Welcome to Newark Academy!

The information in this packet will guide your use of our technology services, particularly for accessing the School Portal.

Instructions on the following are included in this document:

- Logging into the Newark Academy School Portal Website
  - Username and Password
  - Changing Password
  - Updating Profile Information

- Important online services parents should be aware of: (AVAILABLE IN AUGUST)
  - **Canvas**: our online Learning Management System provides an interactive platform for information on all academic courses, upcoming assignments, due dates, and communication with faculty.

  - **Family Access Module**: FAM provides access to data online for term-end grades and comments, schedules, attendance records, and a Family Directory.

**Logging into the Newark Academy School Portal Website**

From a web browser, enter the URL: [www.newarka.edu/podium](http://www.newarka.edu/podium)

Locate the **SIGN IN** fields on the left hand side of the page.

**Username** will be either:

first initial + last name
(no spaces, not case sensitive) Ex: tjones

or

first name + last name
(no spaces, not case sensitive) Ex: tomjones

**Password** = **welcome14**
(This is temporary and must be changed)
Changing Password

From your initial login, you will be prompted to change your password. For security purposes, please be sure that it is between 5-15 characters and includes at least one number.

Forgotten Password

In the event that you forget your password, click the “Forgot Your Password?” link below the Sign In fields.

You will be prompted to enter your email address and select if you’d like your username, password or both sent to you.

If you receive a message stating “Contact your Administrator”, please contact the Technology Office at: webmaster@newarka.edu

Updating your Profile Information

It is important that your Profile information is up to date to ensure that you receive all Newark Academy communications throughout the year.
To start, click on the **My Profile** link on the left-side menu.

Using the **Edit Button** in each section, please confirm and/or update (if necessary) all of your Profile information.

We suggest that parents *provide two separate email* addresses for Mother and Father, if possible, to ensure that all school communications are received.

**If you need any additional assistance regarding any of Newark Academy’s technology services, please contact the Help Desk at helpdesk@newarka.edu**

Thank you!
~Your Technology Department