

**eSD® Portal: Parent View
User Guide**
v. 6.7.0



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TABLE OF CONTENTS

Overview	3
Parent Portal Login Page	3
Online Registration	4
Parent Portal Registration	11
Logging In	13
Getting Help	14
Navigating the Portal	15
Messages	17
Contact Verification	20
Student Information Pages	23
Profile Tab	23
Attendance Tab	26
Schedule Tab	27
Discipline Tab	27
Immunization Tab	28
Transcript Tab	28
Report Card Tab	29
Buses Tab	29
Course Requests Tab	30
Gradebook Tab	31
Progress Report Tab	32
Assessments Tab	33
Fees Tab	33
Elem Report Card Tab	34
Custom Elem Report Card Tab	34
Standards-Based Report Card Tab	35
Standards-Based Progress Report Tab	35
Updating Account Info	36

Overview

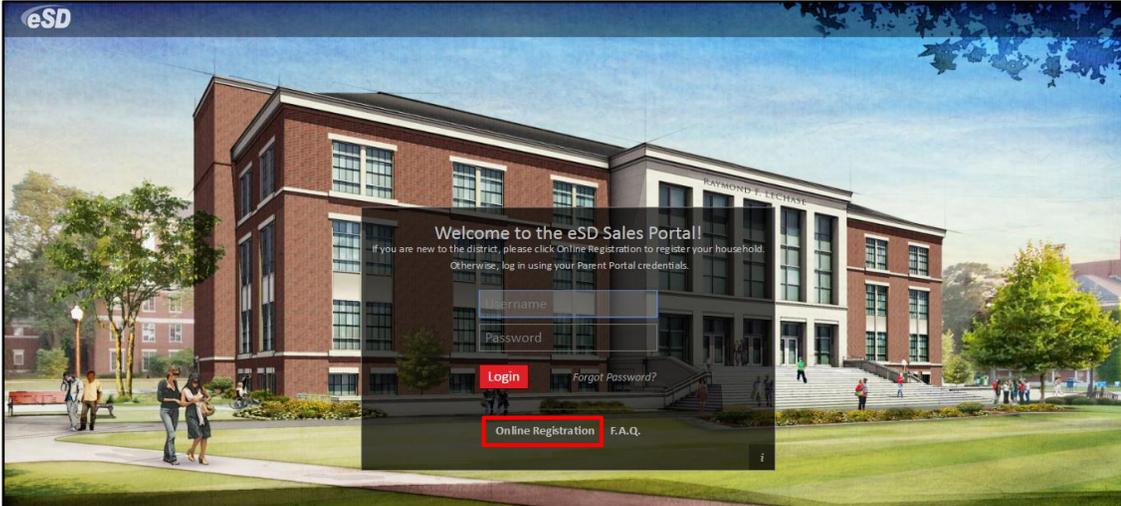
This guide provides parents/guardians with a step by step guide outlining the navigation and use of the parent portal. The eSchoolData Parent Portal is a cutting-edge communications tool designed to increase your involvement in your student's education using the power of information. The eSchoolData Parent Portal allows for instant online access to current, relevant information that will enhance your involvement with your student's academic career.

Parent Portal Login Page

Please refer to your school district's website for an existing Parent Portal Link. If your district has not created a Parent Portal link on the school's website, please contact them for the URL.

The Login Page will contain login fields and either an **Online Registration** link or a **Parent Portal Registration** link, depending on how the district has configured their Parent Portal.

Online Registration link:



Note:
A **Parent Portal Login page** customized with district's choice of text and image.

Parent Portal Registration link:



Note:
The uncustomized **Parent Portal Login page** displays the most recent winning student's entry from the eSchoolData® Login Page Art Contest.

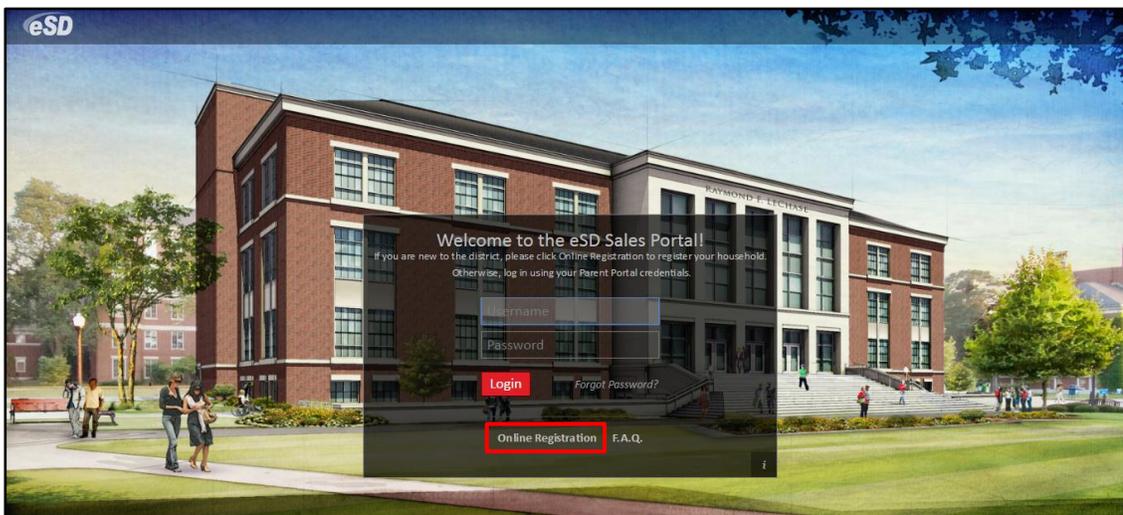
If you have been given a User ID and temporary Password by the district, please go to **Logging In** on page 13.

If you do NOT have a User ID and Password, and the Login Page displays an **Online Registration** link, please go to **Online Registration** on page 4. If the Login Page displays a **Parent Portal Registration** link, please go to **Parent Portal Registration** on page 11.

Online Registration

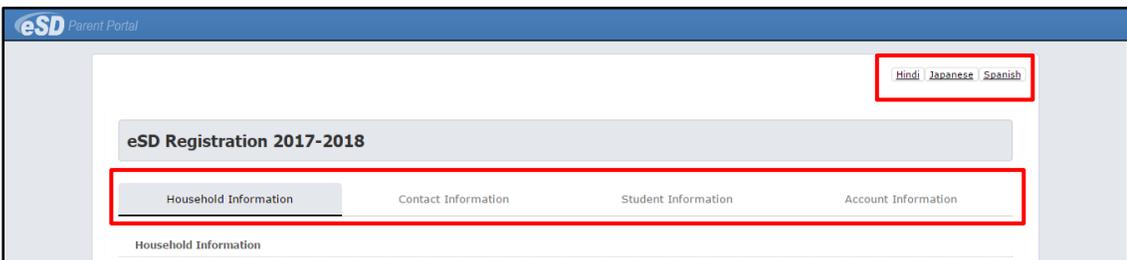
The Online Registration link is used by parents who are new to the district and need to register their students. If your students are already registered in the district but you have not been given a User ID and Password, please contact the district.

If you are new to the district, click the **Online Registration** link to register your household and students.



The Online Registration Application Form will open, with four tabs: Household Information, Contact Information, Student Information, and Account Information.

When provided by the district, a list of available **language translations** is displayed in the upper right-hand corner of the form. Click the applicable **language** to view the translated form.



If the **Online Registration Application Form** is launched via the **Register New Student** button AFTER the parent has logged in to the Portal, the **Household Information** and **Contact Information** tabs will be pre-filled with data currently in the system.

Note:

If the district did not customize the background image on the **Parent Portal Login** page, it displays the most recent winning student's entry from the eSchoolData® Login Page Art Contest.

Note:

Once a translation is displayed, English replaces the selected language in the list of language options.

Note:

The required fields on each Tab may vary from the sample screenshots on the following pages, based on the district's settings.

Household Information Tab

Enter the Registration Date, household Surname and Language, and the Household Physical Address.

In the **Household Mailing Address** section, check **Mailing Address Same as Household Physical Address** (if applicable); otherwise enter the needed mailing address information.

Enter the **Primary Household Phone**, and any other required information (indicated by a red asterisk *), then click **Next** to move to the Contact Information tab.

Note:
If the **Register New Student button** is used to launch the Online Registration form, the **Household Information tab** will be pre-filled with data currently in the system.

Note:
Click the **Calendar icon**  to select and enter the date in the correct format (mm/dd/yyyy).

Click the **Menu icon**  to open the menu, or start typing in the field to display a list of matching options.

The screenshot shows the 'Household Information' tab in the eSD Parent Portal. The form is titled '18-19' and has tabs for 'Household Information', 'Guardian Contacts', 'Emergency Contacts', 'Student Information', and 'Account Information'. The 'Household Information' section contains several fields: 'Surname *', 'Registration Date *', 'Language *', 'Primary Household Phone *', 'Household Physical Address *', and 'Household Mailing Address *'. The 'Household Physical Address' and 'Household Mailing Address' sections each have sub-fields for 'Number', 'Street', 'Apartment', 'Condo/Community', 'City', 'State', and 'Zip'. A checkbox labeled 'Mailing Address Same as Household Physical Address' is checked in the mailing address section. At the bottom of the form, there are two buttons: 'Back to Home' and 'Next'. Red boxes highlight the 'Calendar icon' in the 'Registration Date' field, the 'Language' dropdown menu, the 'Mailing Address Same as Household Physical Address' checkbox, and the 'Next' button.

Guardian Contacts Tab

Enter the requested information for the first parent/guardian in the household. In the **Contact Mailing Address** section, check **Mailing Address Same as Household Mailing Address** when applicable; otherwise enter the needed mailing address information.

When finished entering all required information for the first contact, click **Add Additional Contact** to add another Parent/Guardian.

When finished entering all Guardians, click **Next** to move to the Student Information tab.

Note:

If the **Register New Student button** is used to launch the Online Registration form, the **Guardian Contacts tab** will be pre-filled with data currently in the system.

Note:

eSchoolData recommends adding, at a **minimum**, one **Guardian**.

Note:

Click **Add Phone** or **Add Email** to add additional phone and/or email records for the Contact.

Check **Primary** for the email address that should be used for Portal communications.

Please see the **Important information regarding Primary Email Address and Usernames** on page 7 for primary email restrictions.

Contact Email is required only for the Guardian Contact that is signing the application.

The screenshot shows the 'Guardian Contacts' form in the eSD Parent Portal. The form is for a student named '18-19'. It has several tabs: 'Household Information', 'Guardian Contacts', 'Emergency Contacts', 'Student Information', and 'Account Information'. The 'Guardian Contacts' tab is selected. The form is titled 'Guardian Contacts 1.' and contains the following sections:

- Contact First Name ***: Text input field.
- Contact Last Name ***: Text input field.
- Gender ***: Dropdown menu.
- Suffix**: Dropdown menu.
- Phone ***: Includes a dropdown for 'Phone Type', a text input for the phone number, and an 'Add Phone' button (highlighted with a red box). There is also an 'Unlisted' checkbox.
- Resides In Household ***: A checkbox.
- Contact Email**: Includes a dropdown for 'Email Type', a text input for the email address (example: john.smith@exampl), and an 'Add Email' button (highlighted with a red box). There is also a 'Primary' checkbox.
- Contact Mailing Address ***: Includes a checkbox for 'Mailing Address Same as Household Mailing Address'. Below this are fields for 'Number' (No/Apt.), 'Street' (Street/Apt.), 'Condo/Community', 'PO Box' (P.O. Box), 'City', 'State', and 'Zip'.

At the bottom of the form, there is an 'Add Additional Contact' button (highlighted with a red box) and a 'Next' button (highlighted with a red box) next to a 'Previous' button.

Important information regarding Primary Email Address and Usernames

Depending on how the guardian is logging in to their Parent Portal account (web browser or Mobile App), the eSD system uses either the Portal Account's **Username** or **Primary Email Address** for login authentication. When logging in via a **Web Browser**, the system uses the portal account's **Username** as the login username. When logging in via the **eSD Mobile App**, the system uses the portal account's **Primary Email Address** as the login username. Please see below for additional requirements regarding Usernames and Primary Email Addresses:

1. If a guardian has multiple portal accounts (i.e., students in different districts), the guardian's **Username** for EACH parent portal account **MUST** be different, but the **Primary Email Address** for each account can be the same email address.
2. Only **ONE** of that guardian's portal accounts can use the **Primary Email Address** as the **Username**.
3. An email address can be set as the **Primary Email Address** for only **ONE** guardian, but other guardians in the household with portal accounts can include that email address as a secondary email address.
4. **Web browsers** use the portal account's **Username** for login authentication. Guardians with multiple portal accounts must log in using the **Username** and password established for EACH account.
5. The **Mobile App** uses the **Primary Email Address** for login authentication, allowing guardians with multiple portal accounts to have access to each of their accounts via the App, by selecting the applicable Role and/or District upon login.

Emergency Contacts Tab

Enter the requested information for the first emergency contact for the household. In the **Contact Mailing Address** section, check **Mailing Address Same as Household Mailing Address** when applicable; otherwise enter the needed mailing address information.

When finished entering all required information for the first contact, click **Add Additional Contact** to add another Emergency Contact. When finished entering all Emergency Contacts, click **Next** to move to the Student Information tab.

The screenshot shows the 'Emergency Contacts' tab in the eSD Parent Portal. The form is for 'Emergency Contacts 1.' and includes the following fields and buttons:

- Contact First Name ***: Text input field.
- Contact Last Name ***: Text input field.
- Gender ***: Dropdown menu.
- Suffix**: Dropdown menu.
- Contact Mailing Address**: Section with a checkbox for 'Mailing Address Same as Household Mailing Address' (highlighted with a red box).
- Number**: Text input field.
- Street**: Text input field.
- Apartment**: Text input field.
- Condo/Community**: Text input field.
- PO Box**: Text input field.
- City**: Text input field.
- State**: Dropdown menu.
- Zip**: Text input field.
- Phone ***: Section with a dropdown for 'Phone Type', a text input for the phone number, and an 'Add Phone' button (highlighted with a red box).
- Unlisted**: Checkbox.
- Add Additional Contact**: Button (highlighted with a red box).
- Previous** and **Next**: Navigation buttons (the 'Next' button is highlighted with a red box).

