

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 ...

- ① 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

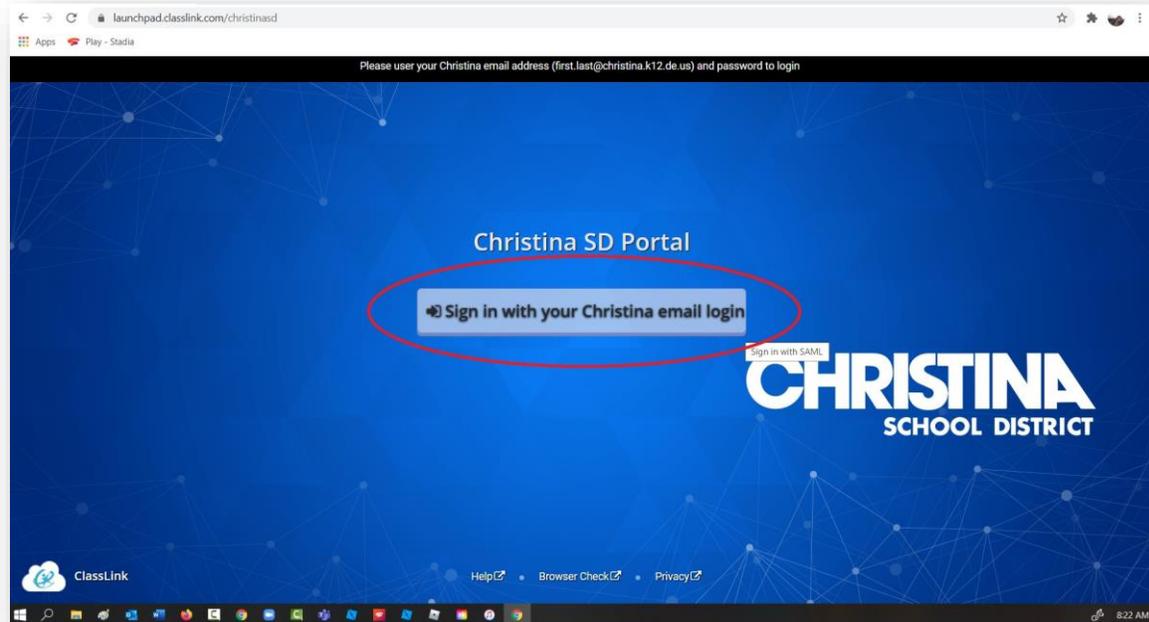
Tip: Here's another way to clear the Firefox cache:

Click the Library button , 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 [this article](#) for details.

