

# Introducing OneLogin

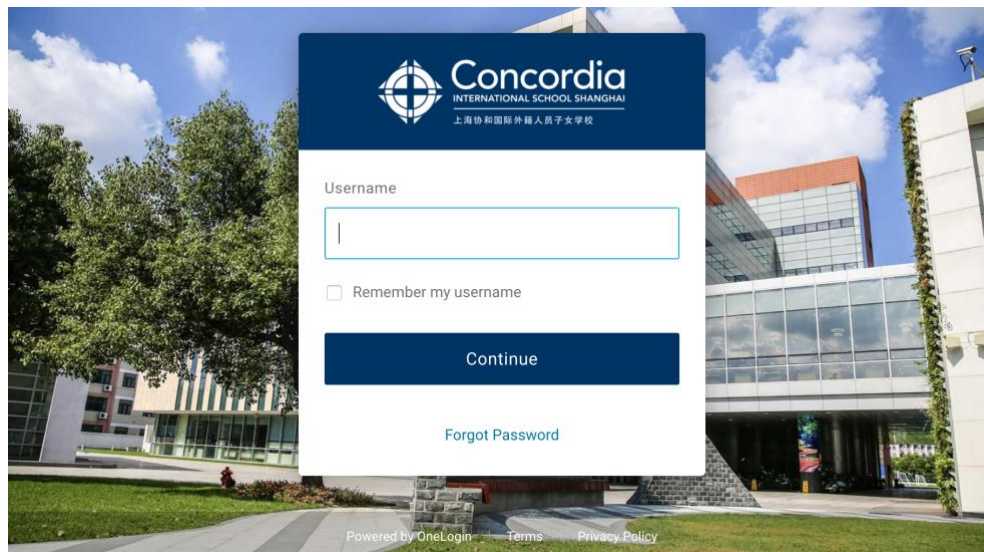
Where you can use one login to access (almost) all your Concordia Web Services.

## Getting Started

What do I need?

- a desktop or laptop computer
- Firefox web browser (recommended)  
NOTE: Safari and Microsoft Edge also work. Chrome Browser may have difficulty installing the browser extension of you are using local Internet service.

Go to [onelogin.concordiashanghai.org](https://onelogin.concordiashanghai.org) and login with your Concordia login ID & password.



Your Concordia Login ID is your "Concordia Parent ID" which is on the ID card under your name. If you do not have a Parent ID Card you may request one by emailing [idcards@concordiashanghai.org](mailto:idcards@concordiashanghai.org)

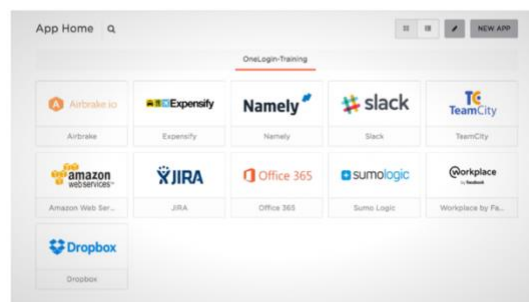
## Install Browser Extension

Before you begin to use OneLogin, you must install a browser extension.

If this is your first time using One Login you may be asked to install the browser add on immediately.

### Add OneLogin to your browser

OneLogin lets you sign in to your accounts and save new passwords.



Add OneLogin extension

Search

Frequents Company: Everything

Follett Aspen™ Aspen - SIS

Canvas Canvas - LMS (MS & HS)

SchoolsBuddy CCA & Sports Registration

CIALFO College Application (HS)

Follett Destiny Destiny - MS/HS Library

Concordia Official Website - Parent

OpenApply Student Application

If you see this screen, and some of the buttons have an orange box, you need to install the browser extension. Click on any orange box to install.

Browser Extension Required

You need to install the OneLogin Browser Extension to use this site.

Cancel Install Now

Click "Install Now"

Your browser will prompt you to install the OneLogin add-on.

OneLogin New Tab

about:blank

concordiaishanghai.onelogin.com  
Firefox prevented this site from asking you to install software on your computer.