Note:

If the **Register New Student button** is used to launch the Online Registration form, the **Emergency Contacts tab** will be pre-filled with contacts currently associated to students in the household.

Note:

eSchoolData recommends adding, at a **minimum**, one **Emergency Contact**.

Note:

Click **Add Phone** to add additional phone records for the Contact.

Student Information tab

Enter the required information for the first student in the household that needs to be registered. Select the first **Guardian Contact** from the Contacts entered on the Contact Information tab. When finished, click **Add Guardian Contact** to add another Guardian, when applicable. Select the first **Emergency Contact**, then click **Add Emergency Contact** if needed.

When finished, click **Add Additional Student** to enter the required information for the next student in the household.

When finished entering information for all students in the household, click **Next** to move to the Contact Information tab.

The screenshot shows the '18-19 Defaults' form in the eSD Parent Portal. The 'Student Information' tab is selected. The form is divided into several sections: 'Student Information 1.' with fields for Student First Name, Student Last Name, Date of Birth, Suffix, Gender, State Entry Date, Years in US School, School and Grade, Calendar, and Country of Birth; 'Guardian Contact *' with fields for Contact, Relationship, Contact Priority, Correspondence, Custodial Parent, and Child Pickup, plus a 'Guardian Alert' text area and an 'Add Guardian Contact' button; 'Emergency Contact *' with fields for Contact, Relationship, and Child Pickup, plus an 'Add Emergency Contact' button; 'Language *' with a Language dropdown; 'Race *' with checkboxes for Native Hawaiian/Other Pacific Islander, Asian, American Indian/Alaska Native, Black/African American, White, and Hispanic; 'ID Number *' with an ID Number field and an 'Auto ID' checkbox; and 'Date Entering District *' with a Date Entering District field. At the bottom, there are 'Previous' and 'Next' buttons, with 'Next' highlighted in blue. A red box highlights the 'Add Guardian Contact' button, and another red box highlights the 'Add Emergency Contact' button. A third red box highlights the 'Add Additional Student' button at the bottom right.

Note:
ONE **Guardian Contact** and ONE **Emergency Contact** are required, at a minimum, for EACH student.

The **Contact Priority** is the order in which the student's **Guardian Contacts** and **Emergency Contacts** should be contacted.

Each of the student's Contacts (Guardian and Emergency) should have a **unique Contact Priority for that student**, which may (or may not) be the same as their Contact Priority for another student in the household.

Account Information tab

Read the Parent Portal User **Agreement** (when provided) and check **I Agree**, then select the Guardian **Contact** who will be signing the Agreement. Enter the Guardian's **Signature** and select the **Submit Date**, then click **Submit**.

Note:

An **Email Address** is required for the Guardian **Contact** signing the Agreement.

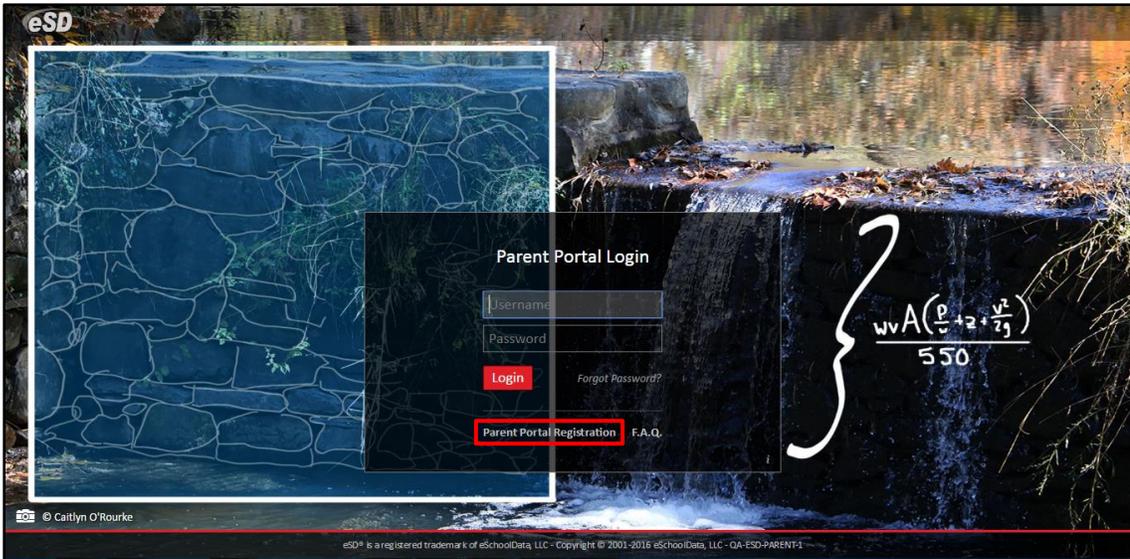
Please see the **Important information regarding Primary Email Address and Usernames** for primary email restrictions, on page 7.

An email (to the Contact selected on the Account Information tab) will automatically be generated when the Online Registration application is submitted, and again when the application is approved or denied.

If the Online Registration Application is approved, Parent Portal accounts will be automatically generated for each new Guardian with **Correspondence** checked AND an **Email Address** checked as **Primary**. Emails will automatically be sent to Guardians with new Portal accounts, containing their **User ID** and a temporary **Password**, along with a link to activate the account.

Parent Portal Registration

To request a parent/guardian portal account, click the link on the home page where it says “Parent Portal Registration.”



Note:
The uncustomized **Parent Portal Login page** displays the most recent winning student’s entry from the eSchoolData® Login Page Art Contest.

A Parent Portal Registration Form will open.

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

Note:
Username is restricted to max 254 characters and **Password** is restricted to max 50 characters.

The **Username** CANNOT include any of the following characters:
!@#\$\$%^&*()+=-[]{}<>?

For additional information about usernames and email addresses, please see the **Important information regarding Primary Email Address and Usernames** on page 7.

Tip:
Keep a record of the **Username** and **Password** that you enter. You’ll need them to log in once the account is approved.

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

Registration

Account Information **Personal Information** Student Information

STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.

* First Name
 Middle Name
 * Last Name
 * Street Address
 Apartment #
 * City
 * State --Select--
 * ZIP Code
 * Phone - - x

<< Back to Account Information **Create Personal Information >>**

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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!**

Note:
 Only one student is required to verify your identity. All your students will be listed on the account when approved.

Registration

Account Information Personal Information **Student Information**

STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.

My Student(s) Your student(s) will show below after you have added.

ID Number	First Name	Last Name	Grade	School

Add Student

* ID Number * First Name * Last Name
 * School --Select-- * Grade --Select--

Add Student to the above list Clear

<< Previous **Finish Registration!**

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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.

Registration

Your registration request has been processed successfully...

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.

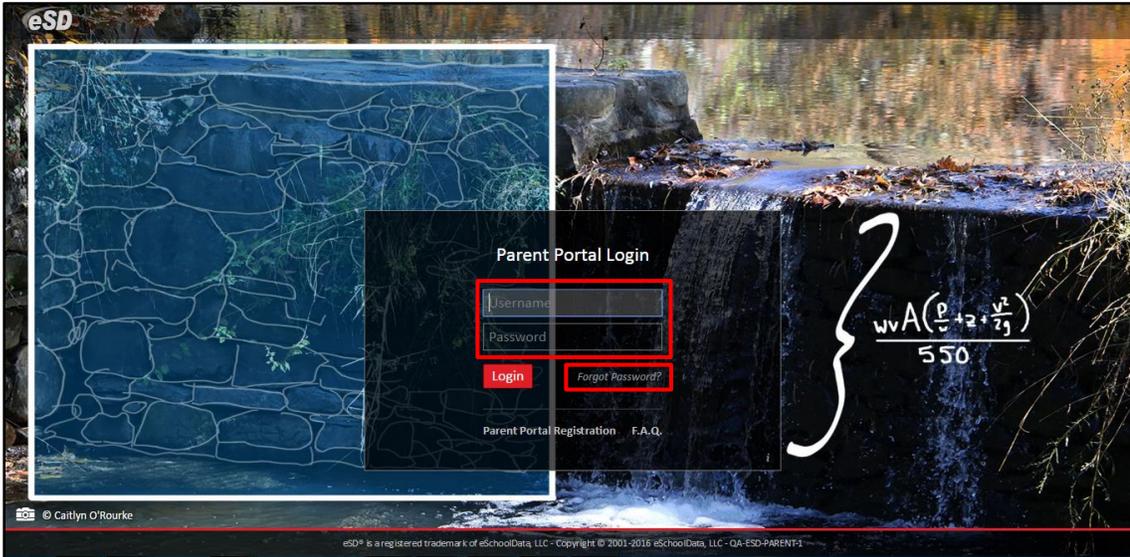
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The account approval email will contain their **User ID** and a temporary **Password**, along with a link to activate the account.

Logging In

If 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.

If the district has auto-generated the portal account, the User ID and temporary Password provided by the district should be used to login for the first time.



Important:

Portal accounts are locked automatically after **five (5) failed login attempts**, and a “locked account” email is automatically sent to the user’s **Primary email address**.

Users will be directed to contact their district to unlock the account.

Note:

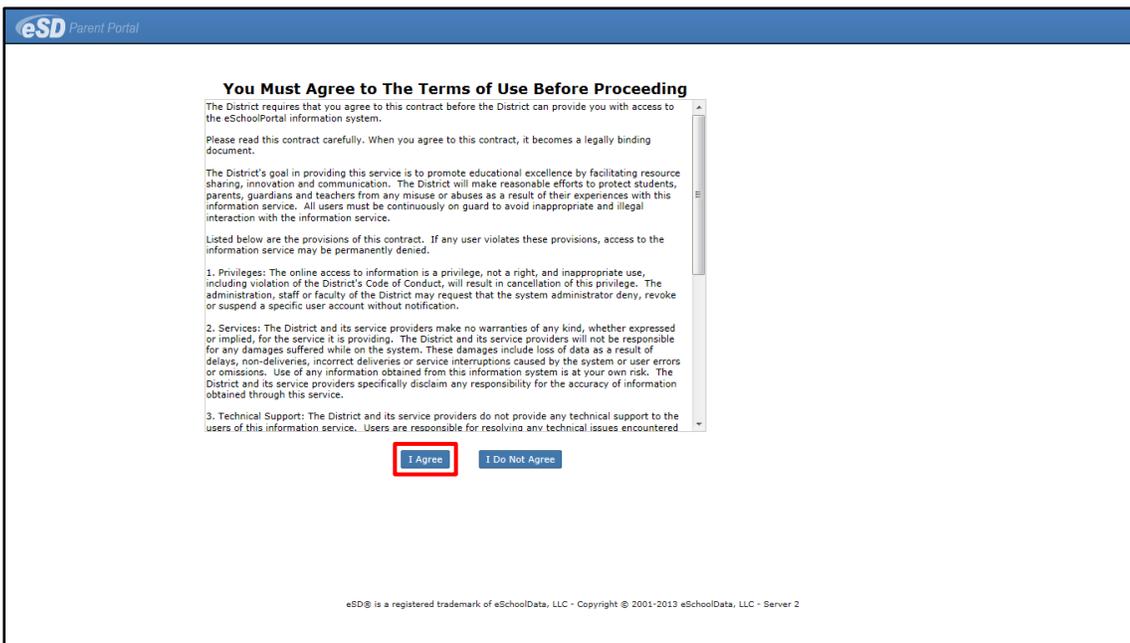
To change a forgotten Password, click the “**Forgot Password?**” link. An email will be sent to the Primary Email associated to your portal account.

The background image on the **Parent Portal Login** page may change with the seasons.

Note:

Parents/Guardians will be prompted to Agree to the District’s **Terms of Use** each time the Terms are amended.

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.

Note:
The **Primary Email Address** is the email address to which **“Forgot Password?”** emails will be sent.

An error message will be generated if the **Primary Email Address** is not specified, or is already being used for another account as a **User Name** or a **Primary Email Address**.

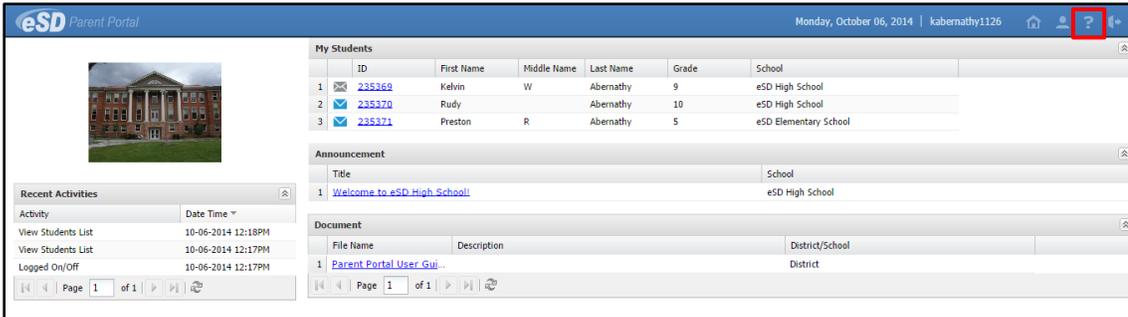
Please see the **Important information regarding Primary Email Address and Usernames** for primary email restrictions, on page 7.

