Using schoolcommunity ID's with SchoolSpeak and TADS

Admin Quick Start

Introduction to the schoolcommunity ID

You and your parents now have the ability to have a single ID and password to log into your Community Brands applications like SchoolSpeak and TADS. The new schoolcommunity ID enables members to create a new ID that can be linked to their current SchoolSpeak and TADS login information. The result? A single login for multiple products. Parents can create their new schoolcommunity ID and password quickly and easily.

This admin quick start guide will provide SchoolSpeak administrators with the steps of how to set up a schoolcommunity ID, as well as how admins cant perform basic support using the schoolcommunity ID. An additional Quick Start Guide for parents is available for download from the SchoolSpeak support site.

This admin guide will cover:
[Getting Started](#)
[How to setup the schoolcommunity ID and Link to SchoolSpeak ID](#)
[Linking the schoolcommunity ID to TADS](#)
[Searching for a schoolcommunity ID](#)
[Resetting the schoolcommunity password](#)
[Unlinking the schoolcommunity ID](#)

Requirements:
1. School must use SchoolSpeak or TADS (School may also use other Community Brands products. This guide focuses on SchoolSpeak and TADS)
2. Parents must have a login ID and password to both SchoolSpeak and TADS
3. Parents must have a valid email address

Getting Started

For Admins –
1. Verify whether your school has been enabled to use the schoolcommunity ID
   a. To quickly verify – Log out of SchoolSpeak. Does your login screen display the schoolcommunity ID login option? If yes, your school is enabled to use the new functionality. Proceed to the setup section.
   b. If the option to use the schoolcommunity ID is not displayed, please contact SchoolSpeak to enable School Community ID functionality
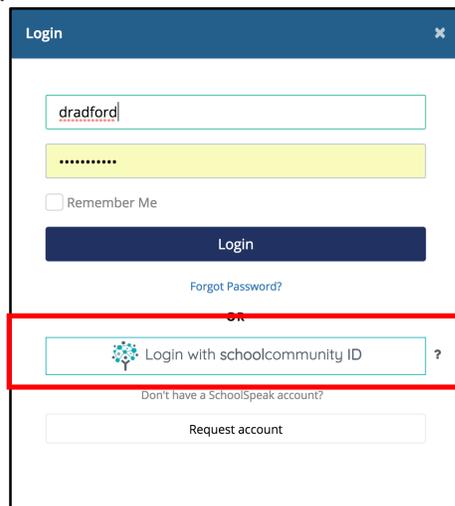
How to Setup the Schoolcommunity ID and Link to the user's SchoolSpeak ID

Once your school has been enabled to use the schoolcommunity ID, users can easily setup their new login ID.

1. Go to your school login screen or log out of your SchoolSpeak account to begin your new ID setup process
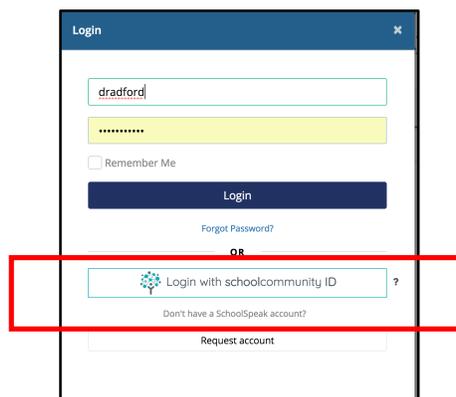
2. Click on **Login with School Community ID**

3. **Let's begin the ID Sign Up Process** - Members will need to create their School Community ID. Click **Sign Up**
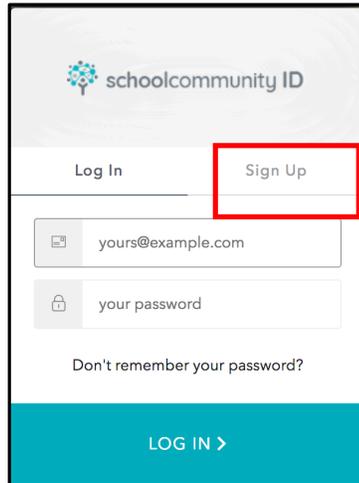
4. **Creating the new ID** - Users should add their email address and create a new password using the password hints provided. Click **Sign Up at the bottom of the screen.**
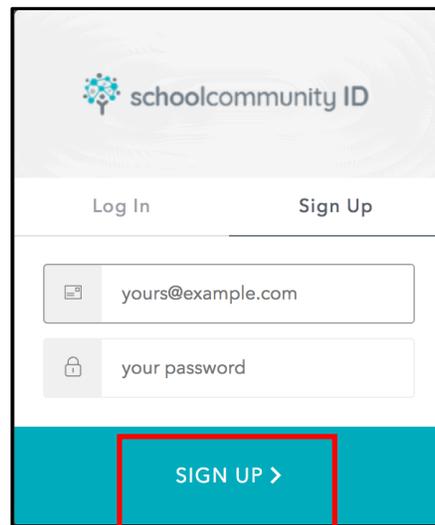
5. Now you will link the new schoolcommunity ID with your current SchoolSpeak ID and Password. Enter the current SchoolSpeak ID and password. Click **Link Accounts.**

6. The next window that appears will be the SchoolSpeak homepage. The new schoolcommunity ID may be used to log into SchoolSpeak for future logins. Users have the option of using either the SchoolSpeak ID and password or the schoolcommunity ID.

