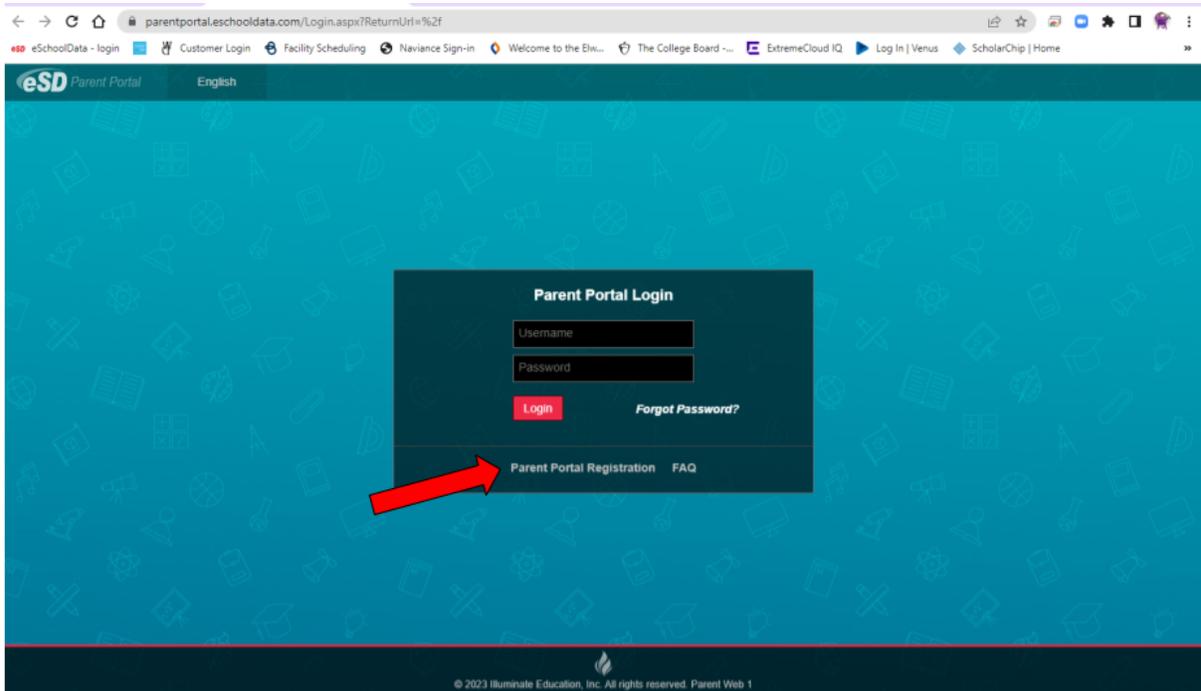


Parents Guide to the Portal

<https://parentportal.eschooldata.com/>

Portal Registration

1. Choose “First time Here? Click [here](#) to create a new account”
Follow the directions and submit.
After the account is approved and activated the parent can sign in to see their child’s data.



2. Enter the required information (indicated by a red asterisk* before the field name) on the Account Information screen, then click Create Account Information.

A screenshot of the "Registration" form on the Parent Portal. The form is divided into three sections: "Account Information", "Personal Information", and "Student Information". The "Account Information" section is active and contains the following fields, each with a red asterisk indicating a required field: "School District" (with a dropdown menu and a note: "(Start typing your school district then select your district in the list)"), "Username" (with a note: "(Your ID is what you will use to login to the portal. You can change at any time from within the portal.)"), "Email Address" (with a note: "(Your email address can be updated at anytime from within the portal. If you forget your password the account reset information will be sent to this account)"), "Confirm Email Address", "Password" (with a note: "(Should be a minimum of 6 characters with at least 1 number)"), "Confirm Password", "Authentication Question" (with a dropdown menu and a note: "Select"), and "Authentication Answer". At the bottom right of the form, there is a red-bordered button labeled "Create Account Information". The footer of the page reads: "eSD is a registered trademark of eSchoolData, LLC - Copyright © 2016-2013 eSchoolData, LLC - Server 2".

3. Enter the required information on the Personal Information screen and click Create Personal Information.

The screenshot shows the 'Registration' page with three tabs: 'Account Information', 'Personal Information', and 'Student Information'. The 'Personal Information' tab is active. Below the tabs, a message reads: 'STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.' The form contains the following fields: First Name, Middle Name, Last Name, Street Address, Apartment #, City, State (dropdown), ZIP Code, and Phone. At the bottom right, there are two buttons: 'Back to Account Information' and 'Create Personal Information', with the latter highlighted by a red box.

4. Complete the required information in the Add Student section of the Student Information screen and click Add Student to the above list. After adding your students, click Finish Registration.

The screenshot shows the 'Registration' page with the 'Student Information' tab active. A message reads: 'STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.' Below this is a table titled 'My Student(s)' with columns for ID Number, First Name, Last Name, Grade, and School. Underneath is the 'Add Student' section with fields for ID Number, School (dropdown), First Name, Grade (dropdown), and Last Name. There are 'Add Student to the above list' and 'Clear' buttons. At the bottom right, there are 'Previous' and 'Finish Registration' buttons, with the latter highlighted by a red box.