Getting Help

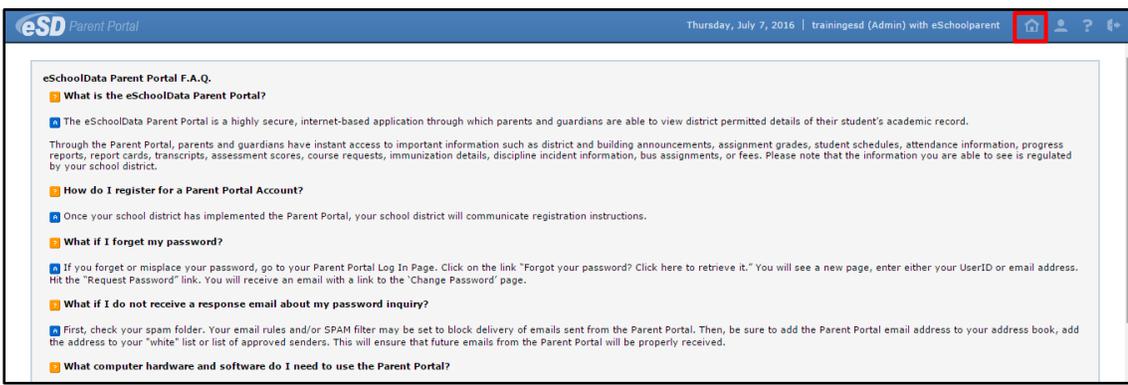
Users can get help both before and after logging in to the eSD® Parent Portal. From the Login screen, click the link where it says **“F.A.Q.”** to access the **eSchoolData Parent Portal F.A.Q.**



Once logged in to your Portal account, click the **Help icon** in the upper right corner of the Parent Portal screens to access the **eSchoolData Parent Portal F.A.Q.**



The **F.A.Q.** provides portal account holders with answers to commonly asked questions.



Note:
When the **eSchoolData Parent Portal F.A.Q.** is accessed **AFTER** logging in to the Parent Portal, click the **Home icon** to return to the Home Page.

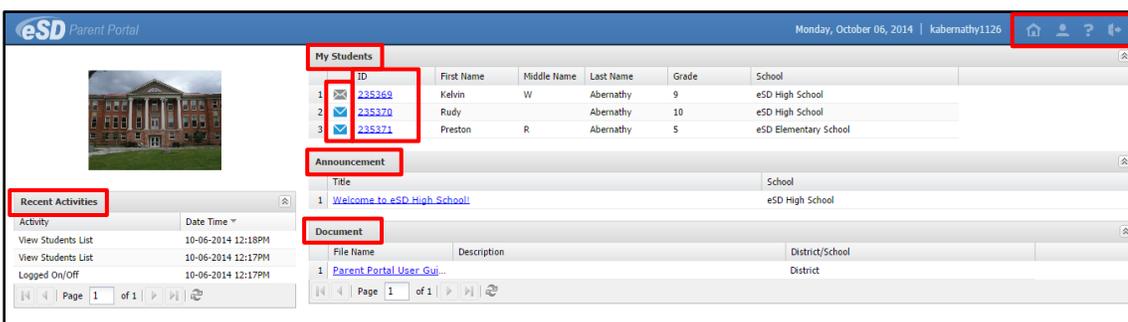
The icons at the top will **NOT** be available when the **F.A.Q.** is accessed from the **Login screen**.

Navigating the Portal

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.



Note:
The **My Students** list includes graduated students for one year following graduation.

Note:
For more information about the **Profile Tab** and the other information tabs, see pages 23 - 35.

For more information about the **Messages Inbox**, see **Messages** on page 17.

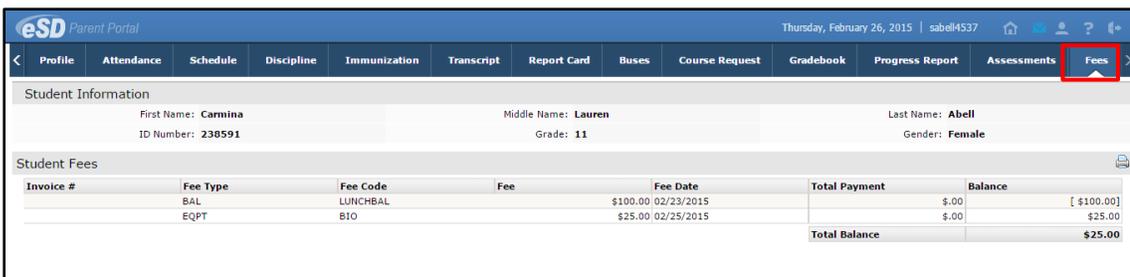
If enabled by your district, the **My Students** list displays a **Register New Student** button, which allows you to begin the registration process online for additional students in your family. For more information, see **Online Registration** on page 4.



If enabled by your district, the **My Students** list displays the **Lunch Balance** for each child, and the date that the **Lunch Balance** was last updated.

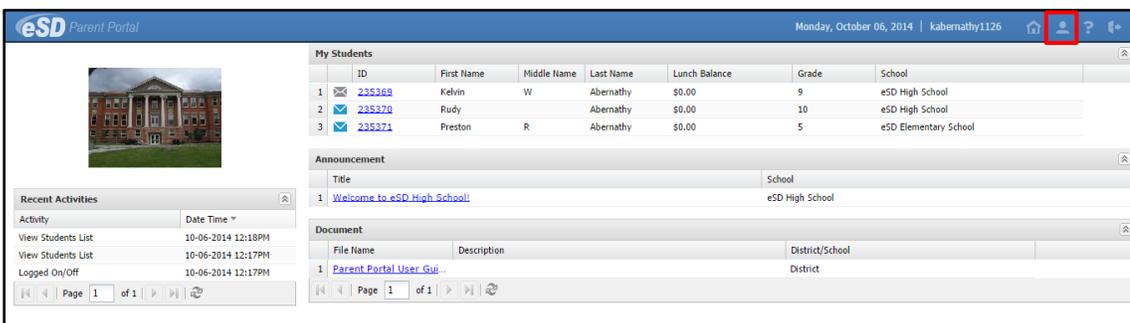


Lunch Balances also display on the applicable student's **Fees** tab (below), but are not included in the **Fees Total Balance**.



Note: Lunch Balances display on the Fees tab, but are not included in the Fees Total Balance.

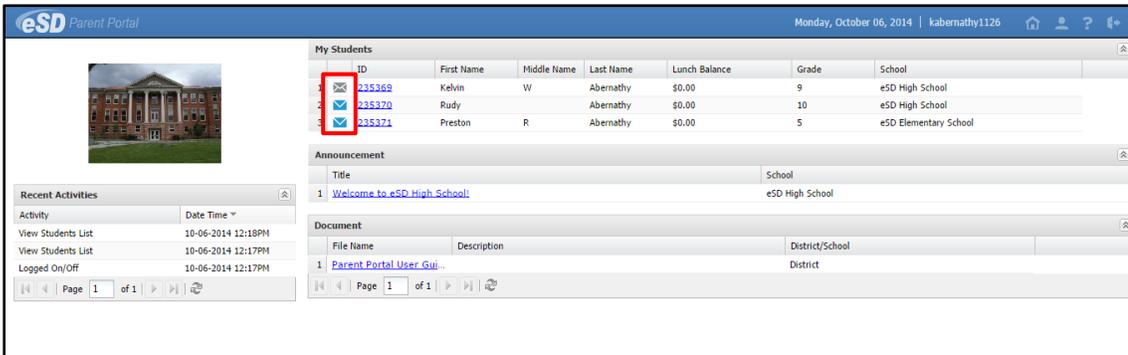
Click the **My Account icon** to update your portal account information (passwords, usernames, and primary email addresses), plus additional information as permitted by your district. For more information, see **Updating Account Info** on page 36.



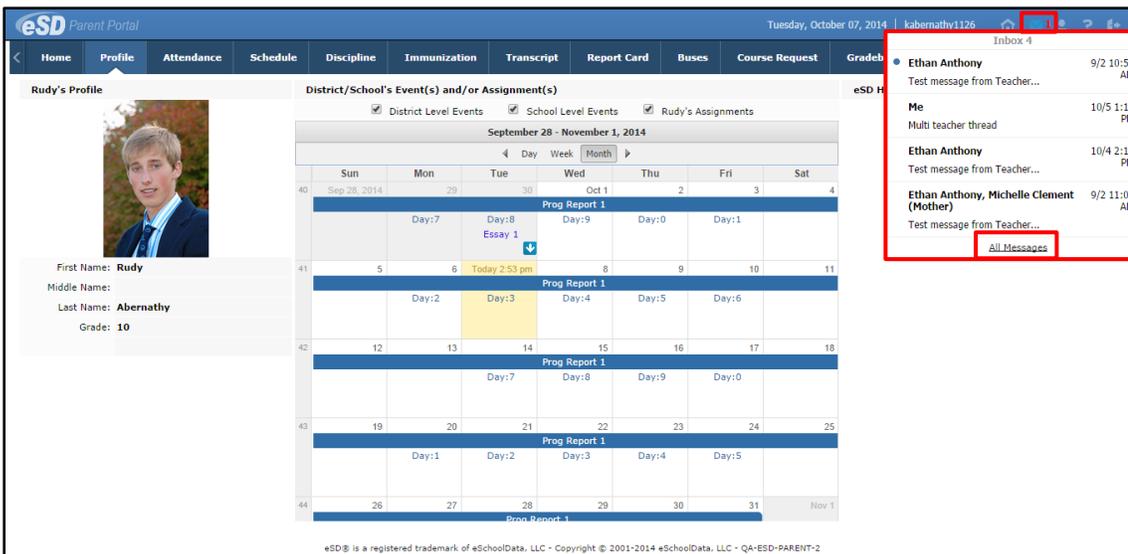
Messages

The Messages function allows parents/guardians to communicate with staff members about a specific student. Parents/guardians can access the **Messages** inbox for a student in two ways: from the **My Students** list on the Portal homepage and from the icon toolbar when viewing the student's information.

On the Portal homepage, the Messages icon will display as an **Inbox icon** , when there are no new messages about that student, or as a **New Message icon** . Click the Messages icon to access the **Messages Inbox** for the specified student.

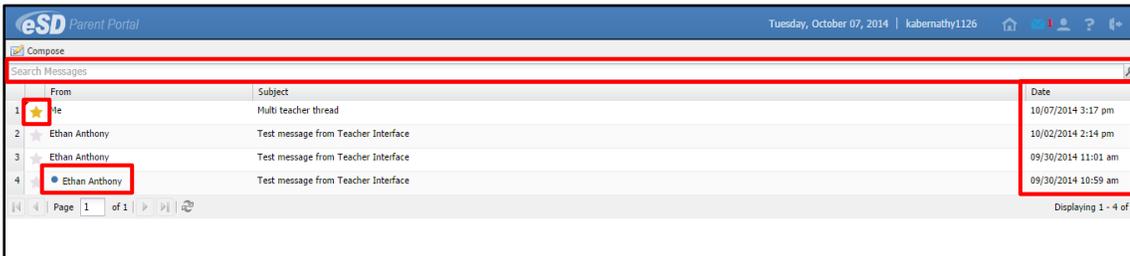


On the student information pages, the **Messages icon**  will display in the icon bar at top right, and may be followed by a red numeral to indicate the number of new messages (when applicable). Click the **Messages icon**  to view a summary of recent messages for that student, with most recent messages listed first. The **New Thread icon**  will display on each unread message. Click a message to open both the **Messages Inbox** and that message, or click **All Messages** to open the **Messages Inbox**.



Messages Inbox

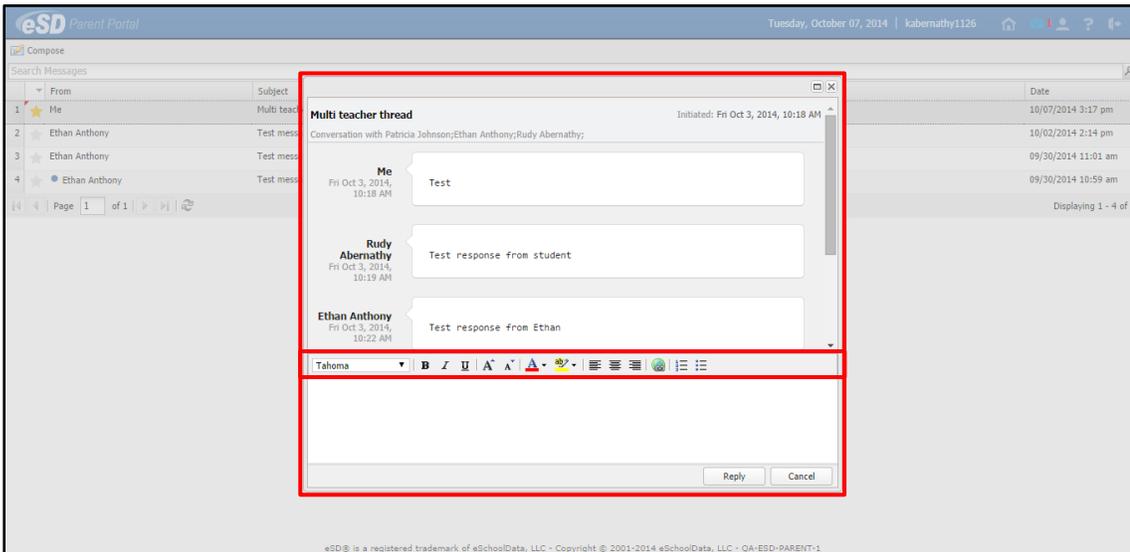
The **Messages Inbox** displays all messages related to the selected student, from the most recent to the oldest. The **New Thread icon** ● will display on each unread message. Click the **Favorite icon** ★ to bookmark a message thread. Type a search term in the **Search Messages field** and click the **Search icon** 🔍 to filter the list of messages. Click a message to view the message thread details and/or reply to the message.



Tip:
Click your browser's **Back button** to exit the **Messages Inbox** and return to the previous page (Portal homepage or student information page).

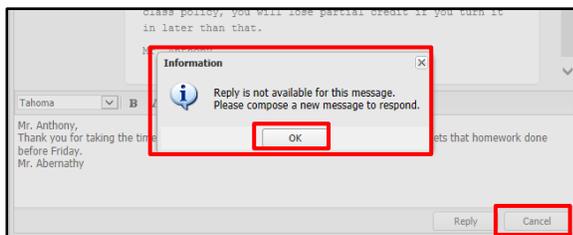
Note:
Click a **column header** to **Sort Ascending** by that column, click the header again to **Sort Descending**.

The existing **Message** window is divided into two areas: the message thread details at top and the reply field below, with the **Editor toolbar** at the top of the reply field. Type your response in the reply field and click **Reply** to send the response to all participants in the conversation.



