

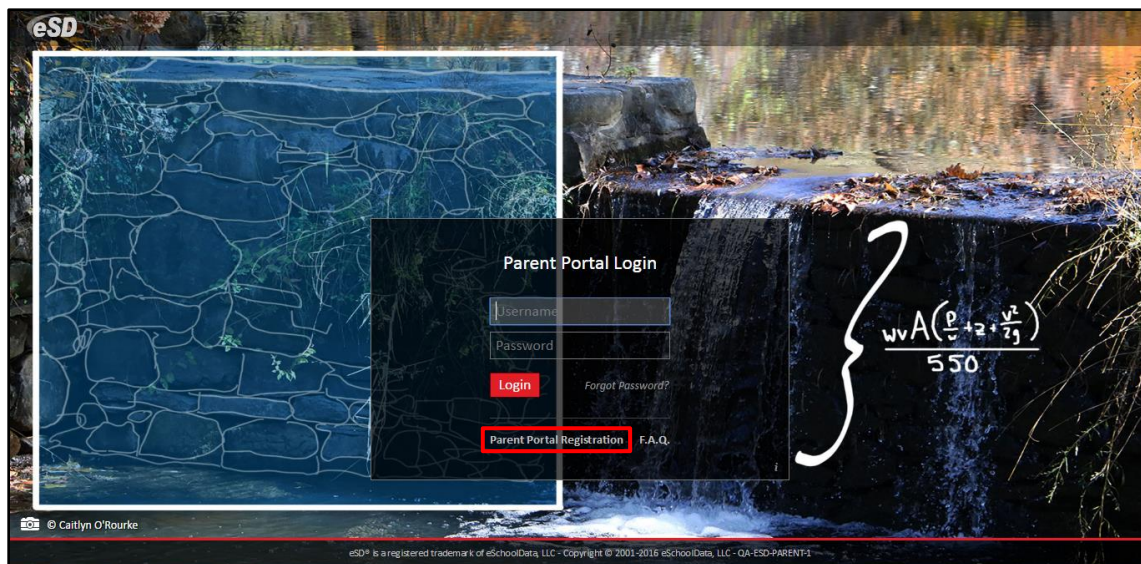
**eSD® Portal: Parent View  
User Guide**  
v. 7.1.0



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## 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**.

The screenshot shows the 'eSD Parent Portal' header and a 'Registration' section. It has three tabs: 'Account Information', 'Personal Information' (which is selected), and 'Student Information'. Below the tabs, a message states: '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 several required fields marked with an asterisk: First Name, Middle Name, Last Name, Street Address, Apartment #, City, State (a dropdown menu), ZIP Code, and Phone (with hyphens for formatting). At the bottom right, there are two buttons: '<< Back to Account Information' and 'Create Personal Information >>', with the latter highlighted by a red box. A small copyright notice is at the very bottom: 'eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2013 eSchoolData, LLC - Server 2'.

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.

The screenshot shows the 'eSD Parent Portal' header and the 'Registration' section. The 'Student Information' tab is selected. A message states: '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 the table is the 'Add Student' section with fields for ID Number, School (a dropdown), First Name, Grade (a 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. The same copyright notice is at the bottom: 'eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2013 eSchoolData, LLC - Server 2'.

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.