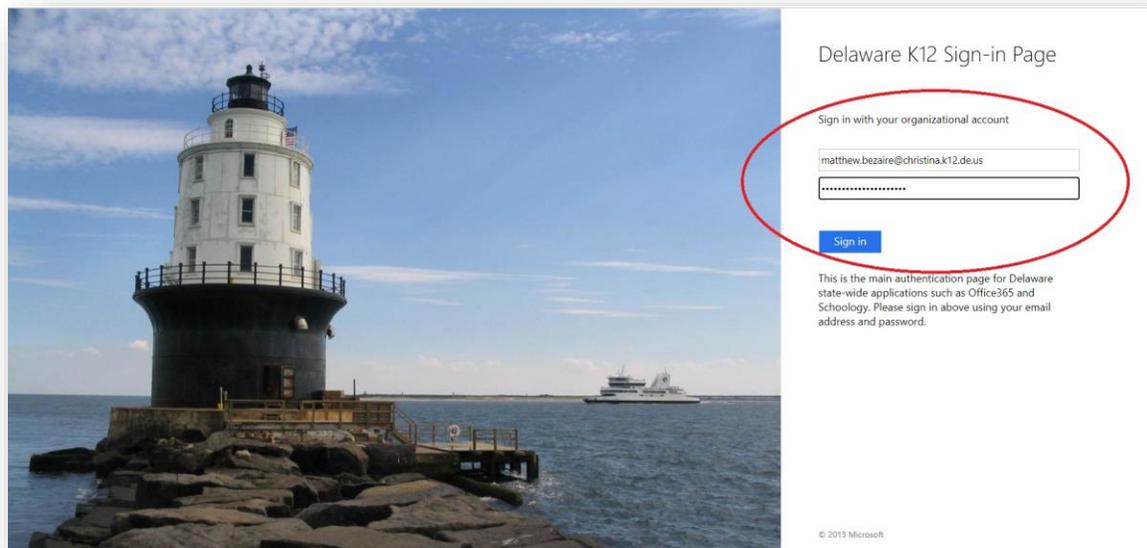
Now Proceed to Step #1

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

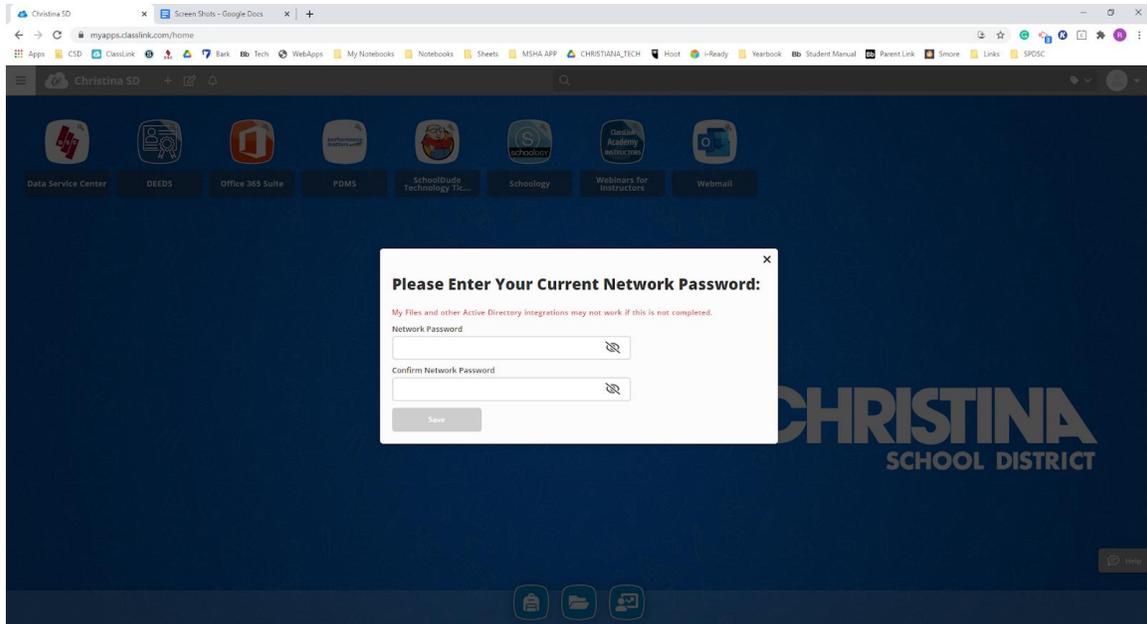
Click on Sign in with your Christina Email Login



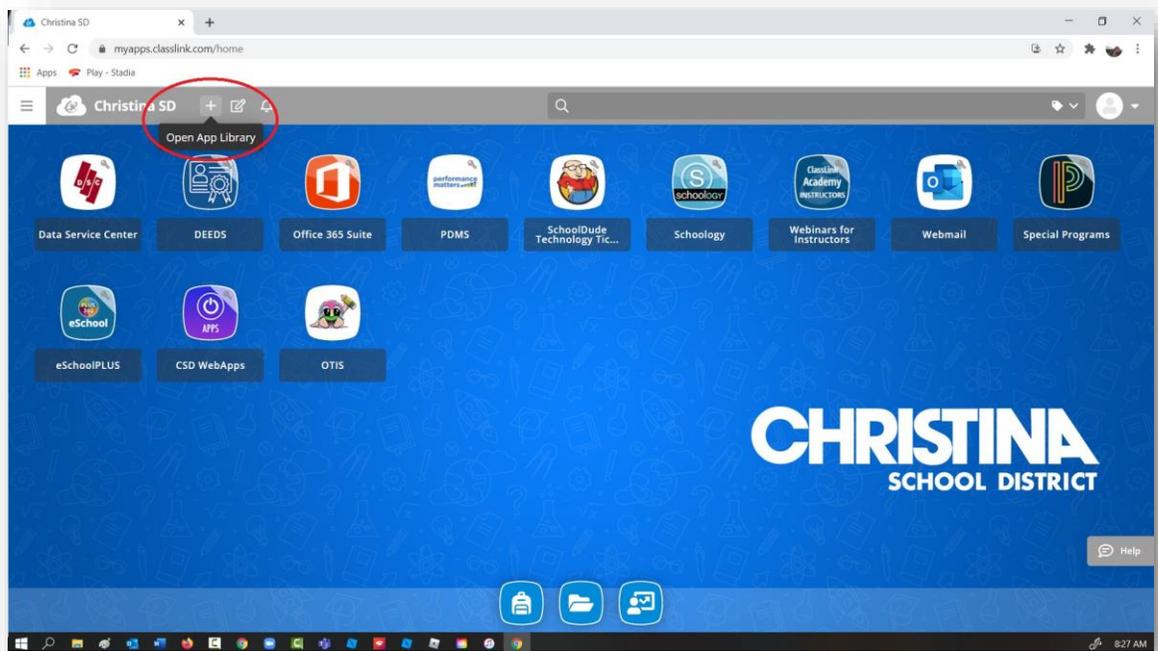
2. Login using your **full email address** and email password