Note:
The **Editor toolbar** allows users to customize the text appearance, insert a link, and/or create lists.

If the message was generated from the **Classic Teacher Interface** (instead of the **Teacher Connect Interface**), clicking **Reply** will open an Information window, stating that "Reply is not available for this message. Please compose a new message to respond." Click **OK**, then **Cancel** the reply.

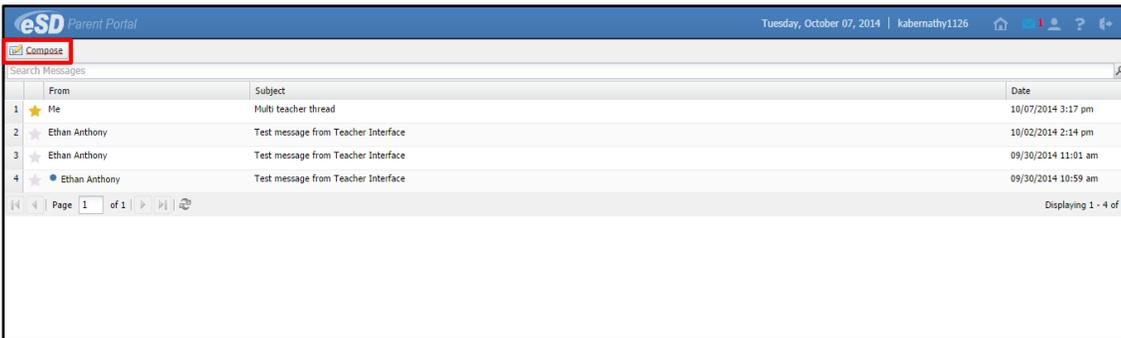


Note:
The **Classic Teacher Interface** has limited messaging capability that does not include message threads.

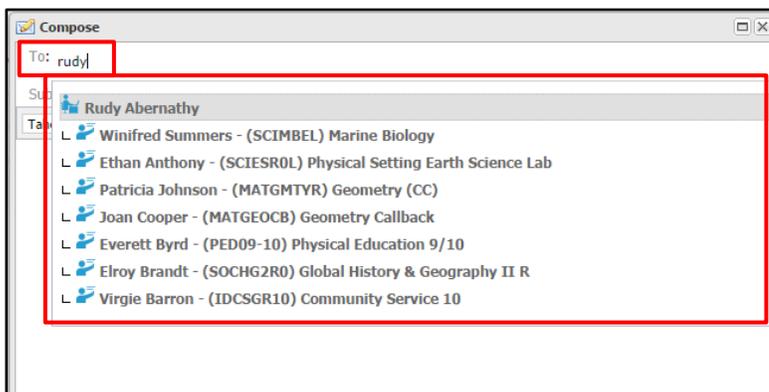
Tip:
Copy the text of your reply before clicking **Cancel**, and then paste it into the new message window.

New Message

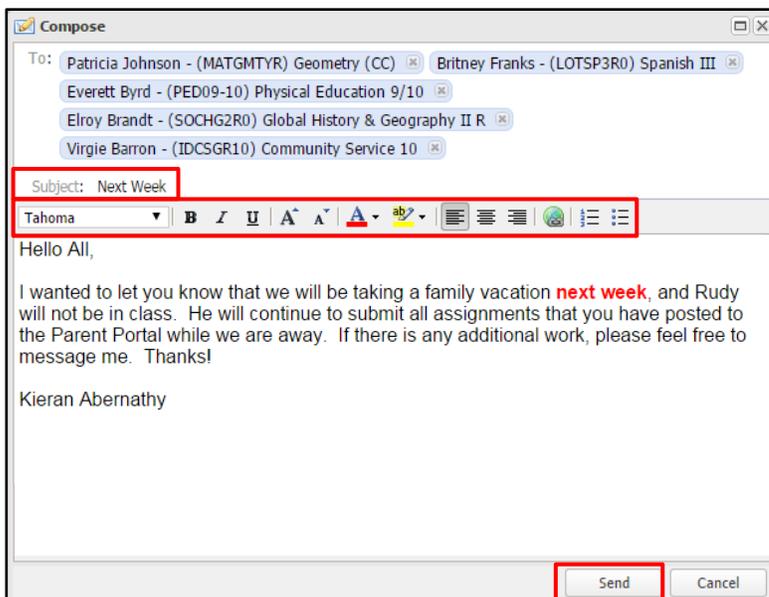
From the **Messages Inbox**, click **Compose** to create a new message.



In the **Compose** window, type your student's name in the **To** field to display a list of all of their teachers, then click a name to select the recipient. Repeat the process to select additional recipients to create a group message.



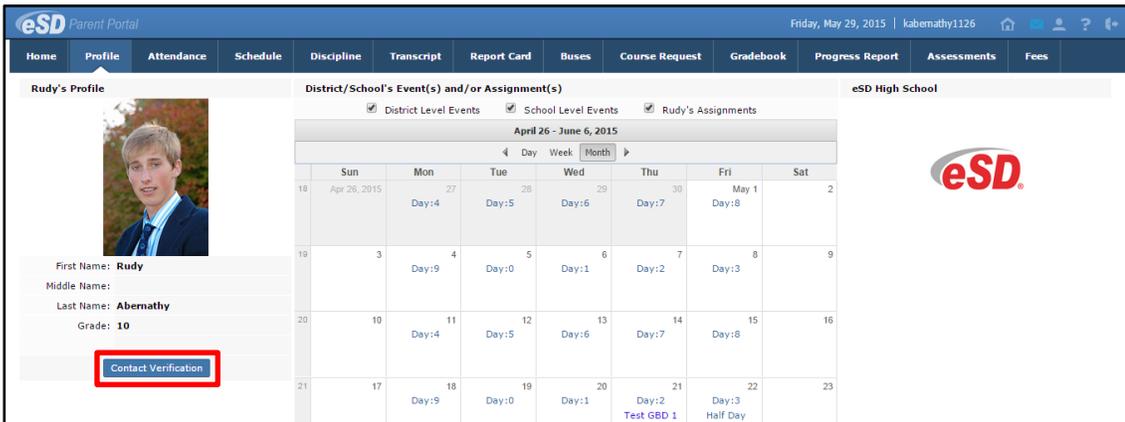
Enter a **Subject** and the message body. The **Editor Toolbar** allows users to customize the text, insert a link, or create lists. When finished, click **Send**.



Contact Verification

When enabled by the district, the **Contact Verification Form** allows custodial Guardians to update their student’s contacts online.

Click the **Contact Verification** button on the student’s Profile page to open their Contact Verification Form.

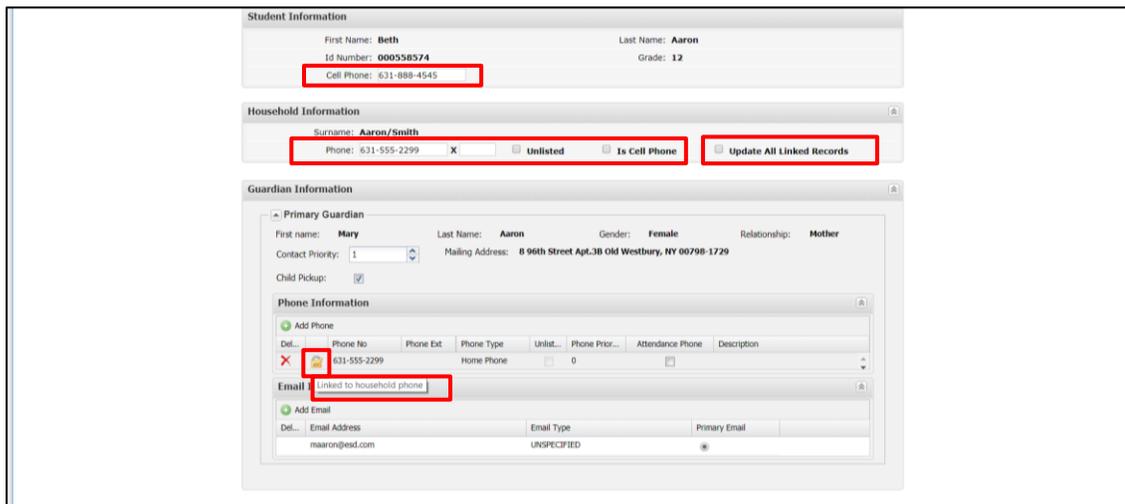


If Contact Verification is both enabled AND enforced, the Contact Verification Form will automatically open when custodial Guardians try to access the student’s Profile pages. The custodial Guardian MUST update the student’s contacts in order to access their Profile pages.

The Contact Verification Form has sections for Student Information, Household Information, Guardian Information (Primary Guardian and Guardian 2, when both live in the household), Emergency Contact Information, Physician Information, Employer Information and (when enabled) Additional Information.

In the **Student Information** section, parents can add/update the student’s **Cell Phone**.

In the **Household Information** section, parents can update the **Household Phone**. Click **Update All Linked Records** to update the Home Phone record for all contacts (Guardian, Household Member, and Emergency Contact) who have the Household Phone as their Home Phone. (Linked records display a **Lock icon** to the left of the applicable phone number.)



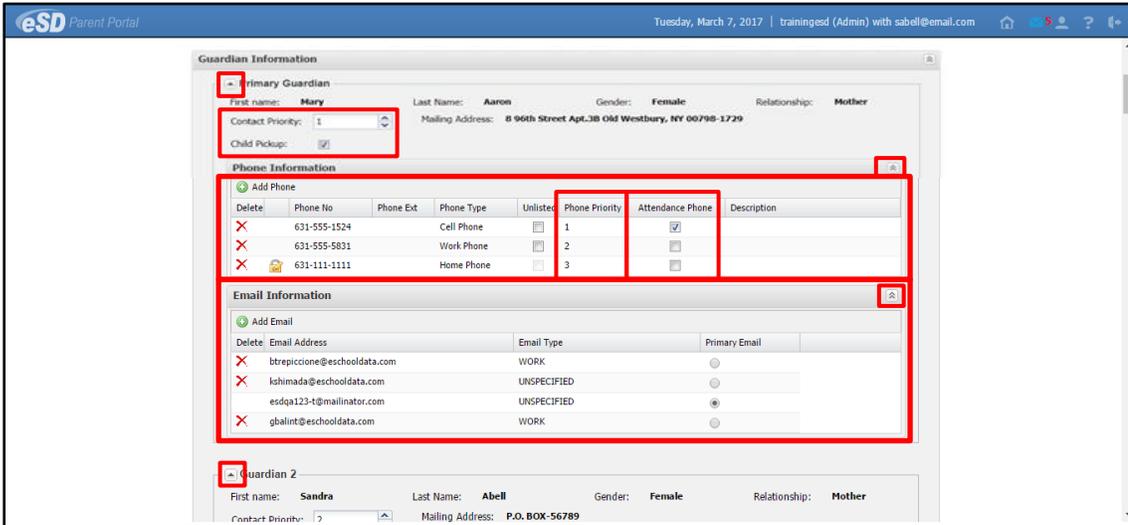
Note:
Enforcement of **Contact Verification** restricts access to student information on both the **Parent Portal** and **Mobile Parent** sites.

Note:
Custodial guardians living OUTSIDE the Household can update only the **Student Information** and their personal **Guardian Information** and **Employer Information** sections.

They will NOT be able to view or update **Household Information, Emergency Contact Information, Physician Information** or **Additional Information**.

Important:
Household Address and **Guardian Addresses** CANNOT be updated via the **Contact Verification Form**. Guardians must contact the school to change their address.

In the **Guardian Information** section, parents can update the **Contact Priority**, **Phone Information** and **Email Information** (Email Address, Email Type, Primary Email) and checkmark the **Child Pickup** checkbox for the Primary Guardian and other Guardians residing in the household. Click the **Collapse icon**  at the beginning of a guardian’s information to collapse that contact card; click the **Expand icon**  to expand it again.



Note:
Guardians residing in the household can VIEW (but NOT edit) the name and contact priority of guardians living OUTSIDE the Household.

Contact Priority sets the order in which the student’s contacts are called.

Phone Priority sets the order for calling a person’s phones. This defaults to the order in which phone numbers are entered, but can be changed.

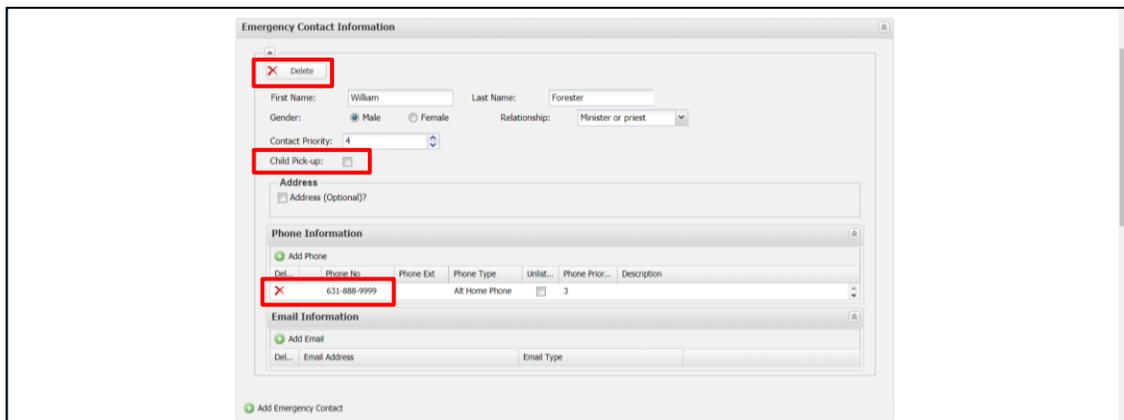
Guardians can specify a phone to be used for **Attendance** calls.

Phone Extensions can include up to five (5) digits.

