

Sign in — getting into the portal

Students sign in with a one-time link sent to their email. Staff use a password. This is the first screen everyone sees.

1 What this page is for

WHAT THIS SCREEN IS FOR

It proves who you are before the portal shows any records. There is **no password** for students: you type your email, the portal emails you a link, and tapping that link signs you in. Only the person who can open that email inbox can get in.

WHICH EMAIL TO USE

Use the **same email you gave when you registered** for your program. The portal finds your records by that email. A different email will sign in but show *We couldn't find a student record*.

THE SIGN-IN LINK

- It works **once**. After you use it, it cannot be used again.
- It **expires after one hour**. If you are late, just ask for a new one.
- Open it on the **same phone or computer** where you want to use the portal. The link signs in the device that opens it.

THE BUTTONS UNDER THE FORM

BUTTON	WHAT IT DOES
 How to use this portal	Opens the page-turning flip-book guide in a new tab.
 Step-by-step guide	Opens this manual.
 Quick tour	A short flip-book walk-through.
 See a demo	Shows the portal filled with a made-up student. Nothing real. See Demo mode .

Staff sign-in

A fold-out for school staff only. Students can ignore it.

Can't find your email in our records? Call the school at (940) 440-2923.

2 Staff sign-in

For All is Well staff only. It uses a **password** instead of an emailed link, so staff can get in quickly while a student is on the phone.

- Use the same email and password as the Leadership Dashboard.
- After signing in, staff see a list of every student and can open any one student's portal to see exactly what that student sees.
- Only emails on the school's staff list get the student list. Anyone else who signs in here just sees their own record.

Students: you do not need this. Use the email box above it.

3 Step by step

Sign in as a student

1. Tap in the **Email address** box and type your registration email.
2. Tap **Email me a sign-in link**. The button says *Sending...* for a moment.
3. A message appears: *Check your email. We sent a sign-in link to ...*
4. Open your email on this same device. Find the sign-in email (look in Spam or Promotions too).
5. Tap the link. The portal opens on your records.

Get a new link

1. Go back to the portal sign-in screen.
2. Type your email again and tap **Email me a sign-in link**.
3. Use the **newest** email. Older links stop working.
4. If you see a message asking you to wait, wait the number of seconds it shows and try again. This limit stops strangers flooding your inbox.

Sign in as staff

1. Tap **Staff sign-in** to open the fold-out.
2. Type your staff email and your password (the same as the Leadership Dashboard).
Tick **Show password** to see what you typed.
3. Tap **Sign in as staff**.
4. The student list opens. See **Staff view** in this manual.

4 If something looks wrong

The email never arrived.

Wait one or two minutes, then check Spam, Junk and Promotions. Make sure the email was typed correctly — the confirmation message repeats the address it sent to. Then request a new link. If nothing arrives after two tries, call the school.

I see "Please enter the email address you registered with."

The box is empty or the address is not a full email (it needs an @ and a dot, like `name@gmail.com`). Fix it and tap the button again.

I tapped the link but I am back on the sign-in screen.

The link was already used, is older than one hour, or a newer link was sent after it. Request a new one and tap the link in the newest email.

I tapped the link on my phone but I want to use my computer.

The link signs in the device that opens it. Request a new link from the computer and open the email on the computer.

Staff sign-in says "Invalid login credentials".

The email or password is wrong. It is the same password as the Leadership Dashboard. If you signed in but see your own record instead of the student list, your email is not on the staff list — ask Edmund to add it.

5 Flip-book edition

The same subject as a page-turning flip-book. Opens in a new tab.

FLIP-BOOK

How to use this portal

Page-turning edition. Opens in a new tab.