



Getting Started With SchoolSpeak

Step 1: Please check your email for a welcome email from admin@schoolspeak.com. This email will have your username and password. Example:

6/25/2019

Gmail - Your SchoolSpeak Account Details.



St. Rita Parent

Your SchoolSpeak Account Details.

1 message

admin@schoolspeak.com <admin@schoolspeak.com>

Tue, Jun 25, 2019 at 8:31 AM

Reply-To: admin@schoolspeak.com

To: **St. Rita Parent**

SAMPLE

St. Rita School

Dear **St. Rita Parent**

Welcome to the SchoolSpeak portal for St. Rita School!

School Speak is an Intranet designed to serve our school Community. You will receive information from the school and your child's classroom through SchoolSpeak. This includes announcements, teacher messages, newsletters, forms, calendar, and your child's report card and grades.

This email has your login name and password.

Login/User Name : **St.RitaParent**
Password : **12345678**

Click on the link to access the login page: [SchoolSpeak portal](#).

If the link doesn't work, copy and paste <https://adla.schoolspeak.com/Schools/st-ritaschool> into the browser address box and press enter.

Best regards,
St. Rita School Administrator

Step 2: Once you log in, you will see a Terms & Conditions Page. Please read through and click I Accept at the bottom.

Speak user and describe in as much detail as possible the ways in which you believe that the Privacy Policy has not been complied with. We will investigate your comp
or the content or privacy practices of non- SchoolSpeak websites to which this Site or any other SchoolSpeak website may link. Also, SchoolSpeak is not responsible fo
customer site before using the site.



Step 3: After clicking I Accept, it will bring you to a blank looking screen that has the St. Rita Logo in the top left. Not to worry, we are working on adding our new families to the appropriate groups. On the left column, directly under the St. Rita Logo is where you will see all of your different groups. (If you're a TK Parent, you will see a School Group that every parent in the school belongs to. Then, you will see the TK group which is specific to everything you need to know about TK.) Here is an example of the column:



← School Group

← Grade Specific Group



Step 4: On the right side of your screen you will see your username and a circle icon. Please click on the icon.



Step 5: On your profile page, please fill out this entire page. In an effort to bring all of our paperwork on to SchoolSpeak, we are not sending home Emergency Contact Forms. We will refer to parent and student SchoolSpeak profiles for any information that we need. Please Note: Please make sure you select your Mobile Carrier. We would like to use an Emergency SMS contact system that SchoolSpeak offers to contact all parents at one time in an event of an emergency. This system will not work if parents do not select their Mobile Carrier.

Please correct the error(s) below:

Name: Salutation: First Name *: Middle Name: Last Name *: Suffix:

Nick Name:

Want changes to your names? Click here to send email request.

Member type: Student Parent Teacher Admin Vendor Other *Want changes to your member type? Click here to send email request.*

Gender: * 'Gender' is mandatory.

Date of Birth:

Address: Street *: City *: State *: ZIP:

*'Address-Street' is mandatory. *'Address-City' is mandatory. *'Address-State' is mandatory.

<= Do not show my address to other parents.

Profile Photo: <= Do not show my profile photo to other parents.

Phone: Home Landline: Work *: Mobile *: Mobile Carrier *:

Hide home landline Hide work phone Hide mobile phone *'Mobile Carrier' is



Step 6: Once you have completed your profile, at the bottom you will see Member Associations, this is where you will see your family. Please complete your child(ren)'s profiles in its entirety. You can do so by clicking on the little pencil next to your child's name.

Member of groups: Include in following groups (Check all that apply)

<input type="checkbox"/> View All Attendance	<input type="checkbox"/> View All Grades	<input type="checkbox"/> 5th Grade Girls	<input type="checkbox"/> Alumni Class of 1965
<input type="checkbox"/> Alumni Class of 1968	<input type="checkbox"/> Alumni Class of 1971	<input type="checkbox"/> Alumni Class of 1973	<input type="checkbox"/> Alumni Class of 1974
<input type="checkbox"/> Alumni Class of 1978	<input type="checkbox"/> Alumni Class of 1984	<input type="checkbox"/> Alumni Class of 1987	<input type="checkbox"/> Alumni Class of 1996
<input type="checkbox"/> Alumni Class of 2000	<input type="checkbox"/> Alumni Class of 2001	<input type="checkbox"/> Alumni Class of 2002	<input type="checkbox"/> Alumni Class of 2003
<input type="checkbox"/> Alumni Class of 2004	<input type="checkbox"/> Alumni Class of 2007	<input type="checkbox"/> Alumni Class of 2008	<input type="checkbox"/> Alumni Class of 2009
<input type="checkbox"/> Alumni Class of 2010	<input type="checkbox"/> Alumni Class of 2011	<input type="checkbox"/> Alumni Class of 2012	<input type="checkbox"/> Alumni Class of 2013
<input type="checkbox"/> Alumni Class of 2014	<input type="checkbox"/> Alumni Class of 2015		

Homepage Layout: Account default

Name	Relationship	Privileges
TEST ES	Child	

DON'T FORGET TO HIT UPDATE TO SAVE THE WORK YOU HAVE DONE ON EACH PROFILE YOU UPDATE!

Please make sure that all profiles associated with your family are updated, and if any information changes, please update that information.

Your family's health and safety is our priority and keeping information on all profiles up to date will assist us in our efforts.

If you need any assistance with SchoolSpeak (help with navigating around, username/password, etc), please contact Amanda Escobedo at escobedo@st-ritaschool.org or (626)355-6114 ext. 101.