HOW-TO ACCESS THE NEW CLASSLINK

Before you begin, please clear your cache and cookies from the browser you will use today. Select one of the following based on your browser:

Google Chrome (be sure to clear "All Time" in the directions below)

Clear cache & cookies
When you use a browser, like Chrome, it saves some information from websites in its cache and cookies. Clearing them fixes certain problems, like loading or formatting issues on sites.
Computer Android iPhone & iPad
In Chrome
1. On your computer, open Chrome.
2. At the top right, click More 🚦 .
3. Click More tools > Clear browsing data.
4. At the top, choose a time range. To delete everything, select All time.
5. Next to "Cookies and other site data" and "Cached images and files," check the boxes.
6. Click Clear data

Microsoft Edge

Delete cache and cookies in the new Microsoft Edge

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- Open Microsoft Edge, select Menu (3 dots icon on top right corner of the browser) > Settings > Privacy & services.
- 2 Under Clear browsing data, select Choose what to clear.
- 3) Select "Cached images and files" and "Cookies and other site data" check box and then select Clear.

Firefox

Tip: Here's another way to clear the Firefox cache:

Click the Library button IIIV, click History and click Clear Recent History..... Next to Time range to clear,

choose **Everything** from the drop-down menu, select **Cache** in the items list, make sure other items you want to keep are not selected and then click the **Clear Now** button. See <u>this article</u> for details.

Now Proceed to Step #1

1. Go to https://launchpad.classlink.com/christinasd





2. Login using your full email address and email password



3. Enter your Network Password (the password you use to login to email). Then click the save button.

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4. Once you're in click on the + sign to add apps.



- 5. Under DDOE Application Library add the following apps (if you don't have them already)
 - a. DEEDS
 - b. eSchoolPLUS
 - c. PDMS
 - d. Other apps that you use

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- 6. Now click over to STAFF and add the following apps. (If you don't have them already)
 - a. CSD WebApps



7. Now Click on the PDMS icon



8. **If it asks,** (**it may not**), install the Extension. This may occur in Edge, Firefox, and Safari.



9. Click Add to Chrome and Add Extension.

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- 10. You may get an error during this process (This is okay!)
 - a. It'll look like the error below or there may be an image of a Wizard and it says "Permission Denied"
 - b. Do not enter your information move to next step

Log In		
A Error Please take The I Please	r t another look at these issues: login credentials you entered do not match the data in our system. se verify your login information and try again.	2
Jser Name	1 matthew.bezaire	OR 🚬
Password	Password Forgot Password? Forgot Username?	
		Permission Denied

11. Click on "Forgot Password" and Do Not enter info

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Pie User N Passwe	Error ase take another look at these issues: The login credentials you entered do not match the data in our system. Please verify your login information and try again. ame I matthew.bezaire Forgot Password Forgot Password?: Log In	
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12. Enter your old EdAccess Username, firstname.lastname only

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	Duffied Talent 2005: 2021 PowerSchool Group LLC and/or its affiliates. All trademarks are either owned or licensed by PowerSchool Group LLC or its affiliates. 2021.01_1641 - 5d723f7 on PR: DELAWARE-04	

13. A reset link will be sent to your CSD email. Reset your password and then try to access PDMS again. (You may receive permission denied and a picture of a wizard. It is OK! Just ignore and continue on)

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Forgot Pa	assword	- Anti
An em	all message has been sent to the address on record containing a link to reset your password. If you do not receive the message within 15 minutes, please check your spam or junk email folder.	
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 You should be all set with PDMS!
 If it still does not work, please watch this video. It may be helpful to pause and restart for each step.

https://youtu.be/qbYg7vZCVZo

15. You will need to **delete any bookmarks or shortcuts you previously made for EdAccess.**

You will now only access Classlink by using the Staff Portal <mark>or</mark> by creating a new bookmark for: launchpad classlink com (christinasd

launchpad.classlink.com/christinasd

16. Don't forget to **clear your browsing history** as stated in the opening of these directions.

Support video showing how to delete browsing history and create a new Google Chrome bookmark:

https://www.screencast.com/t/wZkR0Z8l13

17. **If you try to access eSchool (after completing the steps above) and you get the error message seen in the image below**, sign out of eSchool by selecting your initials in the top right corner and sign out.

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	Set Environment			~
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ſ	You do not have access to the s	elected database.		
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The rest of the directions are OPTIONAL. You may stop here or proceed.

1. As an optional feature, you can setup your Classlink to access your files. I chose OneDrive, click Connect

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2. Type in your work email username and password.

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3. You can now access your files in OneDrive from Classlink.

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For more information on the other functions of Classlink, please view this application available in the Classlink library. There are webinars and recorded modules available.



The End!