



ECADEMY

VIRTUAL HIGH SCHOOL

Main Campus: 5300 Cutler NE - 87110
West Campus: 6440 Western Trl NW - 87120
(505) 247-4209
ecademyhelpdesk@aps.edu

YOU HAVE BEEN REGISTERED FOR:

Course _____

with _____
eCADEMY Online Teacher Name

Course _____

with _____
eCADEMY Online Teacher Name

Students may only take two courses at any time during a semester; however, if you finish a course before the registration deadline, talk to your counselor about adding another!

LOGIN AND GET STARTED!

Using Chrome or Firefox (on any computer, it doesn't have to be your Chromebook!), visit:
<https://auth.edgenuity.com/Login/Login/Student>

- Make sure you are on the *Student Login* page
 - Username: [Student ID]aps *Ex: 971234567aps*
 - Password: [Student ID] *Ex: 971234567*

Trouble logging in? See "Login Troubleshooting" on the back of this page.

FIND YOUR COURSE ON THE STUDENT DASHBOARD

If you do not see the correct course, notify your teacher, counselor, or ecademyhelpdesk@aps.edu immediately!

- Complete the activities in the order listed on your Course Map
 - Pay attention to dates and stay on pace!
- Unit Tests must be unlocked by a teacher
 - Give your teacher one school day to review your work and unlock your test.
 - If you wait more than one school day or are working weekends/holidays, email ecademyhelpdesk@aps.edu to request an unlock.
- The Cumulative (Final) Exam must be taken with an eCADEMY Proctor
 - Find the eCADEMY Lab at your school, you can take the exam there.
 - There will also be evening lab hours on the eCADEMY Campus during finals week.

KEEP TRACK OF YOUR GRADE

- In Edgenuity, you will see three grades:
 - Actual Grade: This is the grade that you will see on your dashboard, and what our teachers report weekly in Synergy. It reflects your work and includes zeros if you are behind in the class.
 - Overall Grade: The average of your grades on all submitted assignments.
 - Relative Grade: The grade you will see on your Report Card at the end of the semester. It includes everything in the course, including incomplete assignments.

PAY YOUR FEE

- The eCADEMY ConnectED (Distance Learning) Fee is \$25 each semester. You can pay:
 - With a credit/debit card at schoolpay.com
 - Over the phone with a credit/debit card at (505) 247-4209 (a member of the eCADEMY Office Staff can assist you with payment over the phone).
 - At the eCADEMY Main Campus with cash, money order, or credit/debit card (no checks).
 - Hours: Monday- Thursday: 8:30 AM - 3:30 PM; Friday: 8:30 AM - 2:00 PM

ATTENDANCE

You have access to your course 24 hours a day, 7 days a week. You can work when it is convenient for you, but you are expected to keep up with the Target Progress (updated at 12 AM on school days only). Once a month, teachers will mark any student that is behind in their course as "ABSENT" in Synergy. So it is important to be on track or ahead in your course at all times.

Your Target Date will be shown in your Course Map. All course work **MUST** be completed by the end of the semester; there are no extensions, no exceptions.

QUESTIONS?

Email us at ecademyhelpdesk@aps.edu

LOGIN TROUBLESHOOTING

If you are unable to login to *Edgenuity* (remember, your Edgenuity Username/Password is different than Google/StudentVUE), try these steps:

- Make sure that you are at this exact website (and bookmark it for future use!):
<https://auth.edgenuity.com/Login/Login/Student>
- If your Username/Password is auto-filling, delete the information and re-type:
Username: [Student ID]aps Example: 971234567aps
Password: [Student ID] Example: 971234567
- If you are working on a Chromebook, and still unable to login, clear your cache (search "Clear cache on Chromebook" in Google), then restart your computer.
 - Try logging in on a different device (other computer, phone, tablet), if you are able to login that way, then talk to your School Tech about fixing/exchanging your Chromebook.
- If you are still unable to login on *any* device, email us at ecademyhelpdesk@aps.edu. Include your name, student ID, and a detailed description of your issue.