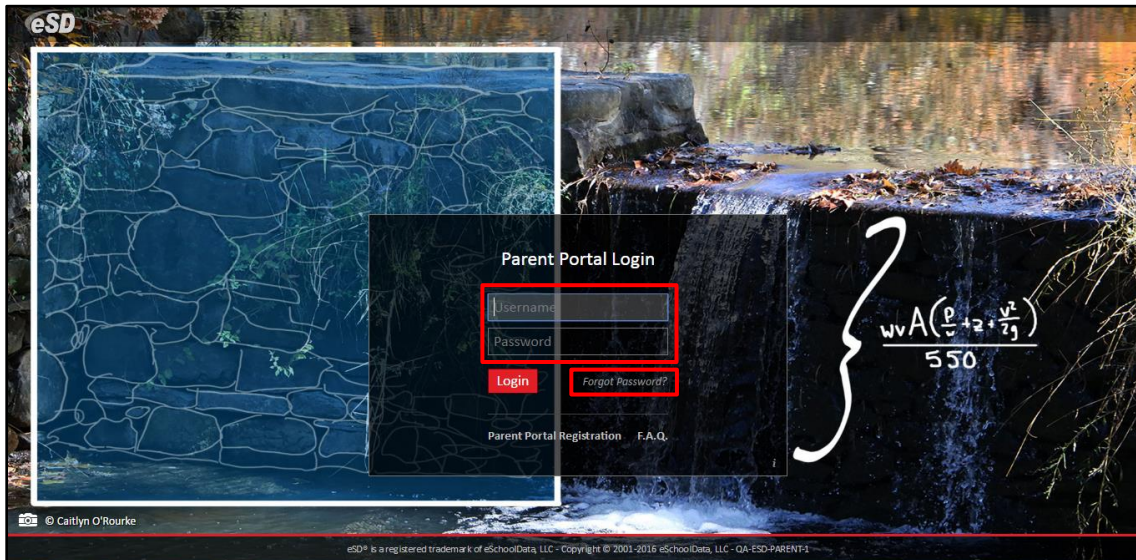
The screenshot shows the 'eSD Parent Portal' header and the 'Registration' section. A message states: 'Your registration request has been processed successfully...'. Below this, a larger message says: 'Registration has been completed successfully. You will receive an email once your school district has 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, the copyright notice is visible: 'eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2013 eSchoolData, LLC - Server 2'.

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.

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

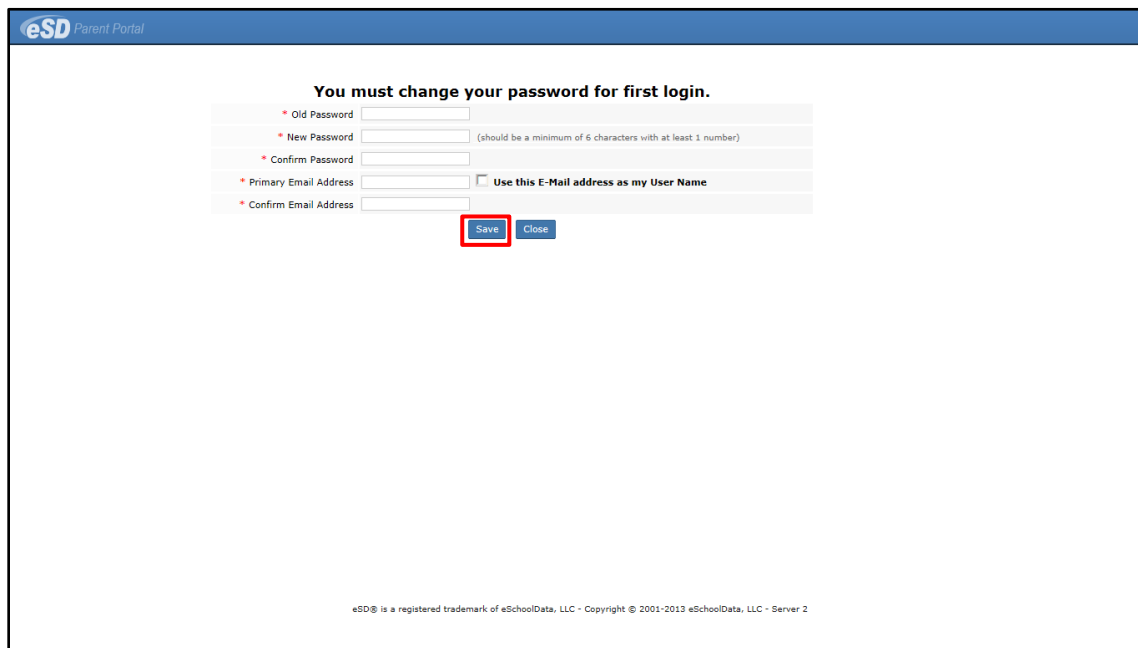


### Note:

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



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.



