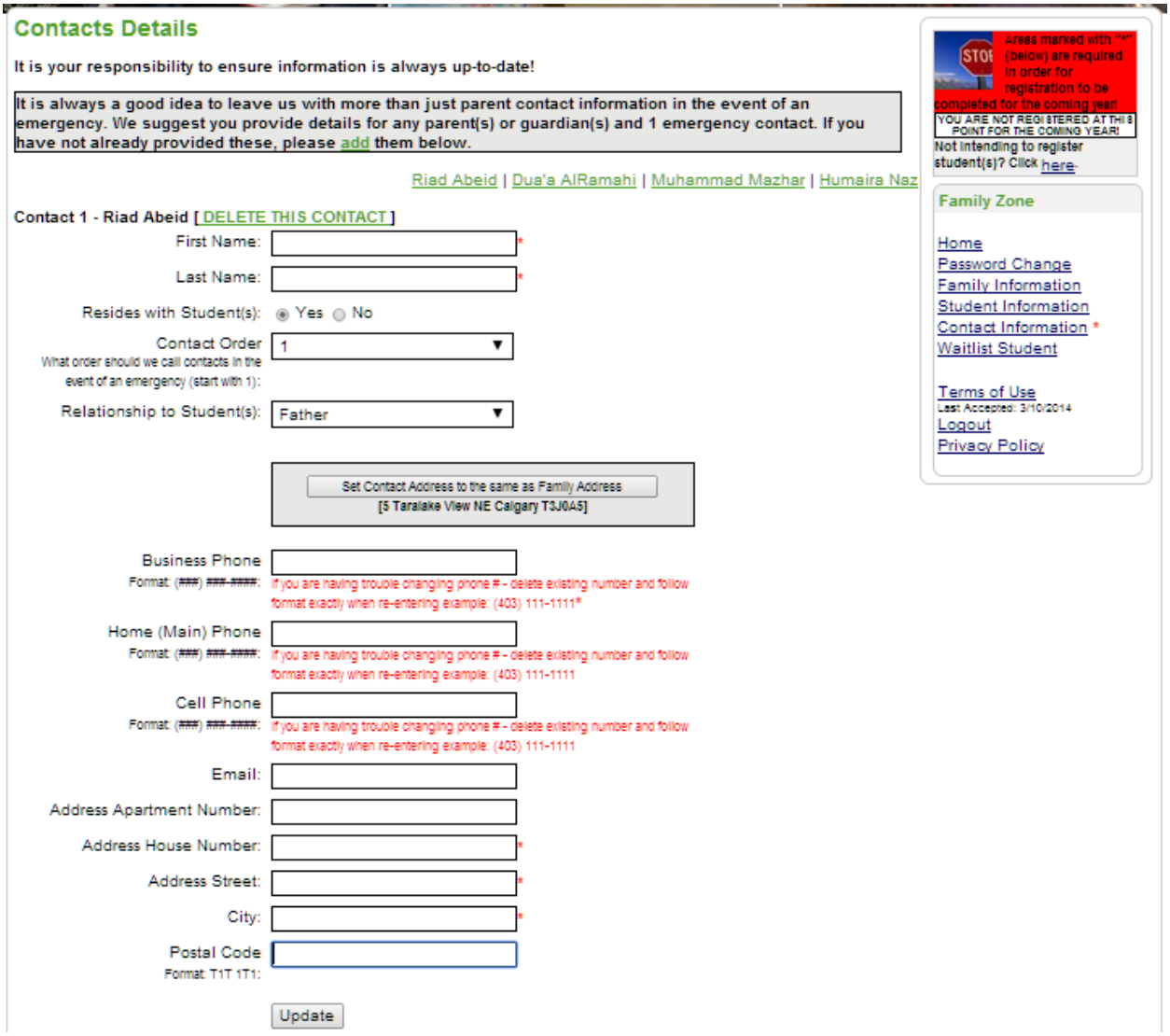
Adding and Editing Students

Add student details and click “Create”. Later you can return to this page to make changes. You may add additional students by clicking on Add a Student. You will be moved to the contacts screen after entering your first student. You can return to this screen after you have added contacts to add additional Waitlist students.



Editing Contact Details

Add and then make any changes to any contacts in your family and click “Update” for each before making changes to other contacts.



Contacts Details

It is your responsibility to ensure information is always up-to-date!

It is always a good idea to leave us with more than just parent contact information in the event of an emergency. We suggest you provide details for any parent(s) or guardian(s) and 1 emergency contact. If you have not already provided these, please add them below.

Areas marked with "*" (below) are required in order for registration to be completed for the coming year.