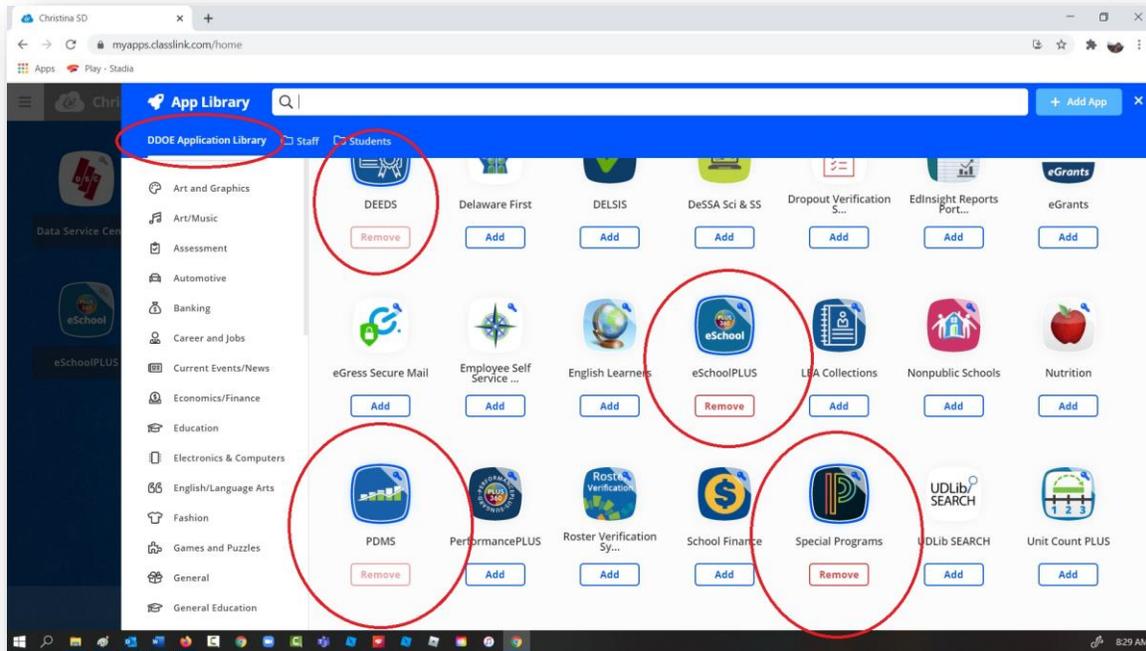
3. Enter your Network Password (the password you use to login to email). Then click the save button.



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

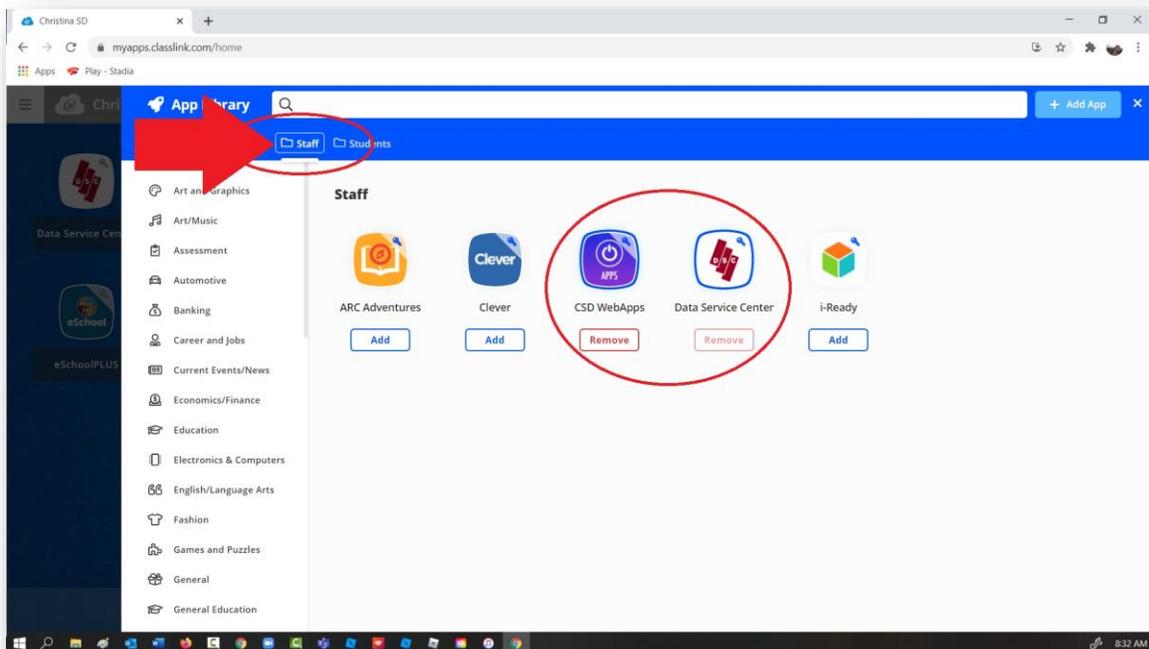


5. Under DDOE Application Library add the following apps (if you don't have them already)
 - a. DEEDS
 - b. eSchoolPLUS
 - c. PDMS
 - d. Other apps that you use