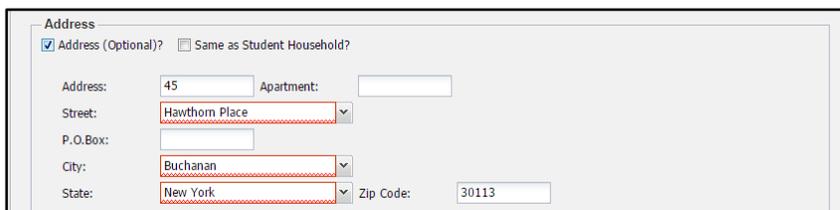
The **Primary Email** is the email address to which “**Forgot Password?**” emails, and other Portal communications, will be sent.

Please see the **Important information regarding Primary Email Address and Usernames** for primary email restrictions, on page 7.

In the **Emergency Contact Information** section, parents can add/delete/update emergency contact information (**Address** is optional) and allow **Child Pick** up by adding a check mark in the **Child Pickup** Checkbox.



If **Address** is checked, parents can indicate that the address is the **Same as Student Household** (which automatically hides the address entry fields) or add/edit the emergency contact’s address.



In the **Physician Information** section, parents can add/delete/update physician information (**Address** is optional, and functions the same as in the Emergency Contact section, but without the **Same as Student Household** checkfield).

The screenshot shows the 'Physician Information' form in the eSD Parent Portal. At the top, there is a 'Delete' button. Below it are input fields for 'First Name' (Lindt) and 'Last Name' (Lindor). The 'Gender' section has radio buttons for 'Male' (selected) and 'Female'. A 'Contact Priority' dropdown menu is set to '5'. There is an 'Office Address' section with a checkbox for 'Address (Optional)?'. Below that is a 'Phone Information' section with an 'Add Phone' button and a table with columns: Delete, Phone No, Phone Ext, Unlisted, Phone Priority, and Description. One row is visible with '111-111-1111', 'Office Main', and a priority of '1'. At the bottom is an 'Email Information' section with an 'Add Email' button and fields for 'Email Address' and 'Email Type'. A green 'Add Physician' button is at the bottom left.

Note:
Phone Extensions can include up to five (5) digits.

In the **Employer Information** section, parents can add/delete/update their employer's information (**Address** is optional, functions same as Emergency Contact, but without the **Same as Student Household** checkfield).

The screenshot shows the 'Employer Information' form in the eSD Parent Portal. It features a 'Delete' button at the top. Below is a 'Guardian' dropdown menu. There are input fields for 'Employer Name', 'Employer Phone', and 'Ext'. An 'Address' section includes a checkbox for 'Address (Optional)?'. A green 'Add Employer' button is located at the bottom left.

Note:
Phone Extensions can include up to five (5) digits.

In the **Additional Information** section, parents can add/update any additional information requested by the district.

When finished, click **Verify** to submit the verified contact information; the changed records are automatically updated in eSD®.

The screenshot shows the 'Additional Information' form in the eSD Parent Portal. It contains three main sections: 'Drivers License Number' with an input field, 'License Plate Number' with an input field, and 'Photo Release Permission' with radio buttons for 'Yes' and 'No'. At the bottom right, there are two buttons: 'Verify' (highlighted with a red box) and 'Cancel'.

Note:
 The **Additional Information** section is displayed **ONLY** if enabled by the district.

Note:
 When **Contact Verification** is **enforced**, the parent's verification restores access to the student's data, on both the **Portal** and **Mobile** sites.

Verification by **ANY** custodial guardian restores access to the student's data for **ALL** custodial guardians.

Student Information Pages

When a student’s ID number is clicked, the student’s **Profile** tab displays by default. Click another **tab** to bring up the corresponding information. All tabs may not be available, and their order may differ from these screenshots, depending upon your school district’s use of the eSchoolData system. If there are more tabs than the resolution of your screen will show, the ends of the header row will display left  and right  scroll arrows, which will appear as inactive (greyed out) left  or right  arrows when there are no more hidden tabs.



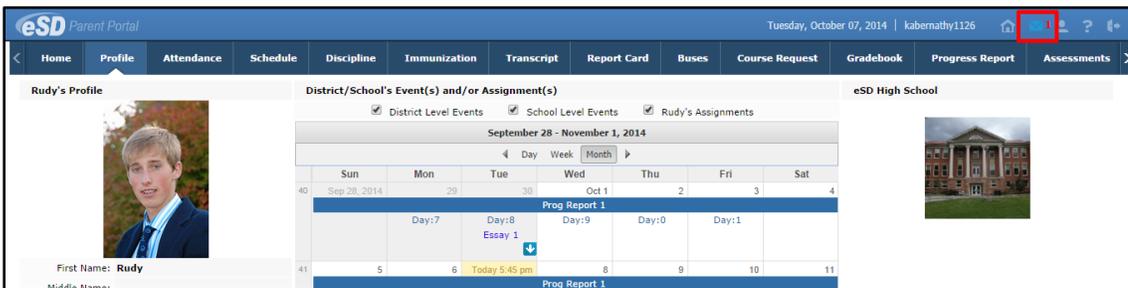
Tip:

The **Home** tab (as well as the **Home** icon  in the icon bar at top right) will display your Portal Homepage with the list of your Students and the Announcements.

Hover your mouse over an icon to display a Tooltip with the icon’s name. (Example: My Account)

Profile Tab

The **Profile** tab displays that student’s personal information and their **Calendar**, as well as an additional **Messages icon**  in the icon bar at top right. When applicable, the **Messages icon**  will be followed by a red numeral that indicates the number of new messages.

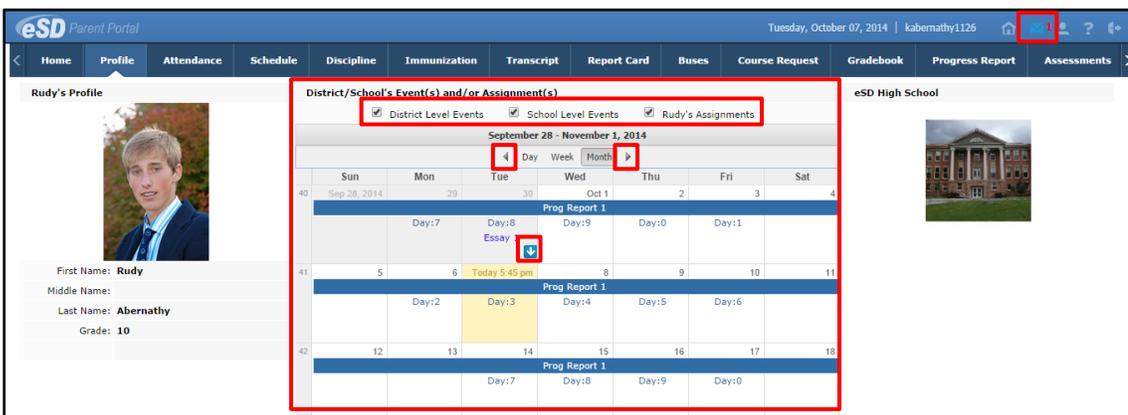


Note:

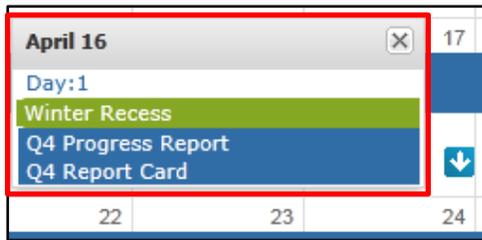
For more information about the **Messages icon**, see **Messages** on page 17.

Calendar

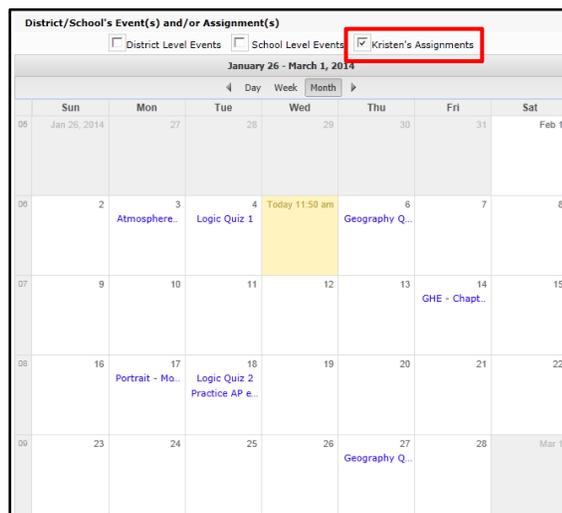
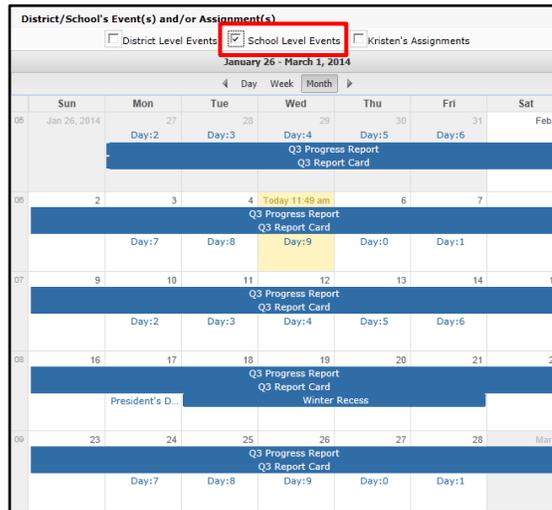
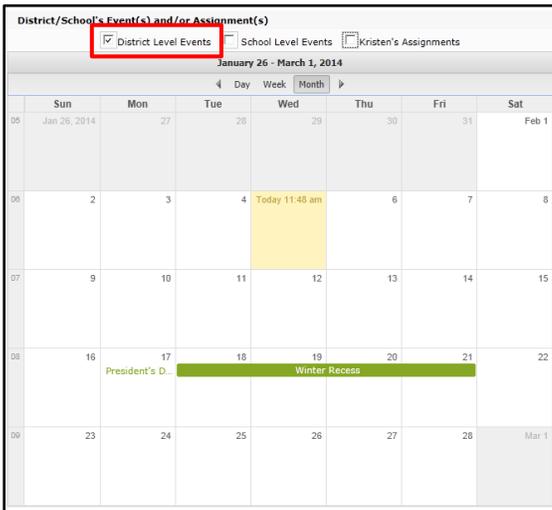
By default, the calendar displays the current Month, and all District Level and School Level Events along with the selected child’s Assignments. Click the **Forward**  and **Back**  arrows to display another date range. If there are more events on a calendar date than can be displayed, that date box will show the **More Events icon** .



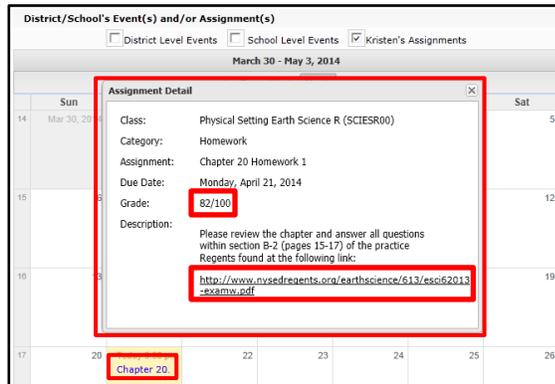
Click the **More Events icon**  to open the Events box.



Parents/guardians can change the amount of information displayed by checking/unchecking the **Event boxes**. The following screenshots will display **District Level Events** only, **School Level Events** only, and **Student Assignments** only (on next page).

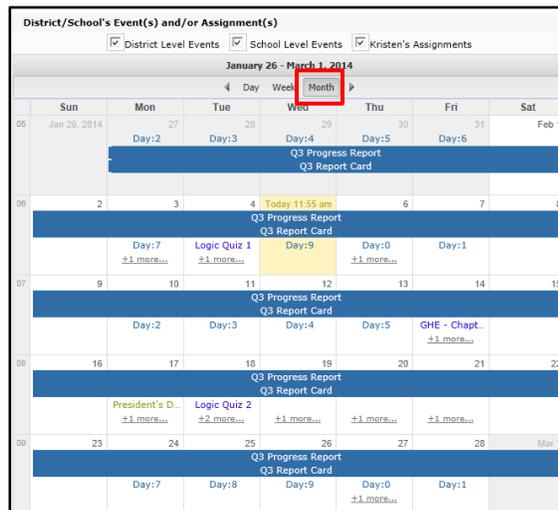
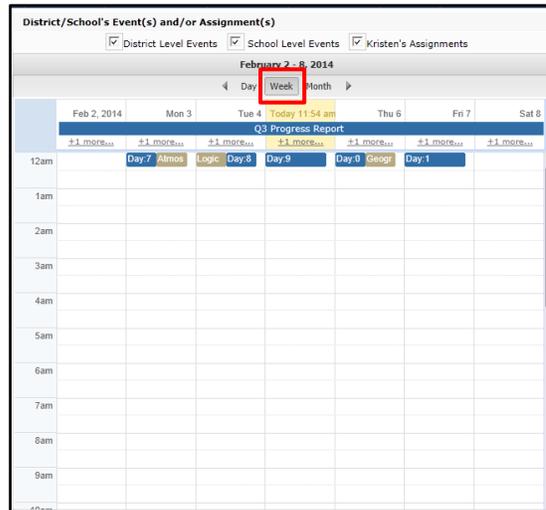
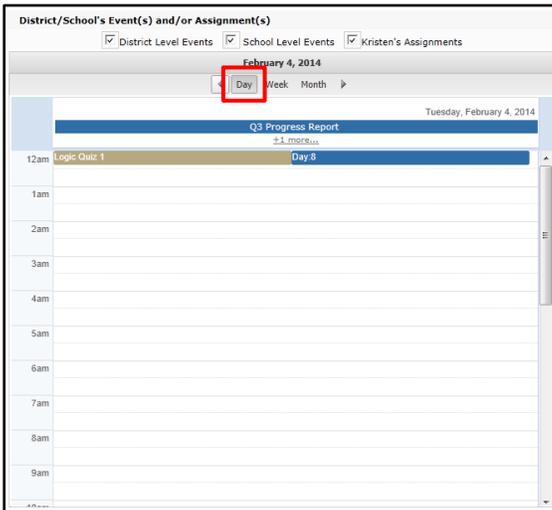


Click on an Assignment to open the **Assignment Details** window. The Grade (if shown) will display as **Earned/Possible Points**. The description of the Assignment may contain a hyperlinked URL, if included by the teacher.



