

LOGIN STEPS TO ACCESS THE EDSEMBLI FAMILY PORTAL

- Step 1:** - Go to the Edsembli Family Portal site: [edsembli SIS](#)
Site can also be found and accessed on the FSD website under "For Families" tab
- Please enter your username - Parents this is your **full email address** that is on your student record

Step 2: "Select Sign" In button

The screenshot shows the Edsembli login page for Foothills School Division. At the top, it says "Foothills School Division" and "edsembli". Below the logo, there is a "User name*" input field highlighted with a yellow box. Below that is a "SIGN IN" button, also highlighted with a yellow box. At the bottom, there are links for "ABOUT" and "HELP?". A red arrow labeled "Step 1" points down to the "User name*" field. Another red arrow labeled "Step 2" points up to the "SIGN IN" button.

Step 3: Enter your password. If you have forgotten your password, **OR** if this is the **first time** accessing the Edsembli system, select "**Forgot Password**" button

The screenshot shows the Edsembli login page with the "User name*" field filled with "email address you inputted". Below it is a "Password*" input field. Below the password field is a "SIGN IN" button. At the bottom, there are links for "ABOUT" and "HELP?". A yellow box highlights the "FORGOT PASSWORD?" link, and a red arrow labeled "Step 3" points to it.

Step 4: Access your email for the Password Reset Email that will be sent to you – follow the steps to access your account.

Step 5: Delete the Password Reset email as soon as you have successfully changed your password – if you click on the link there again, your account will deactivate

Step 6: Bookmark the Edsembli site below for future access.

Edsembli Family Portal Website address:

<https://sis.edsembli.com/WebAdmin/AB/FSD/UI/Account/SignIn>