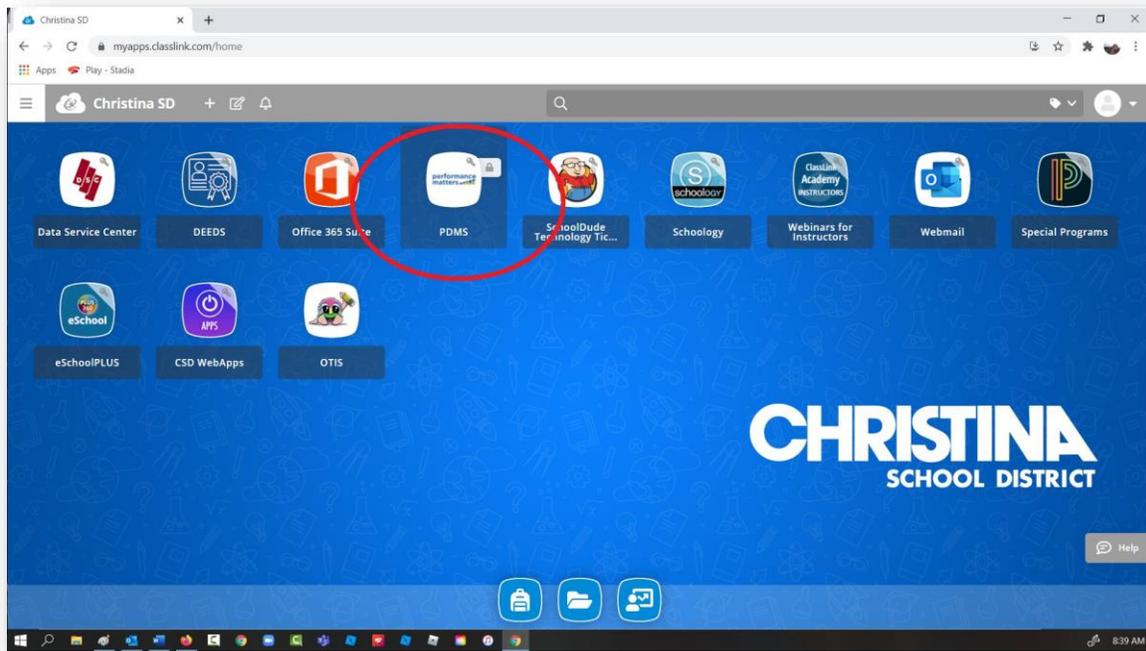


6. Now click over to STAFF and add the following apps. (If you don't have them already)

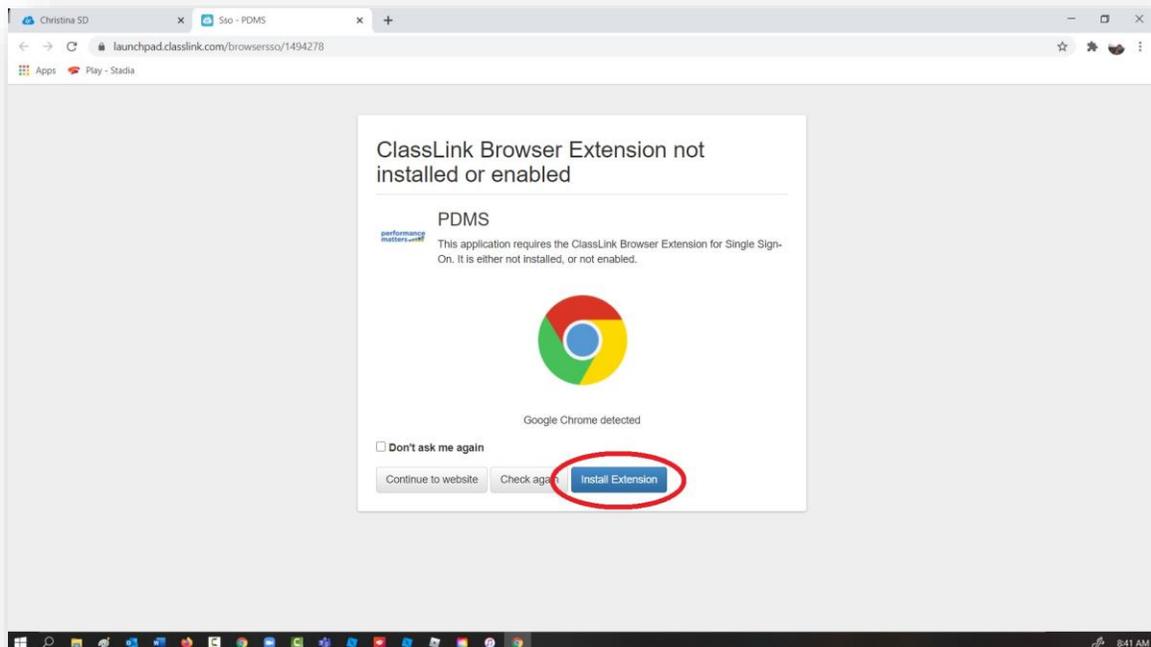
- a. CSD WebApps
- b. Data Service Center