Note:
For more information about a specific assignment, open the **Gradebook** tab.

Parents/guardians can view the calendar by **Day** or **Week**, in addition to the default **Month** view, as shown below.



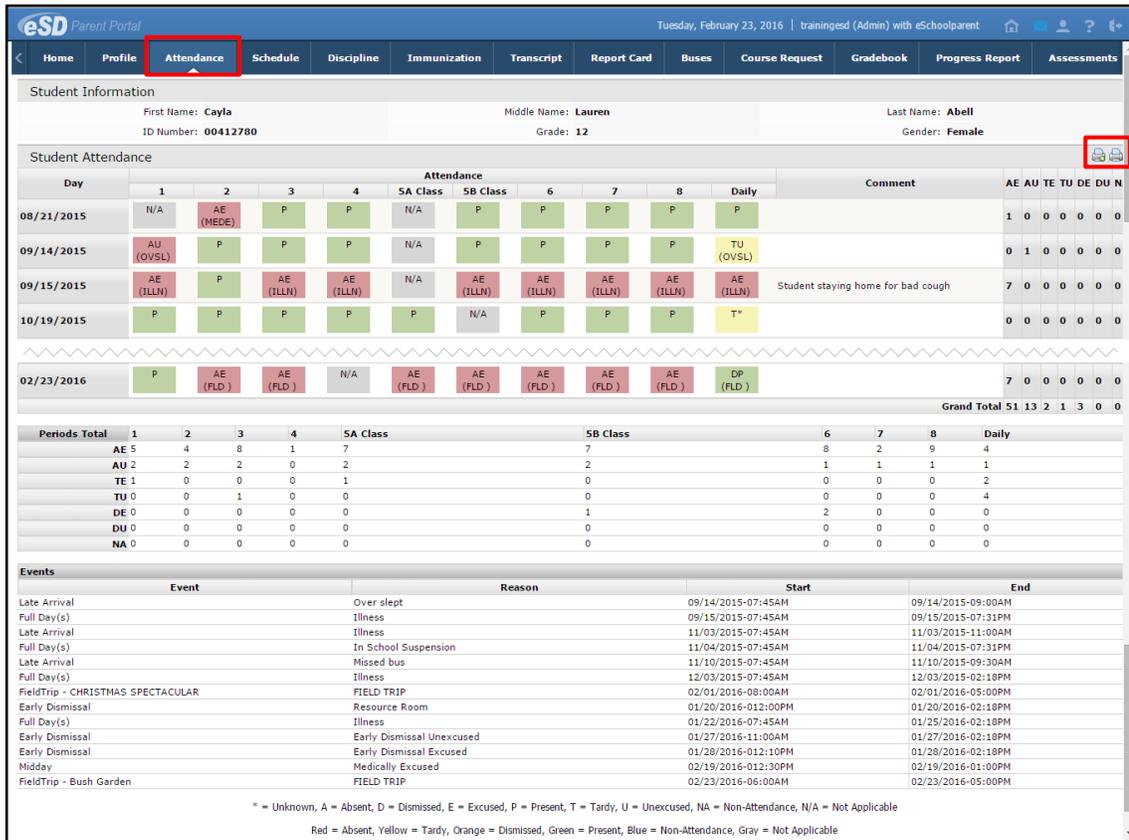
Attendance Tab

Click the **Attendance** tab to view the student's Attendance. Display of students' **Daily/Period Attendance, Comments** and **Attendance Events** is based on settings established by the district.

Click the **Print icon**  to print the student's attendance, or the **Print Note icon**  to print an attendance note.

Note:
The **Attendance Note** and **Student Attendance** must be printed in **landscape** with **no margins** to avoid cutting off the printout.

The tooltip displayed when users hover-over each icon includes this information.



Student Information
 First Name: Cayla Middle Name: Lauren Last Name: Abell
 ID Number: 00412780 Grade: 12 Gender: Female

Day	Attendance								Daily	Comment	AE	AU	TE	TU	DE	DU	N
	1	2	3	4	SA Class	SB Class	6	7									
08/21/2015	N/A	AE (HEDE)	P	P	N/A	P	P	P	P	P		1	0	0	0	0	0
09/14/2015	AU (OVSL)	P	P	P	N/A	P	P	P	P	TU (OVSL)		0	1	0	0	0	0
09/15/2015	AE (ILLN)	P	AE (ILLN)	AE (ILLN)	N/A	AE (ILLN)	Student staying home for bad cough	7	0	0	0	0	0				
10/19/2015	P	P	P	P	P	N/A	P	P	P	T*		0	0	0	0	0	0
02/23/2016	P	AE (FLD)	AE (FLD)	N/A	AE (FLD)	AE (FLD)	AE (FLD)	AE (FLD)	AE (FLD)	AE (FLD)	DP (FLD)	7	0	0	0	0	0
Grand Total											51	13	2	1	3	0	0

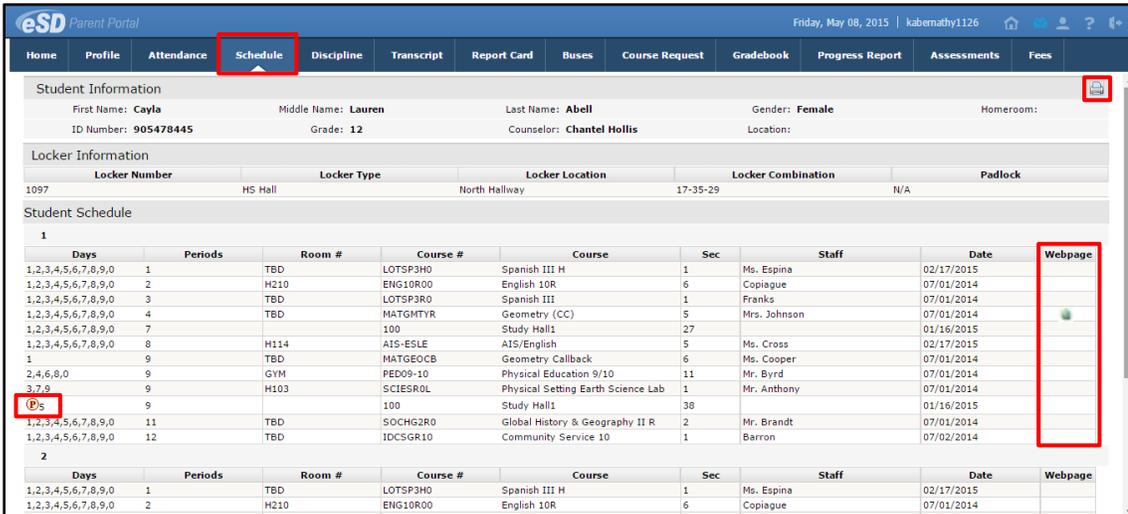
Periods Total	1	2	3	4	SA Class	SB Class	6	7	8	Daily
AE	5	4	8	1	7	7	8	2	9	4
AU	2	2	2	0	2	2	1	1	1	1
TE	1	0	0	0	1	0	0	0	0	2
TU	0	0	1	0	0	0	0	0	0	4
DE	0	0	0	0	0	1	2	0	0	0
DU	0	0	0	0	0	0	0	0	0	0
NA	0	0	0	0	0	0	0	0	0	0

Event	Reason	Start	End
Late Arrival	Over slept	09/14/2015-07:45AM	09/14/2015-09:00AM
Full Day(s)	Illness	09/15/2015-07:45AM	09/15/2015-07:31PM
Late Arrival	Illness	11/03/2015-07:45AM	11/03/2015-11:00AM
Full Day(s)	In School Suspension	11/04/2015-07:45AM	11/04/2015-07:31PM
Late Arrival	Missed bus	11/10/2015-07:45AM	11/10/2015-09:30AM
Full Day(s)	Illness	12/03/2015-07:45AM	12/03/2015-02:18PM
Field Trip - CHRISTMAS SPECTACULAR	FIELD TRIP	02/01/2016-08:00AM	02/01/2016-05:00PM
Early Dismissal	Resource Room	01/20/2016-01:00PM	01/20/2016-02:18PM
Full Day(s)	Illness	01/22/2016-07:45AM	01/25/2016-02:18PM
Early Dismissal	Early Dismissal Unexcused	01/27/2016-11:00AM	01/27/2016-02:18PM
Early Dismissal	Early Dismissal Excused	01/28/2016-01:10PM	01/28/2016-02:18PM
Midday	Medically Excused	02/19/2016-01:30PM	02/19/2016-01:00PM
Field Trip - Bush Garden	FIELD TRIP	02/23/2016-06:00AM	02/23/2016-05:00PM

* = Unknown, A = Absent, D = Dismissed, E = Excused, P = Present, T = Tardy, U = Unexcused, NA = Non-Attendance, N/A = Not Applicable
 Red = Absent, Yellow = Tardy, Orange = Dismissed, Green = Present, Blue = Non-Attendance, Gray = Not Applicable

Schedule Tab

Click on the **Schedule** tab to view the student’s schedule. The **Partially Scheduled icon**  denotes the student has been pulled out of that class for a given day pattern. The pull out day pattern(s) will be missing. If a teacher has enabled the eSD webpage functionality, a link to the teacher’s webpage will display in the **Webpage** column. Click the **Print icon**  to print the student’s schedule.



Student Information

First Name: **Cayla** Middle Name: **Lauren** Last Name: **Abell** Gender: **Female** Homeroom:

ID Number: **905478445** Grade: **12** Counselor: **Chantel Hollis** Location:

Locker Information

Locker Number	Locker Type	Locker Location	Locker Combination	Padlock
1097	HS Hall	North Hallway	17-35-29	N/A

Student Schedule

Days	Periods	Room #	Course #	Course	Sec	Staff	Date	Webpage
1,2,3,4,5,6,7,8,9,0	1	TBD	LOTSP3HD	Spanish III H	1	Ms. Espina	02/17/2015	
1,2,3,4,5,6,7,8,9,0	2	H210	ENG10R00	English 10R	6	Copiague	07/01/2014	
1,2,3,4,5,6,7,8,9,0	3	TBD	LOTSP3R0	Spanish III R	1	Franks	07/01/2014	
1,2,3,4,5,6,7,8,9,0	4	TBD	MATGMTYR	Geometry (CC)	5	Mrs. Johnson	07/01/2014	
1,2,3,4,5,6,7,8,9,0	7		100	Study Hall1	27		01/16/2015	
1,2,3,4,5,6,7,8,9,0	8	H114	AIS-ESLE	AIS/English	5	Ms. Cross	02/17/2015	
1	9	TBD	MATGEOCB	Geometry Callback	6	Ms. Cooper	07/01/2014	
2,4,6,8,0	9	GYM	PED09-10	Physical Education 9/10	11	Mr. Byrd	07/01/2014	
3,7,9	9	H103	SCIESR0L	Physical Setting Earth Science Lab	1	Mr. Anthony	07/01/2014	
1,2,3,4,5,6,7,8,9,0	9		100	Study Hall1	38		01/16/2015	
1,2,3,4,5,6,7,8,9,0	11	TBD	SOCHG2R0	Global History & Geography II R	2	Mr. Brandt	07/01/2014	
1,2,3,4,5,6,7,8,9,0	12	TBD	IDCSGR10	Community Service 10	1	Barron	07/02/2014	

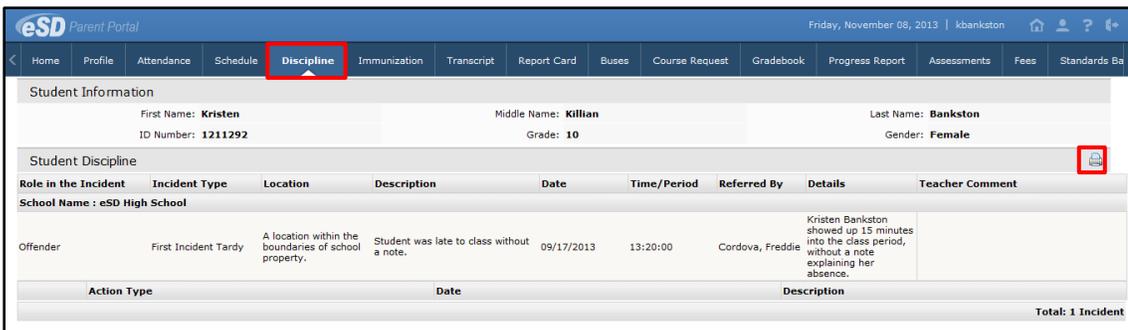
Note:
If the district has opted to display a **custom-format Schedule**, the page layout may differ.

If the user is accessing this page using a **Safari** browser, a link to the Edge document may appear instead of the document. Click the link to access the document in a new window.

Note:
The teacher’s webpage will display ALL classes for that teacher. Select the appropriate class from the left-side column to view that class’ webpage.

Discipline Tab

Click on the **Discipline** tab to view the student’s discipline history. Click the **Print icon**  to print the student’s discipline record.



Student Information

First Name: **Kristen** Middle Name: **Killian** Last Name: **Bankston**

ID Number: **1211292** Grade: **10** Gender: **Female**

Student Discipline

Role in the Incident	Incident Type	Location	Description	Date	Time/Period	Referred By	Details	Teacher Comment
Offender	First Incident Tardy	A location within the boundaries of school property.	Student was late to class without a note.	09/17/2013	13:20:00	Cordova, Freddie	Kristen Bankston showed up 15 minutes into the class period, without a note explaining her absence.	

Total: 1 Incident

Immunization Tab

Click on the **Immunization** tab to view the student's immunization records on file with the district. Click the **Print icon** to print the student's immunization records.

Transcript Tab

Click on the **Transcript** tab to view the student's transcript. Click **Print** to print an **unofficial** Transcript directly from this screen.

Depending on the district and the browser being used, a link to the transcript may appear below the Student Information section. Click the link to view the transcript.

Note:
Transcripts will be published to the Portal at the school district's discretion.

Note:
If the district has opted to display a **custom-format Transcript**, the page layout may differ.