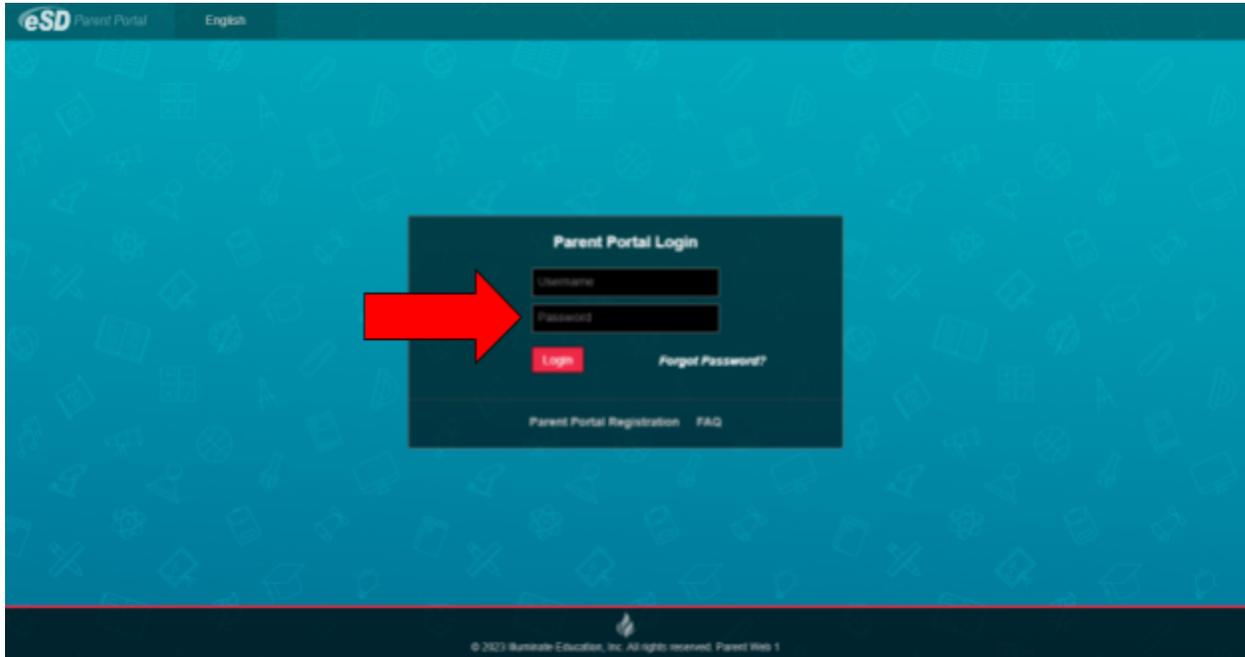
5. A confirmation message will display stating that the Parent Portal registration has been successful. Once the account request has been approved by the school district, an email will be sent from the school district to the email address listed on the registration form.

The screenshot shows the 'Registration' page with a confirmation message: 'Your registration request has been processed successfully...'. Below the message, it states: 'Registration has been completed successfully. You will receive an email once your school district has approved your account request. Once you have activated your account, you will be able to log on to the eSchoolData Parent Portal.' At the bottom, there is a small copyright notice: 'eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2013 eSchoolData, LLC - Server 2'.

6. The account approval email will contain their User ID and a temporary Password, along with a link to activate the account. Follow the next steps to login.

Logging In

- Once the parent/guardian has received an email with their User ID and temporary Password, click the link in the email to verify the email address. Once the email address is verified, click Login to login to the account using the provided credentials.



- Upon first login, the District's Terms of Use should be read. Click I Agree at the bottom of the Agreement to proceed further.



- After agreeing to the Terms of Use, if the Parent Portal account has been auto-generated by the district, users will be required to establish a new Password, and enter a Primary Email Address (if missing). Users will also have the option to Use this E-Mail address as my User Name. Click Save when finished.

You must change your password for first login.

Old Password: _____

New Password: _____ (should be a minimum of 6 characters with at least 1 number)

Confirm Password: _____

Primary Email Address: _____ Use this E-Mail address as my User Name

Confirm Email Address: _____

Save **Close**

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- A successful login displays the Portal Homepage, which allows the portal account holder to see a list of their Student(s), view District/School Announcement(s) and access any District/School Document(s). On the left side of the screen, Parents/Guardians can view a log of their Recent Activities. On the top right side of the screen, the icon bar displays icons for Home , My Account , Help and Logout . Click on a hyperlinked Student ID Number in the list of My Students to view that student’s information pages (defaults to the student’s Profile Tab). Click the Inbox icon or the New Message icon to access the Messages Inbox for the specified student.

My Students

ID	First Name	Middle Name	Last Name	Grade	School
225328	Evelyn	W	Abernathy	9	eSD High School
225329	Fredy		Abernathy	10	eSD High School
225331	Fredon	R	Abernathy	5	eSD Elementary School

Announcement

Title	School
Welcome to eSD High School	eSD High School

Documents

File Name	Description	District/School
Parent Portal User Gui		District

Recent Activities

Activity	Date Time
View Students List	10-06-2014 12:18PM
View Students List	10-06-2014 12:17PM
Logged On/Off	10-06-2014 12:17PM

If you need assistance with establishing your account, you may email info@elwood.k12.ny.us, or call the technology department at 266-5400 x6283.