

RETURNING FAMILIES

If you have used the parent portal to register for ESP before, you will use the orange section to log in as a returning parent.

- Once logged in, you will see a blue column on the left side of your screen – If you don't see this, you will need to make sure that you log in using a desktop or laptop computer. The smartphone version of the website only allows minimal access such as making payments.
- In the blue column there is a heading that says **"2021-22 ESP School Year Program"**. You should see your child(ren)'s names under that heading. Under your child(ren)'s names, click **"Register"**.
- You should then be prompted to update personal information including address, phone numbers, etc. for yourself as well as emergency contacts.
- Once you've updated all personal information click **"My Children"**. Click **"Register"** for the first child that you would like to enroll. You can also **"Add Children"** to your account that have not been in ESP before.
- Update all personal information for your children and click **"Save & Enroll Child"** at the bottom of your screen.
 - At the bottom of each child's information page, there is a section to choose which school your child will be attending. Please choose the school where your child will be attending ESP for the 2020-21 school year. This choice can be different from last year's school if you have moved or received a zone waiver. This choice can also be different per child.
- Choose the billing option that best fits your needs and click **"Save Enrollment"** once your billing option has been chosen.
- If you don't need to add more children, click **"Terms & Conditions"** (Green Button) in the bottom right corner to proceed.
- Please read each term carefully and choose the appropriate response. Type your initials at the bottom and click **"Submit Application"**

NEW FAMILIES

If you are new to the system, **WELCOME!** You will use the blue section on the right to log in as a new parent - If you don't see this, you will need to make sure that you log in using a desktop or laptop computer. The smartphone version of the website only allows minimal access such as making payments.

- Click **"Register"** in the blue column on the right side
- Click **"2021-22 ESP School Year Program"**
- Enter all personal information for Parents/Guardians and Emergency Contacts then click **"My Children"** at the bottom of the screen.
 - Please be sure to enter a valid e-mail address for at least the primary parent. **ESP uses e-mail as the primary form of communication with our families.**
- Enter all personal information for your first child and click **"Save & Enroll Child"** at the bottom of your screen.
- You will now select the billing option that best fits your needs.
- Click **"Save Enrollment"** once your billing option has been chosen.

REGISTRATION WEBSITE www.ezchildtrack.com/esp/parent

- If you need to add another child to your registration, click ***"Add Child"***. If you don't need to add any more children, please click ***"Terms & Conditions"*** (Green Button) in the bottom right corner to proceed.
- Please read each term carefully and choose the appropriate response. Type your initials at the bottom and click ***"Submit Application"***