YOU ARE NOT REGISTERED AT THIS POINT FOR THE COMING YEAR!

Not intending to register student(s)? Click here.

Riad Abeid | Dua'a AlRamahi | Muhammad Mazhar | Humaira Naz

Family Zone

Home
Password Change
Family Information
Student Information
Contact Information *
Waitlist Student

Terms of Use
Last Accepted: 3/10/2014
Logout
Privacy Policy

Contact 1 - Riad Abeid [DELETE THIS CONTACT]

First Name: *
Last Name: *
Resides with Student(s): Yes No
Contact Order
What order should we call contacts in the event of an emergency (start with 1): 1
Relationship to Student(s): Father

Set Contact Address to the same as Family Address
[5 Taralake View NE Calgary T3J0A5]

Business Phone
Format: (###) ###-####: if you are having trouble changing phone # - delete existing number and follow format exactly when re-entering example: (403) 111-1111*

Home (Main) Phone
Format: (###) ###-####: if you are having trouble changing phone # - delete existing number and follow format exactly when re-entering example: (403) 111-1111

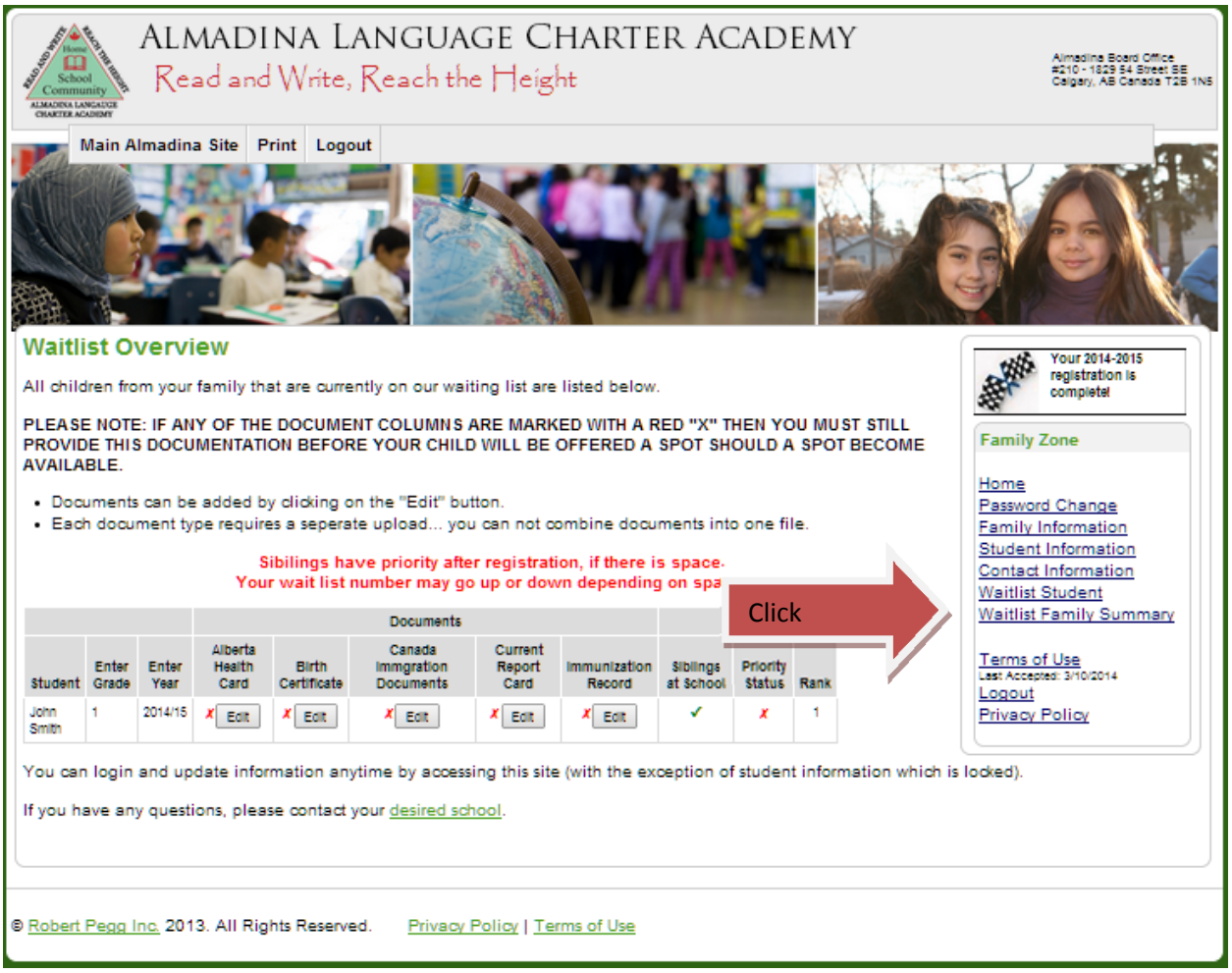
Cell Phone
Format: (###) ###-####: if you are having trouble changing phone # - delete existing number and follow format exactly when re-entering example: (403) 111-1111