The screenshot shows the eSD Parent Portal interface with a blue header. The main content area has a white background with the heading "You must change your password for first login." Below this is a form with the following fields and options:

- \* Old Password: [text input]
- \* New Password: [text input] (should be a minimum of 6 characters with at least 1 number)
- \* Confirm Password: [text input]
- \* Primary Email Address: [text input] ☐ Use this E-Mail address as my User Name
- \* Confirm Email Address: [text input]

At the bottom of the form are two buttons: "Save" (highlighted with a red box) and "Close".

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**Note:**

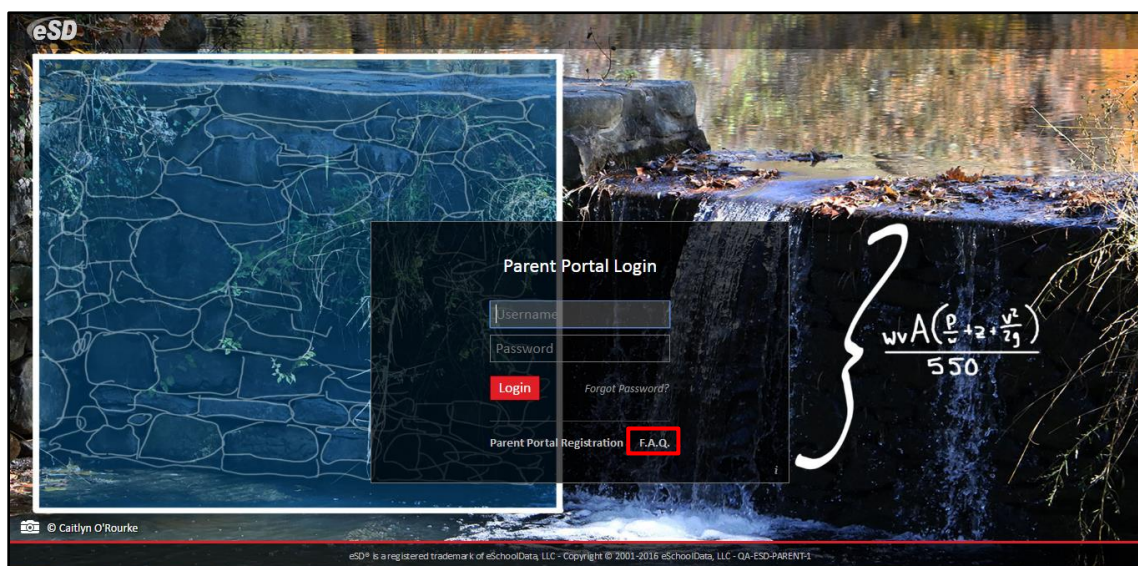
The **Primary Email Address** is the email address to which "**Forgot Password?**" emails will be sent.

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.**

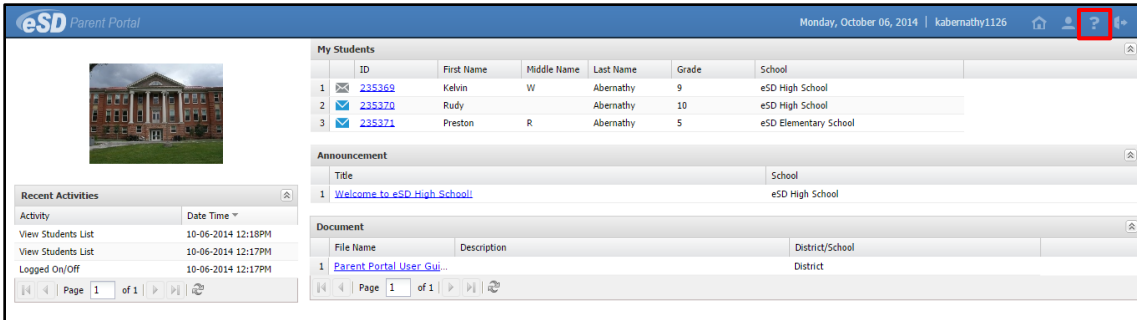


The screenshot shows the eSD Parent Portal Login screen. The background is a scenic image of a waterfall. Overlaid on this is a dark grey login box with the following elements:

