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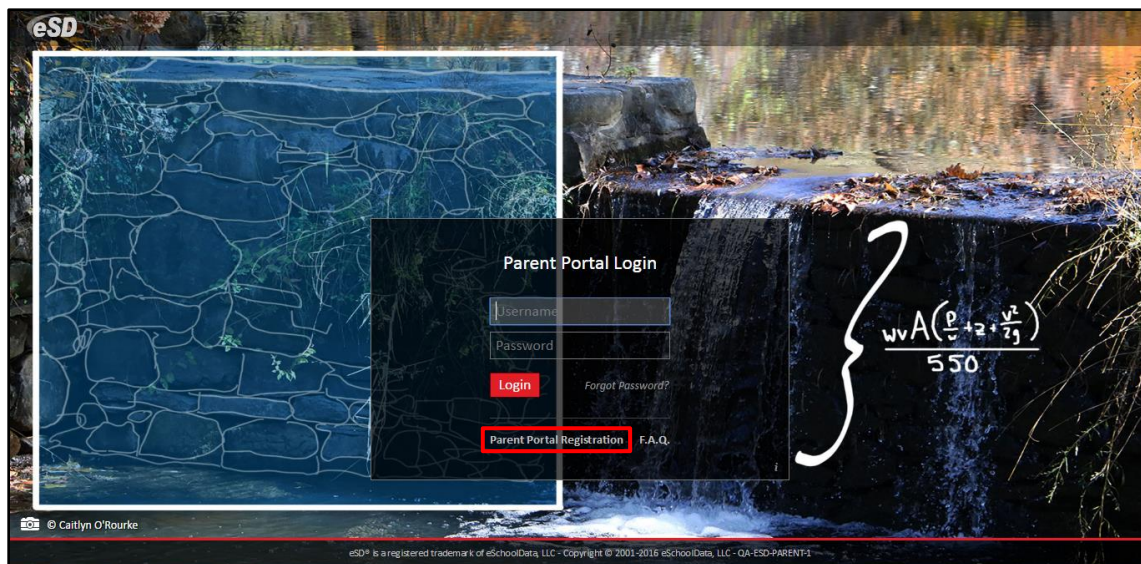# User Guide
v. 7.1.0

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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."**

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

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**.

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.

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.
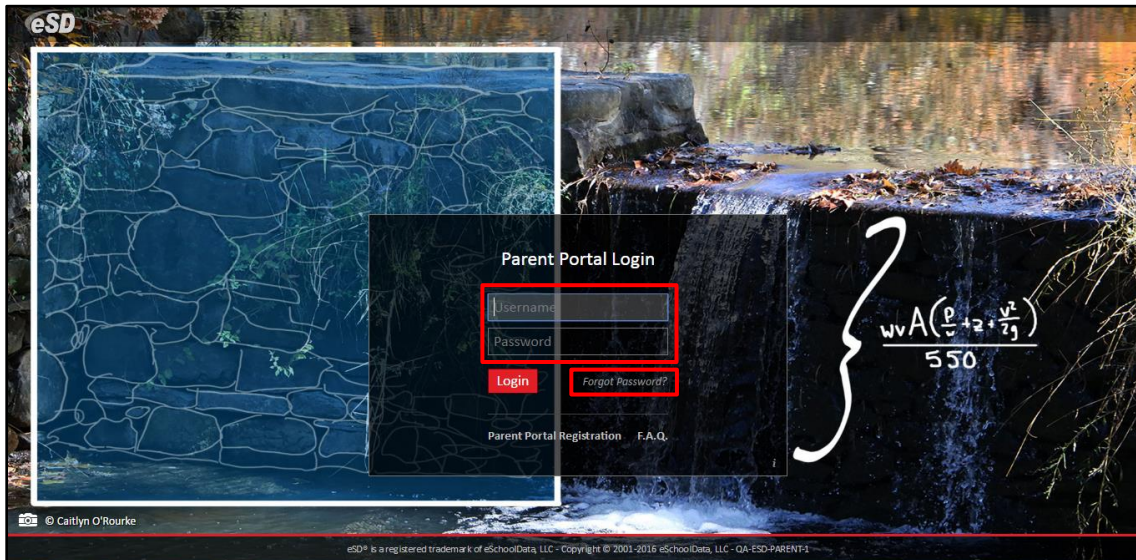

The account approval email will contain their **User ID** and a temporary **Password**, along with a link to activate the account.