If the user is accessing this page using a **Safari** browser, a link to the custom document may appear instead of the document. Click the link to access the document in a new window.

Report Card Tab

Click on the **Report Card** tab to view the student’s report card. Click **Print** to print an **unofficial** Report Card directly from this screen.

eSD Parent Portal Friday, November 08, 2013 | kbankston

Home Profile Attendance Schedule Discipline Immunization **Report Card** Buses Course Request Gradebook Progress Report Assessments Fees Standards Ba

Print

eSD High School
Report Card: Q1 Report Card (08/23/2013 - 11/08/2013)
127 Main Street Deer Park, NY 11729
School Telephone No: (631) 555-9962
eSchoolData Care, Principal

Student: Bankston, Kristen Surname: Bankston ID Number: 1211292
Counselor: Morales, Eddie Grade: 10 Phone: 631-555-2682

Course	Q1	Q2	Q3	Q4	MT	FE	FNL CRS. GRD.	ABS. Cum. Abs.	Tardy. Cum. Tardy.	Staff
ENG10R00 English 10R	93	--	--	--	--	--	--	--	--	Ms. Dawn Sullivan
SOCGH2H0 Global History & Geography II H	87	--	--	--	--	--	--	--	--	Mrs. Cassandra Walters
MATGMTYH Geometry H	85	--	--	--	--	--	--	--	--	Mrs. Helene Wiggins
SCJESR00 Physical Setting Earth Science R	82	--	--	--	--	--	--	--	--	Mrs. Freddie Cordova
LOTEFR3H French III H	87	--	--	--	--	--	--	--	--	Ms. Estelle Fitzgerald
ARTBGPNT College Beginning Painting (SUNY)	95	--	--	--	--	--	--	--	--	Mrs. Goldie Wyatt
MUSCHOR Concert Chorus 9/10	90	--	--	--	--	--	--	--	--	Dr. Noe Farrell
PED09-10 Physical Education 9/10	Ex	--	--	--	--	--	--	--	--	Ms. Serena Roach

Assessment/Regent Exam Score
Academic Key: 55-65
Generated on 2013-09-10 11:48:52

eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2013 eSchoolData, LLC - Server 2

Note:
Report Cards will be published to the Portal at the school district’s discretion.

Translations of Report Card comments will display, when available.

Note:
If the district has opted to display a **custom-format Report Card**, the page layout may differ.

If the user is accessing this page using a **Safari** browser, a link to the custom document may appear instead of the document. Click the link to access the document in a new window.

Buses Tab

Click on the **Buses** tab to view the student’s bus information. Click the **Print icon** to print the student’s bus information.

eSD Parent Portal Thursday, July 7, 2016 | trainingsd (Admin) with sbasham3381

Home Profile Attendance Schedule Discipline Immunization Transcript Report Card **Buses** Course Request Gradebook Progress Report Assessments

Student Information
First Name: **Timmy** Middle Name: Last Name: **Basham**
ID Number: **237565** Grade: **11** Gender: **Male**

Student Buses

Bus Type	Bus Route	Bus Stop	Alternate Route	Reason
AM	1	55 Whitson Road 07:18	Not Specified	Not Specified
PM	1	Long Hill Rd W & Quinn Rd 14:54	Not Specified	Not Specified

Note:
The **Pick Up / Drop Off** times are displayed, in 24-hour format, at the end of the **Bus Stop** (when available).

Course Requests Tab

Click on the **Course Requests** tab to view the student's current Course Requests. Alternate Requests display to the right of the associated course request.

Depending on the district's policy and settings, parents/guardians will be able to enter new Course Requests by clicking the **New Request** button. When enabled, parents/guardians will be able to enter Alternate Course Requests by clicking the **Add Alternate Course Request icon** +.

Note:

Schools may limit the total number of credits that can be requested. The **Total Requested Credits** displays the sum of current course request credits, whether entered by parent, student or school staff.

When entering a course request, if the requested credits will exceed the limit set by the school, an error message will display and the course request will not be saved.

Note:

Parents can **Delete** X Course Requests that they (or their child) entered, UNTIL the requests are approved.

Click the **Comments** icon to view and/or enter a Comment.

New Course Request/Alternate Course Request

Open the **Course** menu to select a course from the list, or type the **Course Name** or **Number** into the **Course** field. Use the **Department** or **Subject** field to narrow the list of available courses. Comments can be added if desired (New Course Requests only). Click **Save** to add the request.

Note:

The list of **Courses** is sorted by **Course Number**.

If the course has a pre-requisite that the student does not meet, the **Pre-Requisite Not Met** message box will appear, detailing the course pre-requisite. To be considered for the course, enter **Comments** and click **OK**; otherwise, click **Cancel** to close the message box and select another course.

Gradebook Tab

Click on the **Gradebook** tab to view the student's classes list and published assignments. The Gradebook Assignments window is broken into two sections; the **Classes List** menu on the left, and the **Classes** window on the right.

The default view is of the student schedule arranged by period. Users can change the **Marking Period** (defaults to the current Marking Period) from the drop-down menu, click **Assignments** to view all class assignments, and click a course in the **Classes List** to view specific details.

Hover over a column header and click the **Menu icon** ▼ to open the menu. Users can sort by that column (ascending or descending) and change the displayed columns.

Note:
The **Print** button will open a new window which displays the current classes screen for printing.

The **Print All** button will open a new window that separates each class into a section for compartmentalized printing.

The Assignments window allows users to search for Assignments by **Marking Period** (defaults to the current Marking Period), as well as by a specific **Date Range** within the selected Marking Period and/or by **Missing Assignments Only** (click **Go** to activate the Date Range/Missing Assignments filters).

Hover over a column header and click the **Menu icon** ▼ to open the menu. Users can sort by that column (ascending or descending) and change the displayed columns.

Note:
The **From/To Dates** default to the selected Marking Period's Start/End Dates.

Note:
Assignments with associated Learning Standards will display the Learning Standard within parentheses after the assignment name.

Click a Class name from the Classes List menu to display specific details for the selected Class.

In the **Class Work** section, click the **Expand icon**  next to an Assignment Category to display the published assignments in that category. Assignments with associated Learning Standards will display the Learning Standard name within parentheses after the assignment name. The **Teacher's Comment** column will display assignment-specific comments. Click the **Assignment Description icon**  to view the assignment description, which may contain relevant external URL links. Click the **Report icon**  or the **View Report** link to view any Student Achievement Report posted by the teacher. Click **Print** to print the displayed assignments, or **Print All** to print assignments for each class.

Note:
Mini courses that occur between Marking Periods can be viewed using the **All Classes** selection from the **Class List**.

Note:
Users can **Collapse**  or **Expand**  the **Class Info** section.

Alpha grade equivalents will be displayed in the **Class Info** section when **Alpha Grade Conversion** has been set for the course.

If the teacher has included **Daily Scores** in the **Marking Period Average**, four **Daily Score** columns are displayed in the **Class Info** section.

Teachers have the option to display or hide Category details (**Weight**, **Drop Lowest**, **Drop Highest**, and **Category Average**).

Note:
Progress Reports will be published to the Portal at the school district's discretion.

Translations of Progress Report comments will display, when available.

If the district has opted to display a **custom-format Progress Report**, the page layout may differ.

If the user is accessing this page using a **Safari** browser, a link to the custom document may appear instead of the document. Click the link to access the document in a new window.

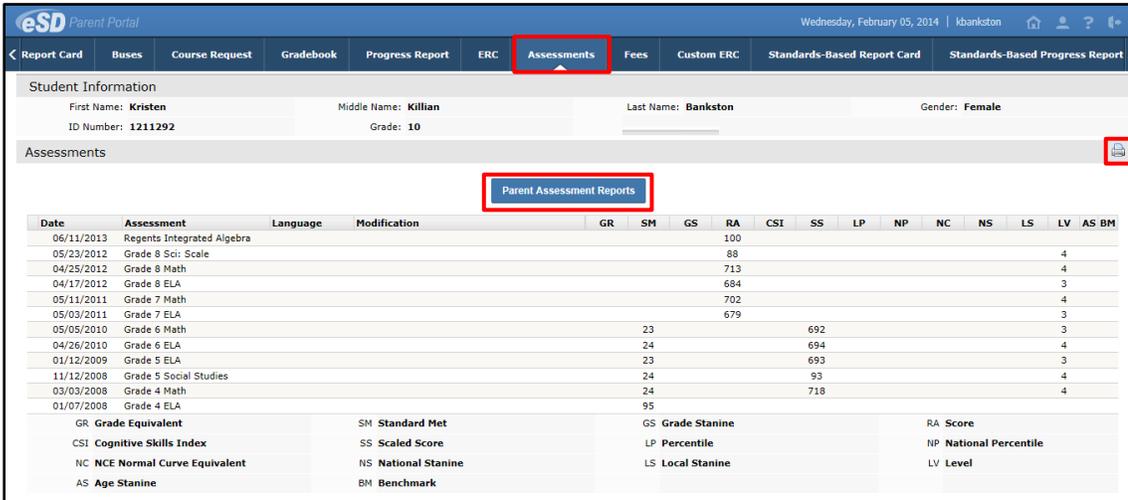
Progress Report Tab

Click on the **Progress Report** tab to view the student's progress report. Click **Print** to print an **unofficial** Progress Report directly from this screen.

Assessments Tab

Click on the **Assessments** tab to view the student’s assessments. Click the **Print icon**  to print a copy of the student’s assessments. If enabled by the district, the **Parent Assessment Reports** button will open a detailed report of student assessments.

Note: Assessments will be published to the Portal at the school district’s discretion.



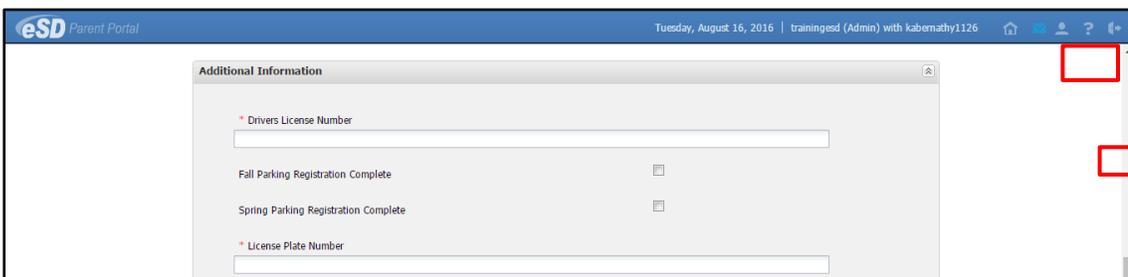
Date	Assessment	Language	Modification	GR	SM	GS	RA	CSI	SS	LP	NP	NC	NS	LS	LV	AS	BM
06/11/2013	Regents Integrated Algebra						100										
05/23/2012	Grade 8 Sci: Scale						88										4
04/25/2012	Grade 8 Math						713										4
04/17/2012	Grade 8 ELA						684										3
05/11/2011	Grade 7 Math						702										4
05/03/2011	Grade 7 ELA						679										3
05/05/2010	Grade 6 Math					23			692								3
04/26/2010	Grade 6 ELA					24			694								4
01/12/2009	Grade 5 ELA					23			693								3
11/12/2008	Grade 5 Social Studies					24			93								4
03/03/2008	Grade 4 Math					24			718								4
01/07/2008	Grade 4 ELA					95											

GR Grade Equivalent	SM Standard Met	GS Grade Stanine	RA Score
CSI Cognitive Skills Index	SS Scaled Score	LP Percentile	NP National Percentile
NC NCE Normal Curve Equivalent	NS National Stanine	LS Local Stanine	LV Level
AS Age Stanine	BM Benchmark		

Fees Tab

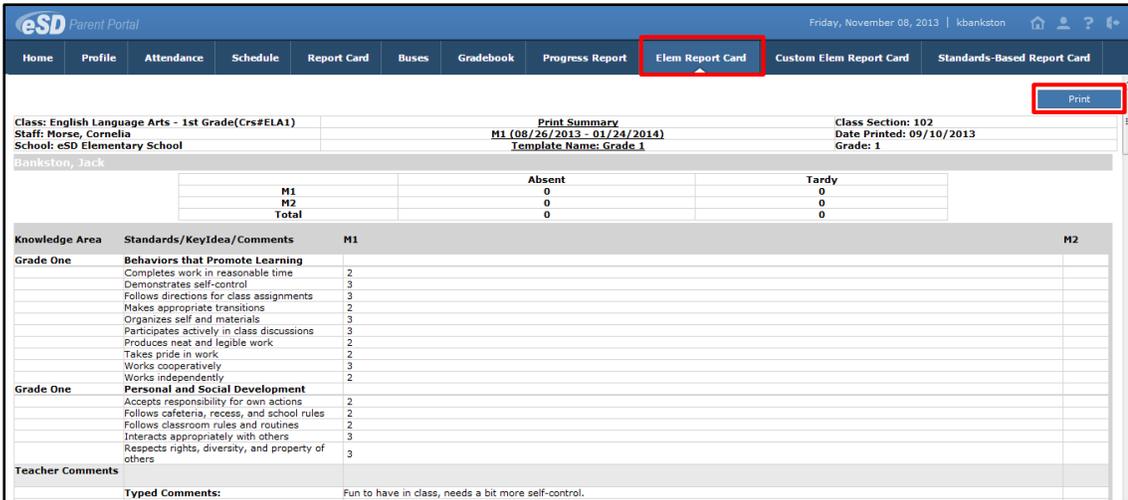
Click on the **Fees** tab to view the student’s fees. Invoice information and total balance will be displayed. Click the **Print icon**  to print a copy of the student’s fees.

Note: Lunch Balances display on the Fees tab, but are not included in the Fees Total Balance.



Elem Report Card Tab

Click on the **Elem Report Card** tab to view the student’s elementary report card. Click **Print** to print an **unofficial** Elementary Report Card directly from this screen.