- Username: [text input]
- Password: [text input]
- Login: [red button]
- Forgot Password?: [link]
- Parent Portal Registration: [link]
- F.A.Q.: [link, highlighted with a red box]

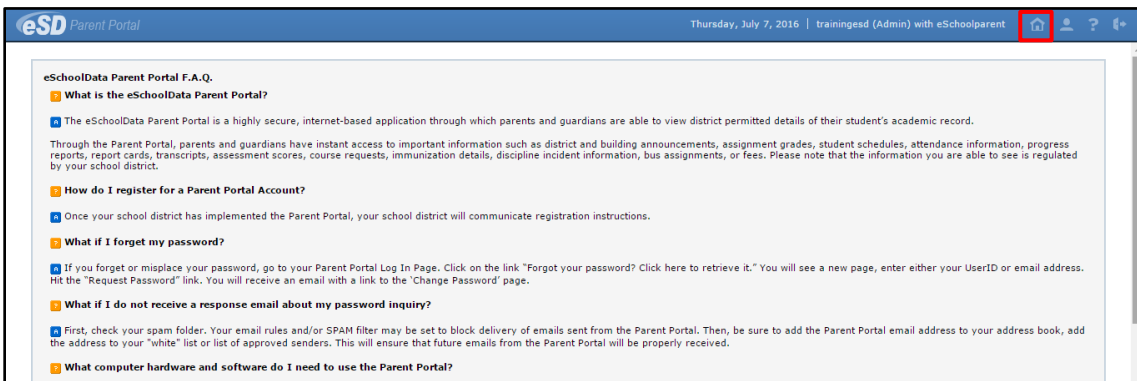
At the bottom left of the screen, it says "© Caitlyn O'Rourke". At the bottom center, it says "eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2016 eSchoolData, LLC - QA-ESD-PARENT-1".

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.**



ID	First Name	Middle Name	Last Name	Grade	School
235369	Kelvin	W	Abernathy	9	eSD High School
235370	Rudy		Abernathy	10	eSD High School
235371	Preston	R	Abernathy	5	eSD Elementary School

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



**eSchoolData Parent Portal F.A.Q.**

**What is the eSchoolData Parent Portal?**

The eSchoolData Parent Portal is a highly secure, internet-based application through which parents and guardians are able to view district permitted details of their student's academic record.

Through the Parent Portal, parents and guardians have instant access to important information such as district and building announcements, assignment grades, student schedules, attendance information, progress reports, report cards, transcripts, assessment scores, course requests, immunization details, discipline incident information, bus assignments, or fees. Please note that the information you are able to see is regulated by your school district.

**How do I register for a Parent Portal Account?**

Once your school district has implemented the Parent Portal, your school district will communicate registration instructions.

**What if I forget my password?**


If you forget or misplace your password, go to your Parent Portal Log In Page. Click on the link "Forgot your password? Click here to retrieve it." You will see a new page, enter either your UserID or email address. Hit the "Request Password" link. You will receive an email with a link to the "Change Password" page.

**What if I do not receive a response email about my password inquiry?**

First, check your spam folder. Your email rules and/or SPAM filter may be set to block delivery of emails sent from the Parent Portal. Then, be sure to add the Parent Portal email address to your address book, add the address to your "white" list or list of approved senders. This will ensure that future emails from the Parent Portal will be properly received.

**What computer hardware and software do I need to use the Parent Portal?**





**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.



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235369	Kelvin	W	Abernathy	9	eSD High School
235370	Rudy		Abernathy	10	eSD High School
235371	Preston	R	Abernathy	5	eSD Elementary School

**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.