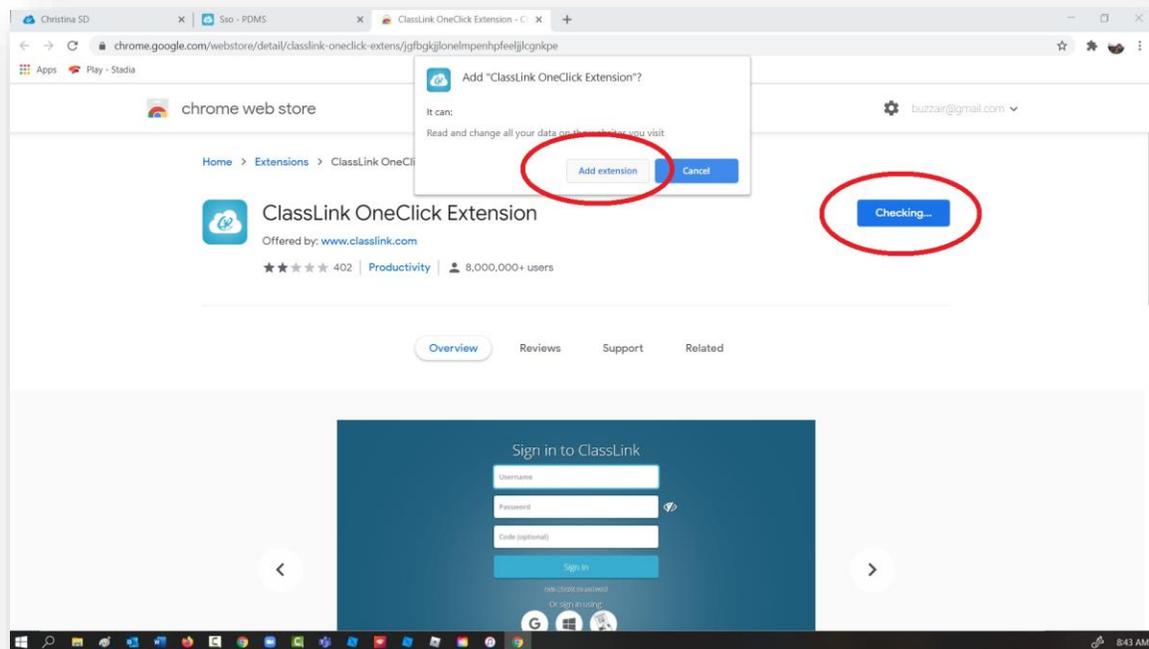
7. Now Click on the PDMS icon



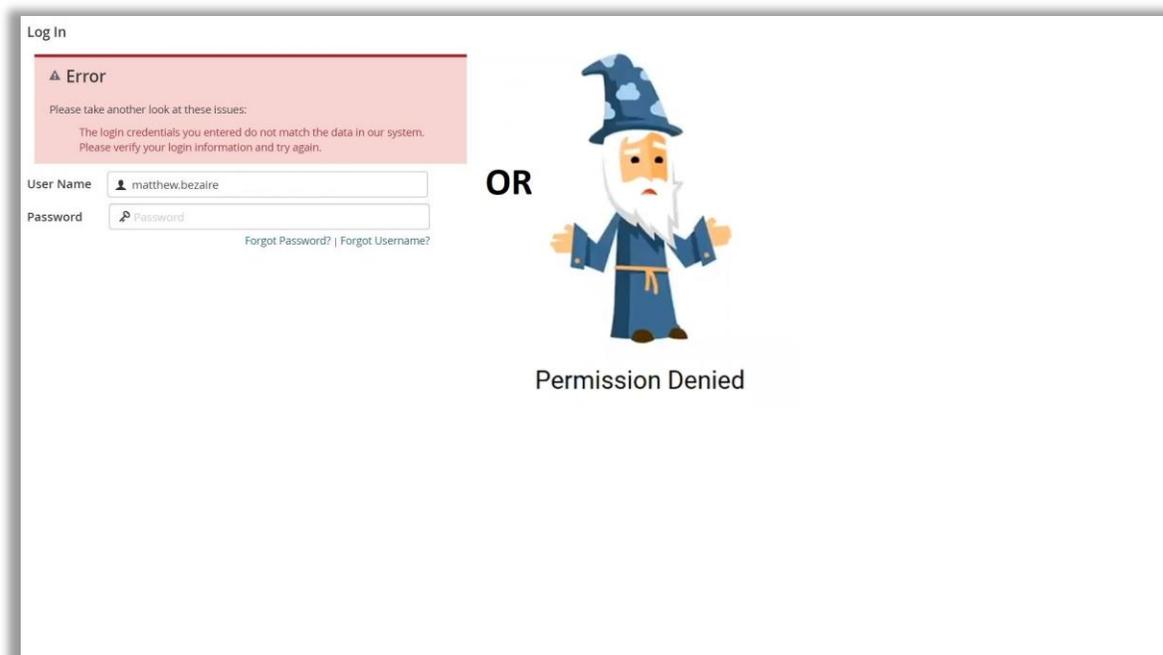
8. If it asks, **(it may not)**, install the Extension.