Don't Allow Allow

1 Add OneLogin for Firefox?  
It requires your permission to:

- Access your data for all websites
- Access browser tabs
- Access browser activity during navigation

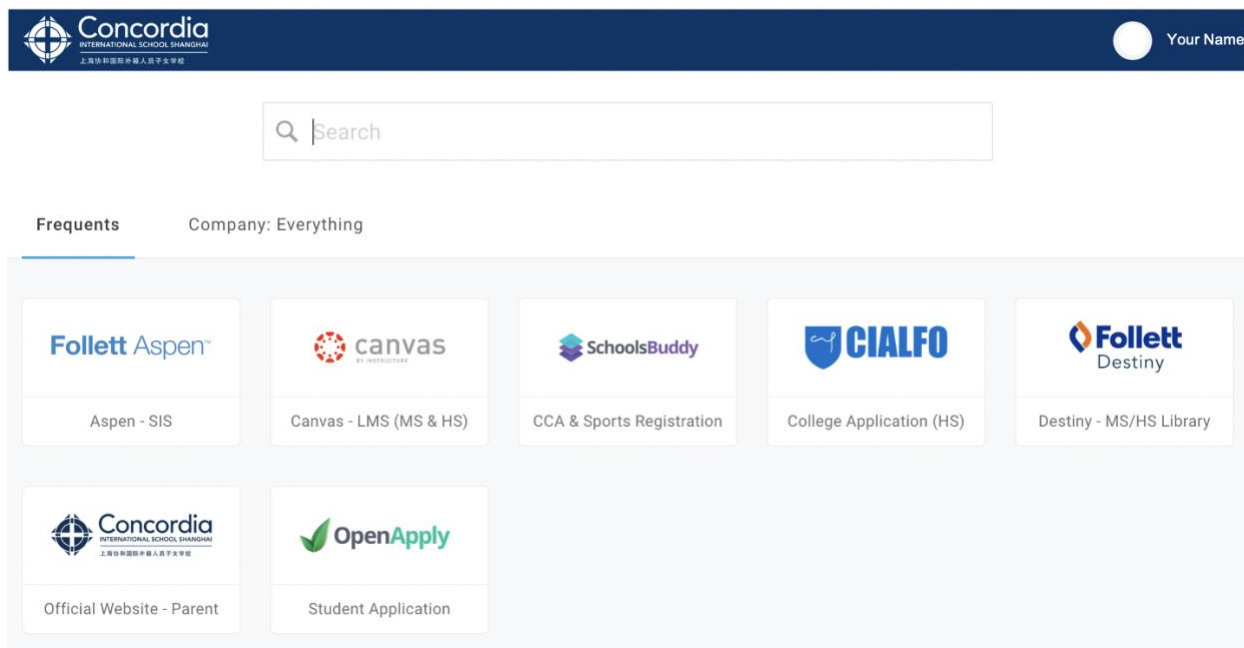
Cancel Add

1 OneLogin for Firefox has been added to Firefox.  
Manage your add-ons by clicking + in the ☰ menu.

OK

## Use OneLogin to Access Concordia Web Services

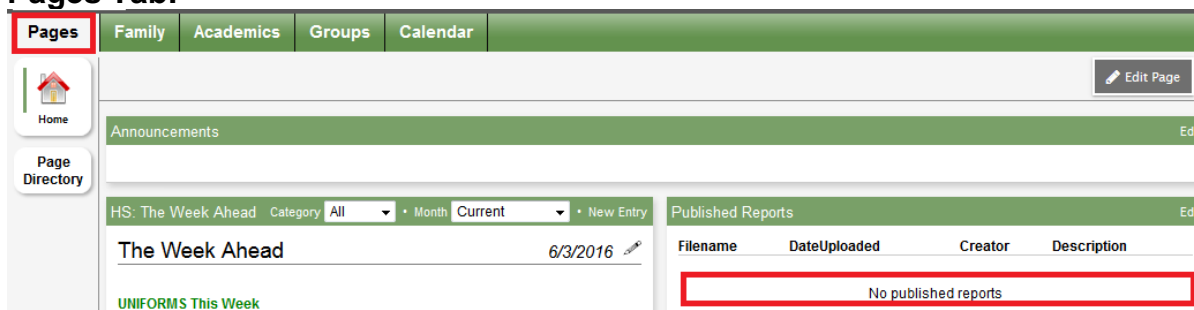
Once the browser add-in has been installed, you can access these web services directly. OneLogin will automatically log you into **Aspen**, **Canvas**, **Follett/Destiny**, and **Concordia Parent Portal**.



NOTE: SchoolsBuddy, CIALFO, and OpenApply are just links and require separate login.

## Follett Aspen (Student Information System)

### Pages Tab:



During the end of the semesters, parents would receive emails about downloading the report card (K-8). Students and parents can find the report card under “Published Reports”

### Family Tab:

Student number and password for student photos will show by default. After receiving the email from Lucas Digital, parents may use this information to login to the Lucas Digital website (<http://www.lucasdigitalshanghai.com/index.php/user/login>) and order pictures.