Email:
Address Apartment Number:
Address House Number: *
Address Street: *
City: *
Postal Code
Format: T1T 1T1:

Update

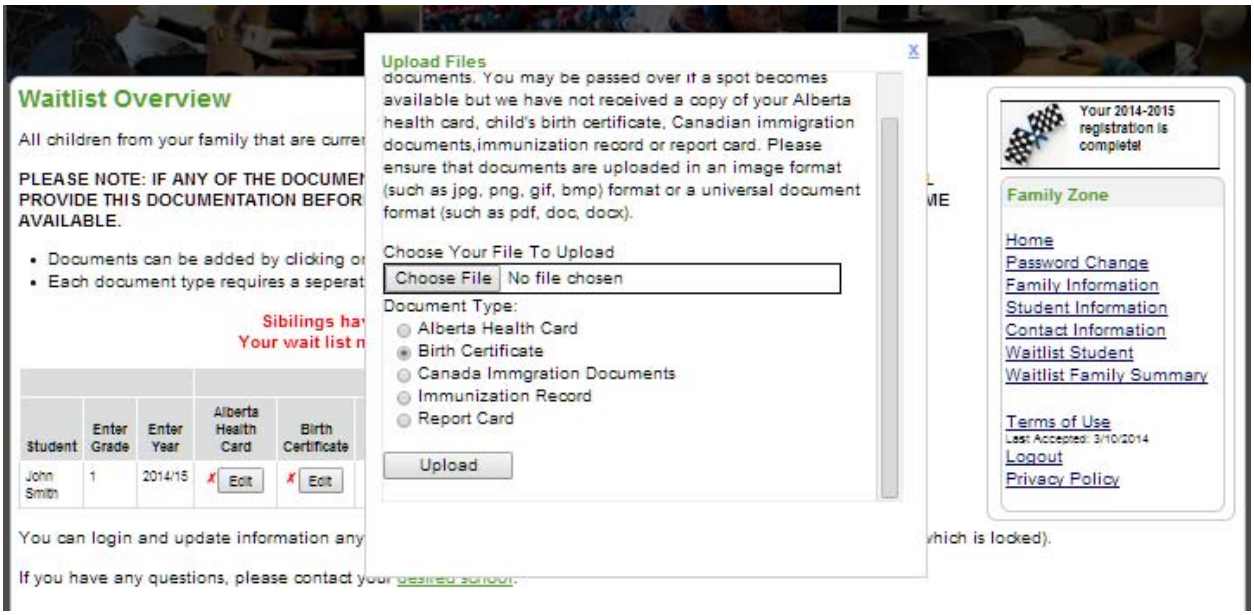
Viewing Student Waitlist Status

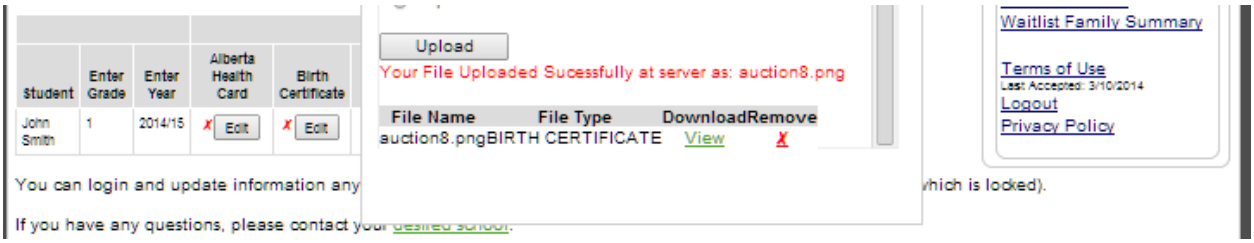
You can view the status of all Waitlist Students in your family by clicking on the "Waitlist Family Summary" link (this link only shows once you have added waitlist students).



Adding Documents

You are responsible for adding all documentation required for your child to be considered for a position at the school. You can click on the "Edit" button beside each document type to upload a document to the system. Click on "Choose File" to locate the file you want to upload from your computer and then click on "Upload".



Removing or Uploading Additional Documents

You can add or remove documents for your student by clicking on the "Edit" button beside your child's name. You are able to View and Remove documents from this same window.