This may occur in Edge, Firefox, and Safari.



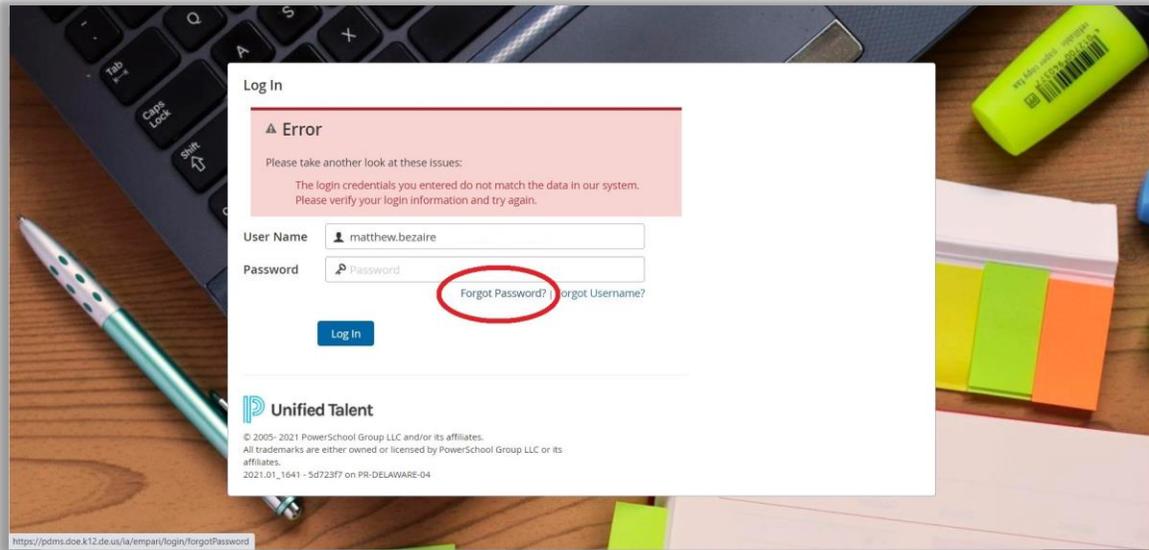
9. Click Add to Chrome and Add Extension.