Click on the student name to view:

- Details** – student detail information
- Contacts** – parent information
- Health** – health visits, immunizations
- Transcript** – final grades by semester
- Schedule** – current schedule and course requests for HS


The screenshot shows the 'Family' page with a sidebar on the left containing tabs: Details, Contacts, Daily Attendance, Health, Transcript, Schedule, Documents, and Notification. The 'Details' tab is highlighted. The main content area shows a table with columns: Name, Student Number, and pswd4photo. A search bar is at the top right. The table contains one row with a checkbox, the name 'L', Student Number '2029', and pswd4photo '915088'. The 'Details' tab and the table are highlighted with red boxes.

**Finance:** To check student's finance account information.

- 1 Click on **Details** side tab, click on the **Finance** sub-tab to check the information.
- 2 If you have more than one child at Concordia... Click to search or switch between students

The screenshot shows the 'Family' page with a sidebar on the left containing tabs: Details, Contacts, Daily Attendance, Health, Conduct, Transcript, and Assessments. The 'Details' tab is highlighted. The main content area shows a table with columns: Demographics, Addresses, Finance, Photo, TECH, Activities, Emergency, Transportation, Medical Forms, and ID Card. The 'Finance' sub-tab is highlighted. A search bar is at the top right. The 'Details' tab and the 'Finance' sub-tab are highlighted with red boxes.

**Documents:** To download student files

- 1 Click on  the icon to download the file
- 2 If you have more than one child at Concordia... Click to search or switch between students

The screenshot shows the 'Family' page with a sidebar on the left containing tabs: Details, Contacts, Daily Attendance, Health, Transcript, Schedule, Documents, and Documents Details. The 'Details' tab is highlighted. The main content area shows a table with columns: Name, Document, and Format. The 'Documents' sub-tab is highlighted. A search bar is at the top right. The 'Details' tab and the 'Documents' sub-tab are highlighted with red boxes.

**Notification:** Set up email notifications for grades and health office visits.

- 1 Click in the check box in front of the email address to receive notifications.
- 2 Click the subscribe box for **Grades** and enter the 'Grade Threshold' for notifications. Click the subscribe box to receive notifications for **Health Visits**.
- 3 Click to search or switch between students.

The screenshot shows the 'Family' tab with a search bar at the top right. Below the navigation tabs, there is a 'Subscriptions for Email Notifications' section. A red box highlights the 'Grades' and 'Health Visit' subscription options. The 'Grades' subscription includes a 'Grade Threshold' input field. A search bar at the top right is also highlighted with a red box.

**Academics Tab:** To view a student's class performance...

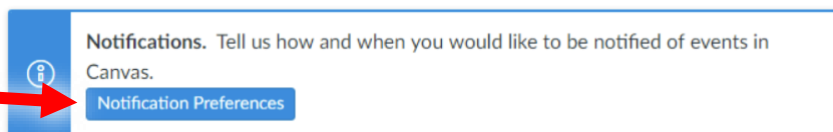
- 1 Click on the course
- 2 Then click on **Assignments**. At the left side, you can see assignment details.
- 3 If you have more than one child at Concordia... Click on Student dropdown box to switch between students.

The screenshot shows the 'Academics' tab with a list of classes. A red box highlights the 'Assignments' tab in the left sidebar. A search bar at the top right is also highlighted with a red box. The class list includes columns for Description, Course, Description, Term, and Teacher.

Description	Course	Description	Term	Teacher
Math 7A	1212-001	Math 7A	FY	Carroll, S
Science 7	1302-002	Science 7	FY	Gingerich
Advisory 6&7&8	1411-002	Advisory 6&7&8	FY	Halula, C
Grade 7/8 Learner Track Bridging	1808-002	Grade 7/8 Learner Track Bridging	FY	Yao, Yuar
Humanities 7	1002-003	Humanities 7	FY	Halula, C
Phoenix Band 6-8	1506-001	Phoenix Band 6-8	FY	Allen, Da
Physical Education 7/8	1704-004	Physical Education 7/8	FY	Lyons, Gr
Reflective Spiritual Being 7/8	1602-001	Reflective Spiritual Being 7/8	T1	Halula, C

