

Use a browser on a PC or tablet to go to the login page <https://my.didbook.com>

Enter the Email and Password that were posted to you by the school then click the blue **Log in** button. (Note that the email address is not real.)

If this is the first time you have logged in, you will be prompted to change your password. Make sure you remember it for future visits as the school will not be able to tell you what your new password is.

Once you have logged in, you will see the Home Screen.

Unless you have a particularly large screen, you will need to scroll to see the lower part of the screen.

The lower part of the screen will show you the name(s) of the pupil(s) you have access to.

Note that the system is set up to allow the main carer to have access to the records. In some families we have noticed that the mother is the main carer for one child and the father is the main carer for another. The accounts were created using the information provided by parents/carers on the data capture forms which were updated recently.

To look at the information for a pupil, click on the light blue box with the relevant pupil's name in it.

This will take you to a screen which has a simple animation on it. While the animation is being displayed, the system is gathering the information about the pupil selected.

On the top left of this screen (and all the other screens you can see), there is a 3 x 3 square grid. Clicking this will always take you back to the Home screen. (The Home screen has a message from the Rector at the top and the name(s) of the pupil(s) you can access with your account at the bottom.)

On the top right of the screen is an icon, with your name to the left of it. If you click the small black triangle between your name and the icon you will open a menu which lets you log out of the system or change your password.

Once the system has gathered all the information about the selected pupil, the screen will change.

The first time you access this information on your PC or laptop, the system needs to know one more piece of information before it can show you the information about the selected pupil. This information is called the *Framework* and it determines what information will be shown.

You need to specify whether you want to look at BGE information (for pupils studying courses in S1 to S3) or Senior Phase information (for pupils studying courses in S4 to S6).

To specify which Framework you want, click the appropriate button on the top left of the screen.

You can change Framework on this screen by clicking the appropriate Framework icon at the top of the screen.

You can return to the Home screen to choose a different pupil by clicking on the 3 x 3 grid of squares in the top left of your window.