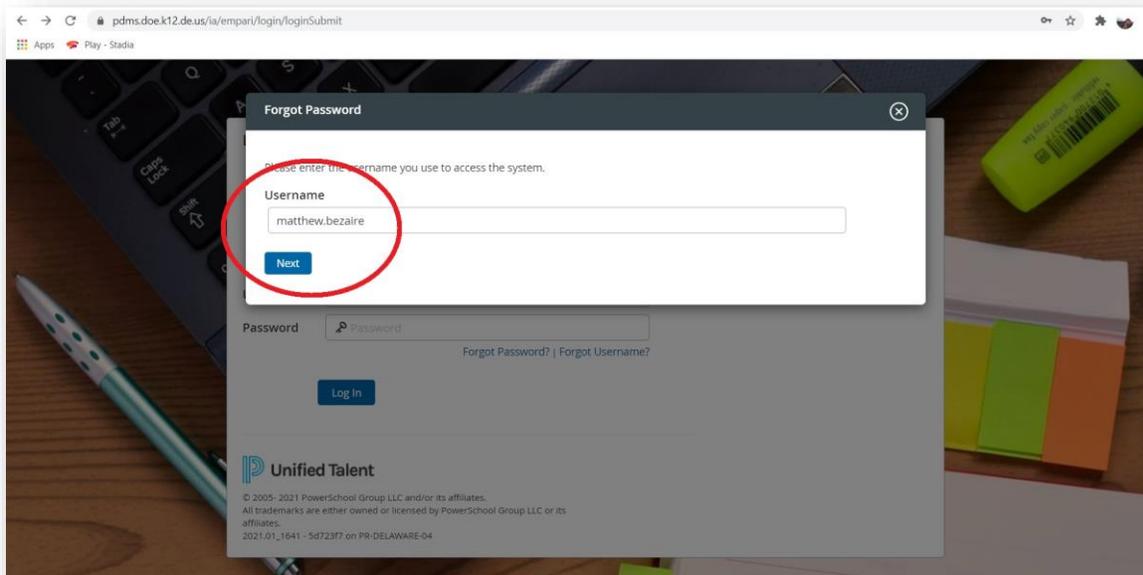
10. You may get an error during this process
(This is okay!)
- It'll look like the error below or there may be an image of a Wizard and it says "Permission Denied"
 - Do not enter your information – move to next step



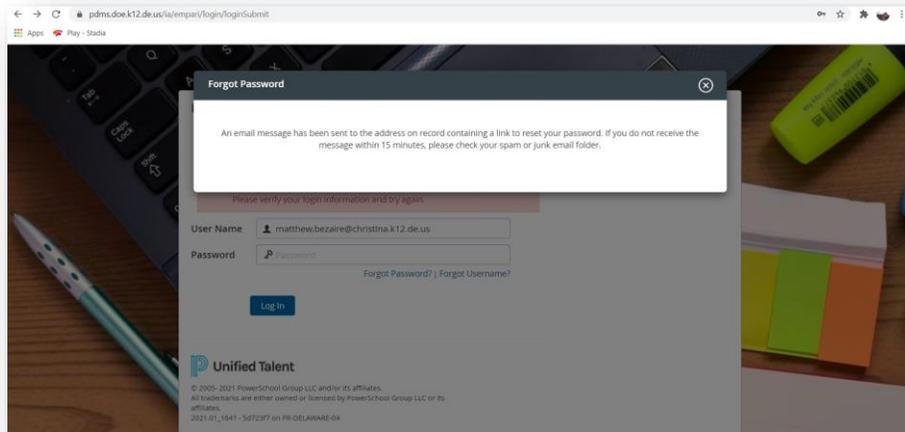
11. Click on “Forgot Password” and Do Not enter info



12. Enter your old EdAccess Username, firstname.lastname only



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)



14. 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>

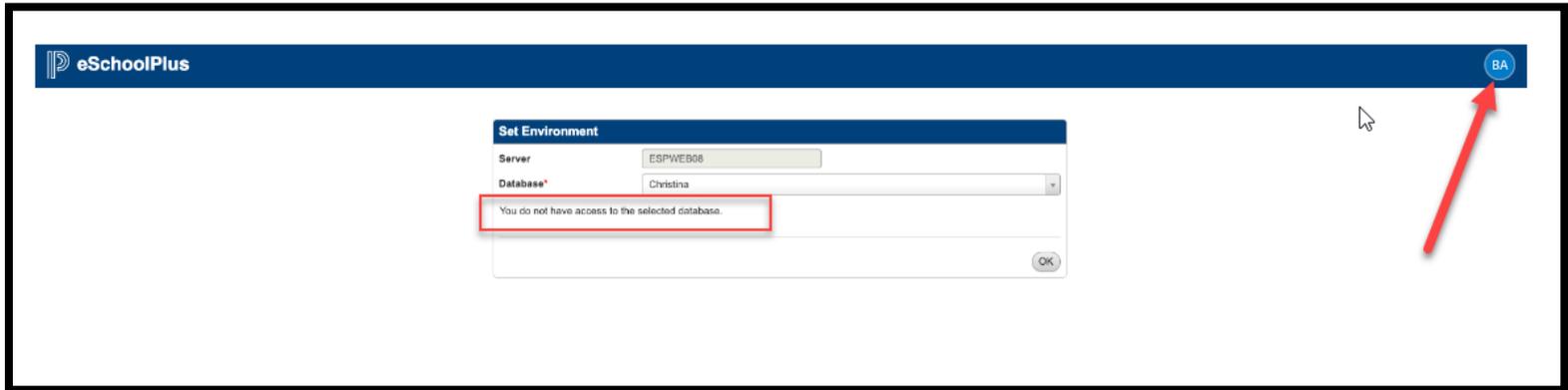
15. You will need to **delete any bookmarks or shortcuts you previously made for EdAccess.**
You will now only access Classlink by using the Staff Portal **or** by creating a new bookmark for:
launchpad.classlink.com/christinasd

