

Instructions for using Friends Academy's My Backpack

Enter your username and password in the fields below and click "Sign In."

*Please note that your password is case-sensitive

Once you have been authenticated, you will be presented with the main menu.

- Under the **Academic** heading, MS and US parents may view their child(ren)'s schedule, report card (available only at the end of the marking period) and transcript.
- Under **Directory**, you may enter a last name and click "Go" to search for students or parents.
- Click a child under **Child Summary** to view basic information for that child.
- Under **My Profile**, click **Biography** to update your information (home/work address, phone, e-mail) or emergency contact information.
- Under **My Profile**, click **Change Password** to change your password.

To update the information in your "Biography," click on Edit link

FRIENDS ACADEMY
Founded in 1876

Parents Admin

View / Manage My Profile

Edit Privacy Settings Preview

Parents

Academic
My Profile

Biography Change Marital Status Edit Biography

Residential Address Add Residential Address

Friends Academy
Duck Pond Road
Locust Valley, NY 11560
E-Mail 1:
Tel. No: 516-
Edit

Work Address(es) Add Work Address

Friends Academy Duck Pond Road Locust Valley, NY 11560 E-Mail 1: Tel. No: 516-629-4805 Edit Delete	Friends Academy Duck Pond Road Locust Valley, NY 11560 E-Mail 1: Tel. No: 516-393-4257 Edit Delete
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Update your information on the Edit page

FRIENDS ACADEMY

Parents Admin

Edit Residential Address

Back to Profile

Address

Address 1:

Address 2:

Address 3:

City/State/Zip: NY

Country: (Leave blank for USA)

E-Mails

Kenneth's E-Mail: Send E-Mails Do Not Publish

Lauren's E-Mail: Send E-Mails Do Not Publish

- Check the **Do Not Publish** box to prevent your information from appearing in the on-line directory.
- Click the **Submit** button at the bottom of the page to complete the update process.
- Please note that changes submitted on-line will not appear in My Backpack until approved by the school (this make take 1 to 2 school days).