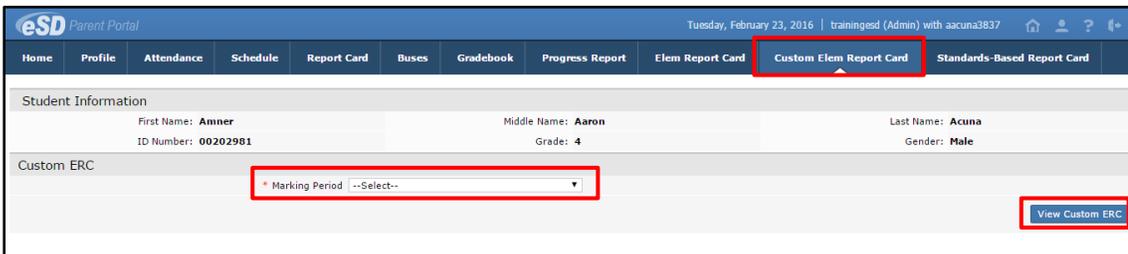
Note:
Elementary Report Cards will be published to the Portal at the school district’s discretion.

Note:
If the district has opted to display a **custom-format Elem Report Card**, the page layout may differ.

If the user is accessing this page using a **Safari** browser, a link to the custom document may appear instead of the document. Click the link to access the document in a new window.

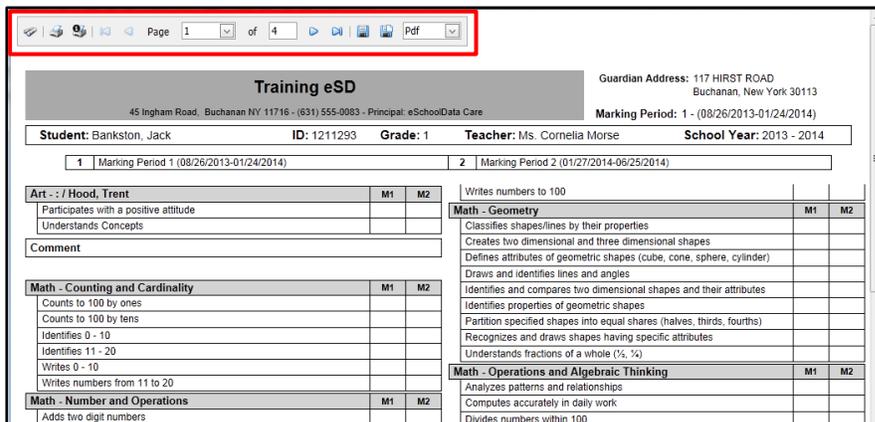
Custom Elem Report Card Tab

Click on the **Custom Elem Report Card** tab to view the student’s custom elementary report card. Select the **Marking Period** then click **View Custom ERC**.



Note:
Custom Elem Report Cards will be published to the Portal at the school district’s discretion.

The **Custom ERC** will be generated and will open in a new window. Use the toolbar at top left to navigate through, **Print** and/or **Save** the Custom ERC.



Standards-Based Report Card Tab

Click the Standards-Based Report Card tab to view the student’s Standards-Based report card. Click **Print** to print an **unofficial** Report Card directly from this screen.

eSD Elementary School
 3 Gingerbread Lane
 Clintondale New York 11716
 Tel: 631-218-5280
 Principal: Yadira Ritchie
 School Year: 2013 - 2014
 Marking Period: MP1

Student: Delinda Mullis
 ID: 00002453
 Grade: 4
 Homeroom: 117
 Guardian: Regis Mullis
 134 Main Street
 Central Islip NY 11722

Teacher: Mr. Montes Grade 4 Section: 117 Room: 117

Scheduling Year: 2013 - 2014					
Marking Period	Dates				
MP1	09/09/2013-11/09/2013				
MP2	11/12/2013-01/24/2014				
MP3	01/27/2014-04/04/2014				
MP4	04/07/2014-06/27/2014				
Attendance					
Attendance/Marking Period	MP1	MP2	MP3	MP4	Total
Days Absent	0	0	0	0	0
Days Unexcused Absent	0	0	0	0	0
Days Tardy	0	0	0	0	0

Print Teacher Name _____
 Teacher Signature _____
 Date _____
 Print Name _____
 Guardian Signature _____
 Date _____

Note:
 Standards-Based Report Cards will be published to the Portal at the school district’s discretion.

Standards-Based Progress Report Tab

Click the Standards-Based Progress Report tab to view the student’s Standards-Based progress report. Click **Print** to print an **unofficial** Progress Report directly from this screen.

eSD Elementary School
 3 Gingerbread Lane
 Clintondale New York 11716
 Tel: 631-218-5280
 Principal: Yadira Ritchie
 School Year: 2013 - 2014
 Marking Period: PR2

Student: Delinda Mullis
 ID: 00002453
 Grade: 4
 Homeroom: 117
 Guardian: Regis Mullis
 134 Main Street
 Central Islip NY 11722

Teacher: Mr. Montes Grade 4 Section: 117 Room: 117

Scheduling Year: 2013 - 2014	
Marking Period	Dates
PR1	09/09/2013-10/11/2013
PR2	11/12/2013-12/13/2013
PR3	01/27/2014-02/28/2014
PR4	04/07/2014-05/09/2014

Print Teacher Name _____
 Teacher Signature _____
 Date _____
 Print Name _____
 Guardian Signature _____
 Date _____

Note:
 Standards-Based Progress Reports will be published to the Portal at the school district’s discretion.

Updating Account Info

Parents/guardians can update account information at any time. Click the **My Account icon** at the top right of the Portal screens. The **Update Account Info** tab is the default tab.

Update Account Info

From here, **Passwords**, **Usernames**, and **Primary Email Address** can be changed. Enter the new information in one or all of these categories, and click **Update Account Information** when finished.

The **Current Primary Account Email Address** will be indicated in the list of email addresses associated to the Guardian’s record. Select a different email address as the **Current Primary Account Email Address** and the appropriate **Email Type** for that address, OR enter the **New Primary Account Email Address** and select the **Email Type** for the new email address.

An error message will be presented if the New Primary Account Email Address is already used within the district as another person’s Primary Account Email Address.

Note:

The **Primary Email Address** is the email address to which **“Forgot Password?”** emails, and other Portal communications, will be sent.

An error message will be generated if the **Primary Email Address** is already being used for another account as a **User Name** or a **Primary Email Address**.

Please see the **Important information regarding Primary Email Address and Usernames** for primary email restrictions, on page 7.

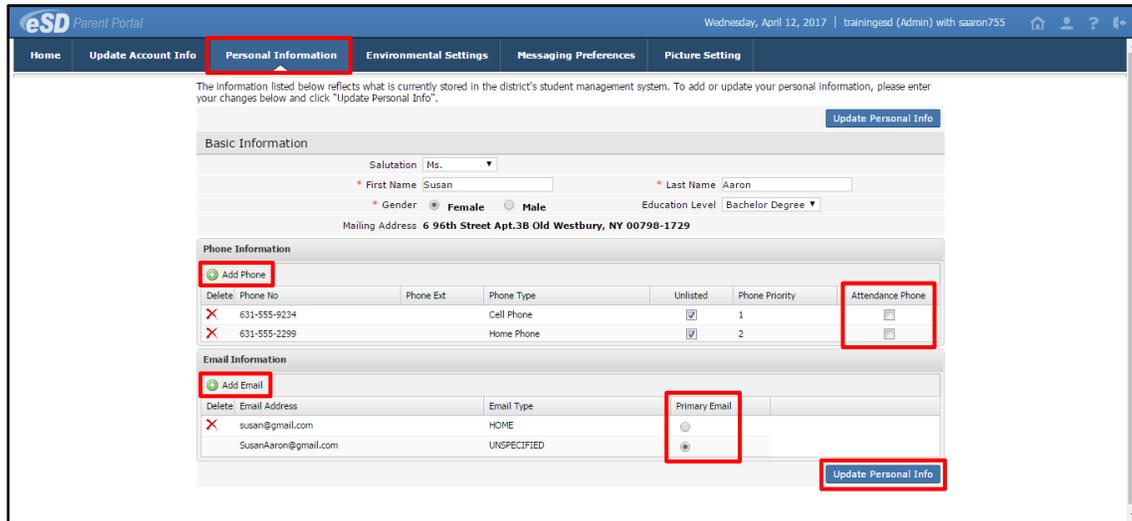
Note:

Username is restricted to max 254 characters and **Password** is restricted to max 50 characters.

The **Username** CANNOT include the following characters:
! # \$ % ^ & * () + = - [] { } < > ?

Personal Information

When enabled by your district, click the **Personal Information** tab to request changes to your personal information. The following fields can be updated: **Salutation, First Name, Last Name, Gender, Education Level, Phone Information and Email Information.** Additional phone numbers and email addresses can be added using the **Add Phone** and **Add Email** buttons. Click the **Delete icon**  to delete an existing phone number or email address. Click **Update Personal Info** when finished to submit the change request. Portal administrators have the option to accept or ignore change requests.



Note:

Once a guardian submits a request to update personal information, they will be prevented from submitting a subsequent request until ALL changes in the prior request have been accepted or ignored.

Note:

In the **Education Level** selections, **OT** = Other, and **US** = Unspecified.

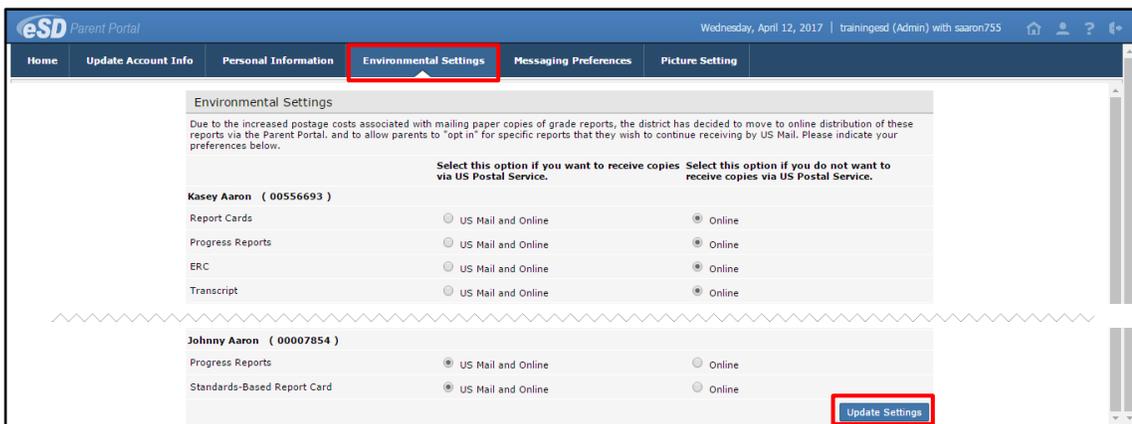
Guardians can specify the phone to be used for **Attendance** calls.

Guardians cannot **Edit** or **Delete** the email address marked as **Primary Email**. Use the **Update Account Info** tab to change the **Primary Email Address**.

Environmental Settings

Parents/guardians will have access to the **Environmental Settings** tab if the school district is implementing a “Go Green” initiative to reduce the mailings of grade reporting documents.

For each student, parents/guardians can select which available grade reporting documents they wish to receive as paper mailings. Click **Update Settings** when finished.



Messaging Preferences

When enabled by your district, the **Messaging Preferences** tab allows parents to subscribe to email alerts, and set the email formats and delivery schedules.

The **Messaging Preferences** section allows you to set the default options for email **Format** and **Delivery** schedule.

Format: HTML or Text

Delivery: Individual E-Mails, Daily Digest, Weekly Digest, Monthly Digest, Messaging Only

Student Alerts / School Alerts

Select each student and each school to view the Alerts applicable to that student/building. Check/uncheck **Subscribe** to change the default settings for each alert, and set the **Delivery** method for each subscribed alert.

Subscribe: Check to receive alert, uncheck to stop.

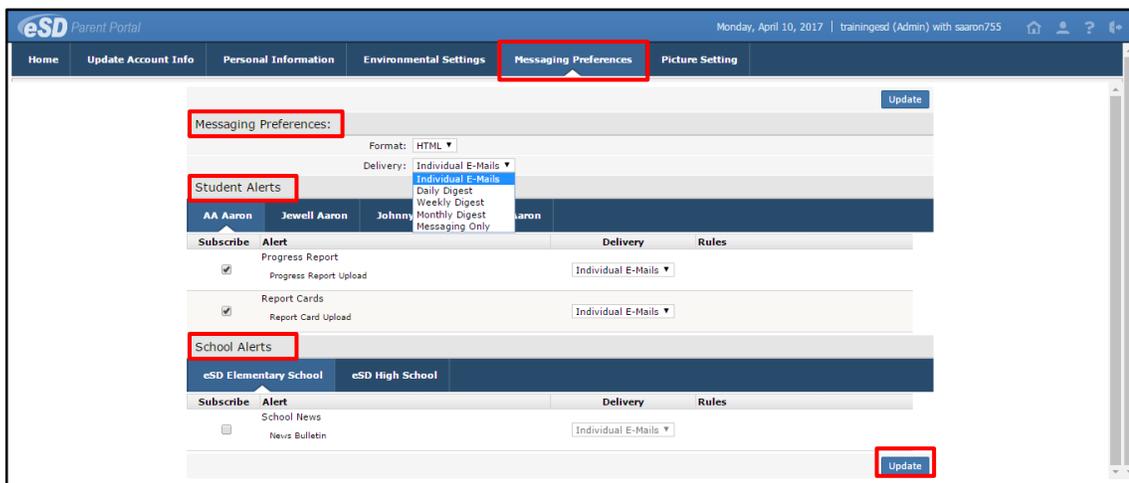
Delivery: Select the applicable schedule, if different from the **Preferences** selection.

Note:

Digests are compilations of emails, delivered daily, weekly, or monthly.

The district may restrict **Delivery** options to **Messaging Only**, which delivers all **email alerts** to the parent's **Messages Inbox ONLY**.

Emails related to **Portal Account status** and **Online Registration applications** will be delivered to the specified **Primary Email address**.



Picture Setting

When enabled by your district, the **Picture Setting** tab allows you to control whether your child's photo is displayed on the eSD® Portals. Check the **Do Not Show** checkbox to hide your child's photo. Click **Update Settings** when finished.