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:

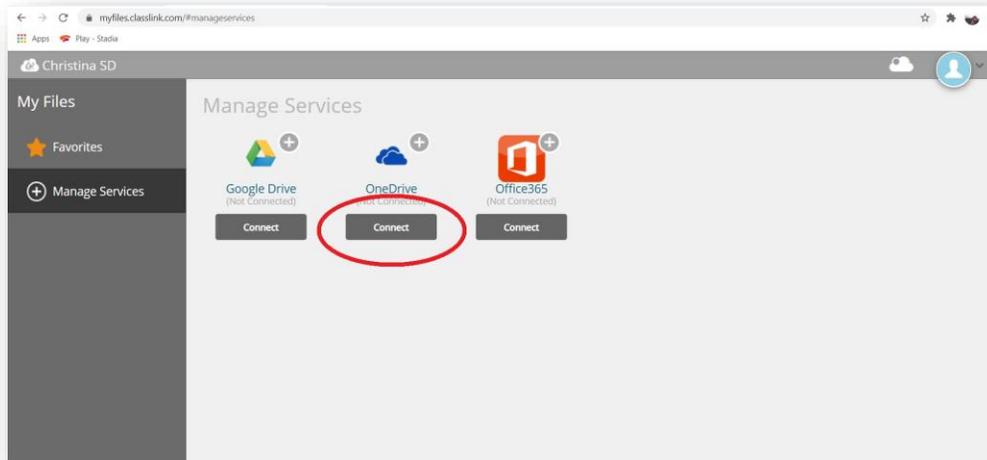
<https://www.screencast.com/t/wZkROZ8l13>

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.

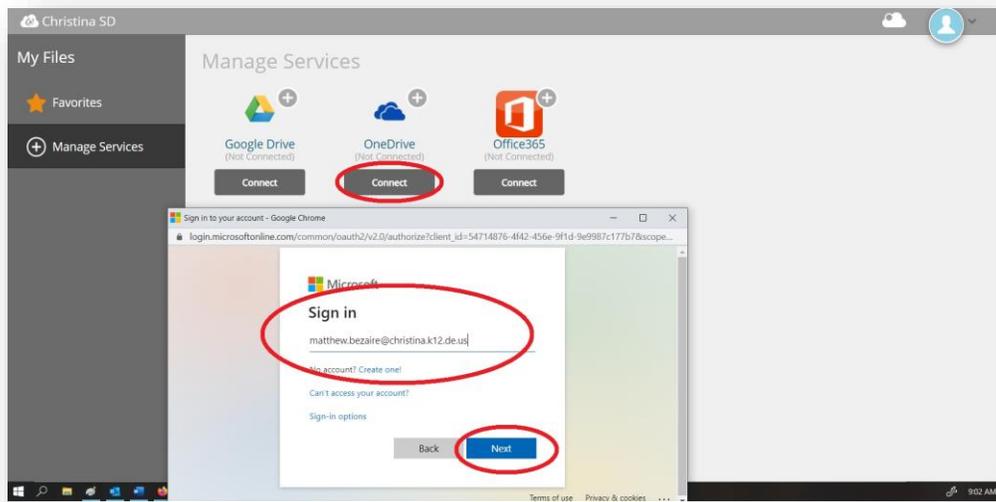


The rest of the directions are OPTIONAL. You may stop here or proceed.

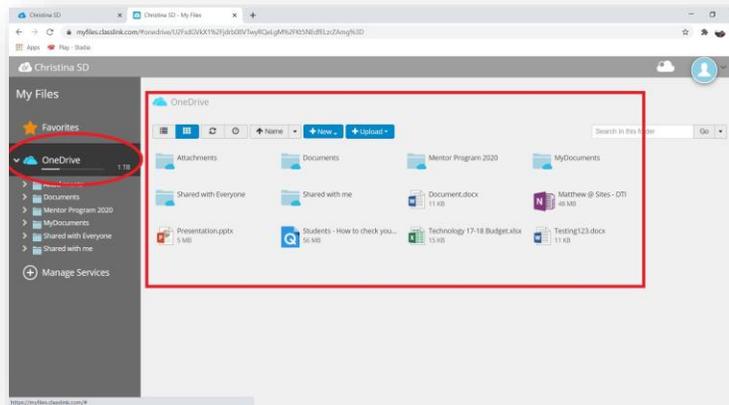
1. As an optional feature, you can setup your Classlink to access your files. I chose OneDrive, click Connect



2. Type in your work email username and password.



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



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!