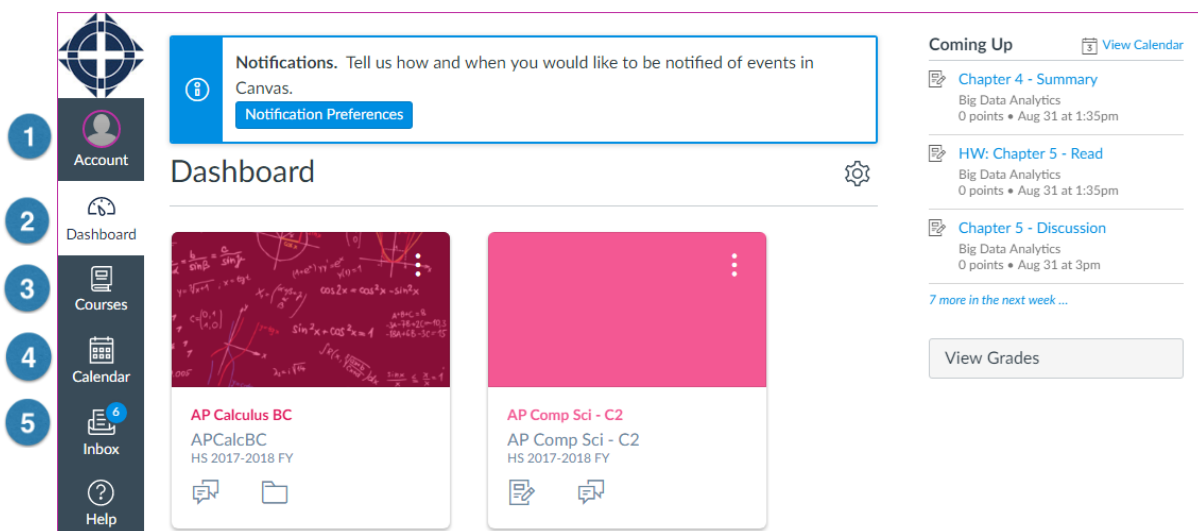
## Canvas (Learning Management System, MS & HS)

When you first login, click this box to set your email notifications.



### NAVIGATING CANVAS

- 1 **Account** – parents can change settings like notifications
- 2 **Dashboard** – student current available courses, click on the course block to view the content
- 3 **Courses** – list view of courses available
- 4 **Calendar** – check course assignments/events in a calendar view
- 5 **Inbox** – a copy of messages sent by teachers through Canvas



OneLogin can also be used to sign you into these systems:



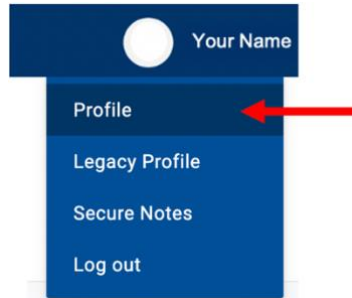
Access Concordia's Library



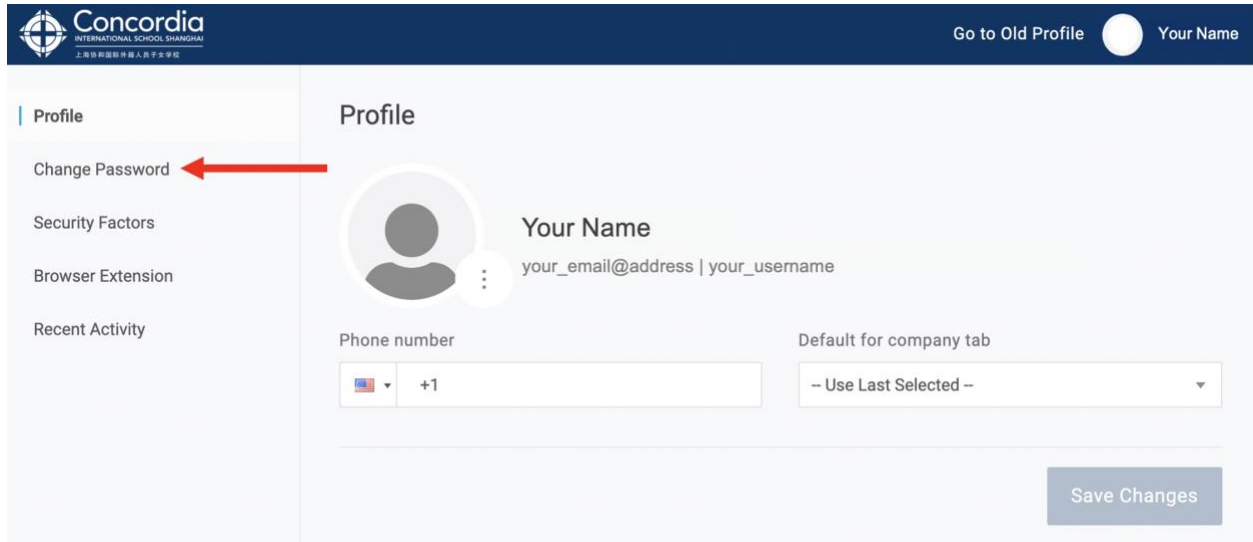
Concordia Parent Portal at [concordiashanghai.org](http://concordiashanghai.org)

# Use OneLogin to Change Your Concordia Password

After logging in, click on your name and select **PROFILE**.



On your profile page, click **CHANGE PASSWORD**



Enter your current password and your new password, then click **UPDATE PASSWORD**.