At the time of this document's creation, SchoolSpeak mobile applications do not support schoolcommunity ID logins.

Linking the schoolcommunity ID to TADS account from SchoolSpeak

Requirements:
- Valid TADS' ID and password

1. Access TADS – From the home screen, click on the new apps menu icon in the menu tray in the upper right hand corner.

2. Click on TADS from dropdown menu.

3. A new window may display asking if the user would like to link the schoolcommunity ID that the user used to access SchoolSpeak to the user's TADS account.
   a. Enter the TADS ID and password.
   b. Click **Link Accounts**

4. Once the user has successfully logged into TADS, a success message will display.
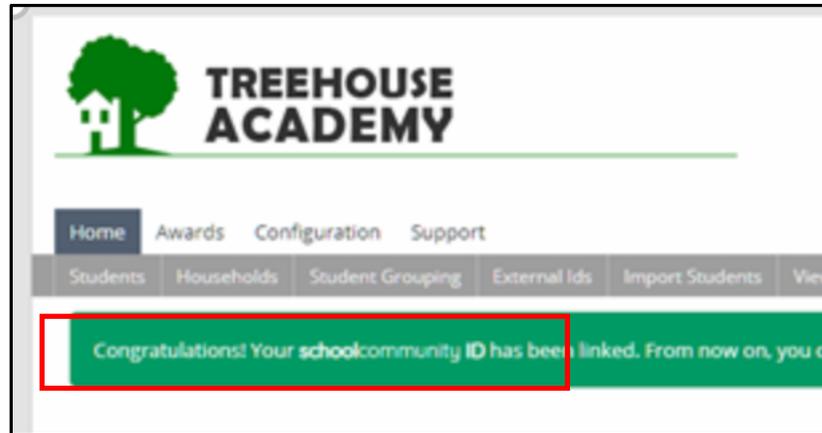
You may log into either application using the new schoolcommunity ID that was created.

Searching for a schoolcommunity ID

You may search for a user's schoolcommunity ID in SchoolSpeak using the Member search option under the Member icon in the tool bar.

1. Click on the member icon within the toolbar
2. Scroll and click on **Member search**
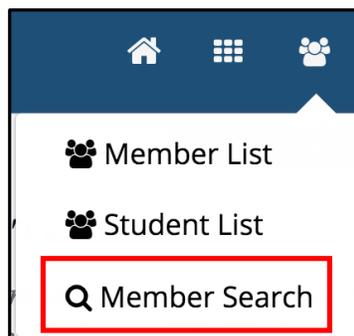
3. Enter the schoolcommunity ID within the **Email ID field**.

4. Click Search and the user profile will display

How to reset the schoolcommunity Password

1. Search for the user's profile in SchoolSpeak using Member Search
2. Locate the **Manage schoolcommunity ID** section, this may be changed in either the profile summary page or in the update profile page.
    NOTE Parents may initiate a password change

Profile View

Profile Update View

3. To reset the password, click on .
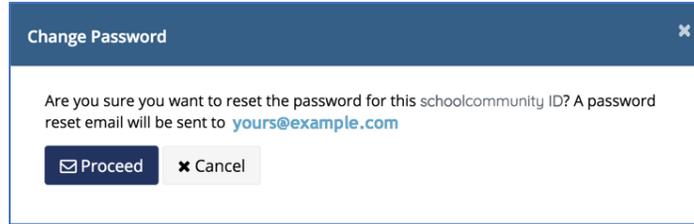
4. Click **Proceed**

5. An email will be sent to the parent email address located within the profile. The parent may then complete the instructions in the email and reset the password.

Unlinking the schoolcommunity ID

There may be times when a user's email address should no longer be associated with the SchoolSpeak ID. For example, if a parent used a work email to set up the account and needs to change it due to a job change.

1. Search for the user's profile in SchoolSpeak using Member Search
2. Locate the **Manage schoolcommunity ID** section

3. Click the icon.
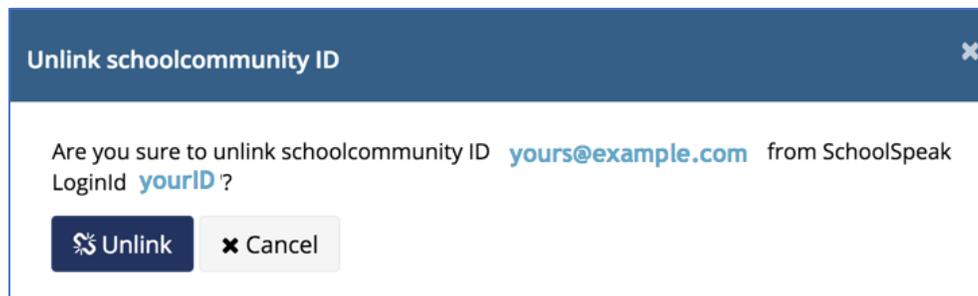
4. Click **Unlink**

Questions? Contact SchoolSpeak Support

For additional support please contact SchoolSpeak support.
Support@schoolspeak.com
877.773.2513