

Instructions for Accessing Insignia For Parents

Dear Parents/Guardians,

We are so excited to have you and your families join us for our Travelling Around the World Family Literacy (Day) Weeks!!

So you have a chance to help your student access books from our library or find books for your student to bring home for your family to read and learn about other countries, here is how to access what books we have available.

Here is the link to the library program --

<https://wwsd.insignails.com/Library/Home>

On the first page, in the header, is a key that says "Login". Click on the key and it will take you to a page that asks for a username and password. Your student's username is their PowerSchool number on their report card in the spot circled --

Cardston Elementary School Report Card
Box 487, 730-4th Ave. W. Cardston, AB T0K 0K0
Phone: (403) 653-4955
Principal: Stacy Jacobs

Legal Name: _____ Grade: _____
DOB (Age): _____ Phone: 403-_____
Parents: _____ PS#: 00000
ASN: _____

Login in to "http://ps.westwind.ab.ca" to check your student's marks & attendance.
Username: _____ Password: _____

Course	Teacher	Rpt 1	Rpt 2	Rpt 3	Days Ab	5 = Exceptional (Superior performance, in-
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A blue box labeled "Picture" is circled in blue on the right side of the form.

Their password is their first name in lowercase letters.

From here you can search for the book(s) you would like in the search bar. When you have located the book you are searching for, you can reserve it for your student by clicking on the reserve box or word on the right hand side of the screen. This reserve will show up on my computer in the library and I can pull this book for your student to checkout next time he/she is in the library.

If you have any questions, don't hesitate to contact me at 403-653-4955 and they will transfer you to the library.

Happy reading Around the World!!

Teresa Jackson
CES Librarian