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.

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

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.

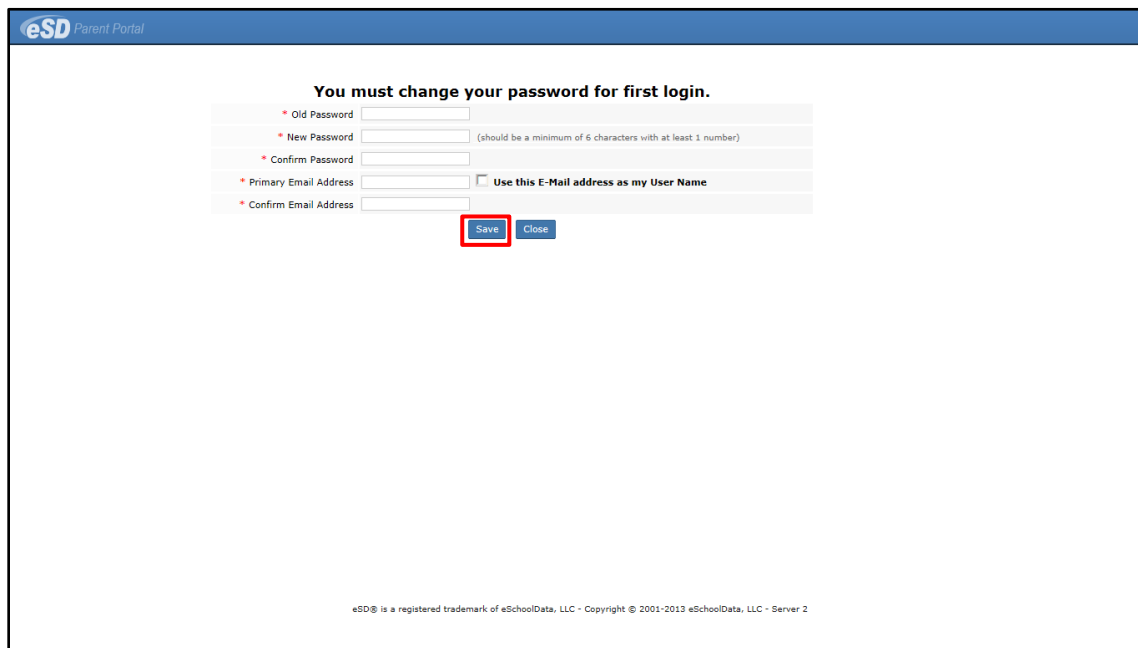The background image on the **Parent Portal Login page** may change with the seasons.

Note:

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

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.

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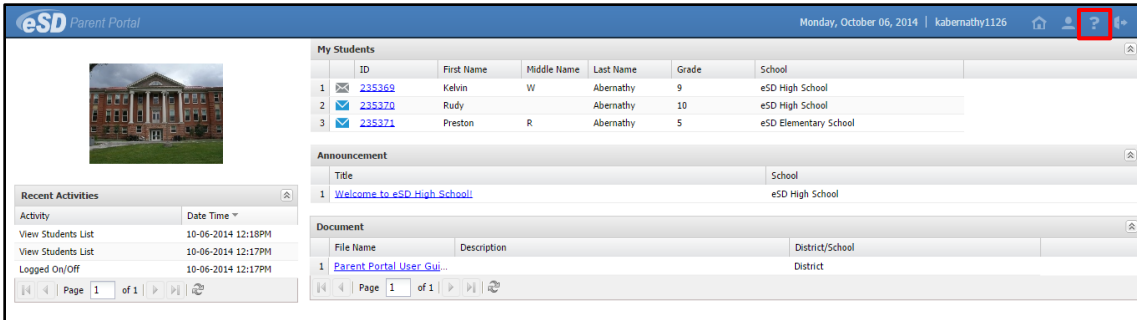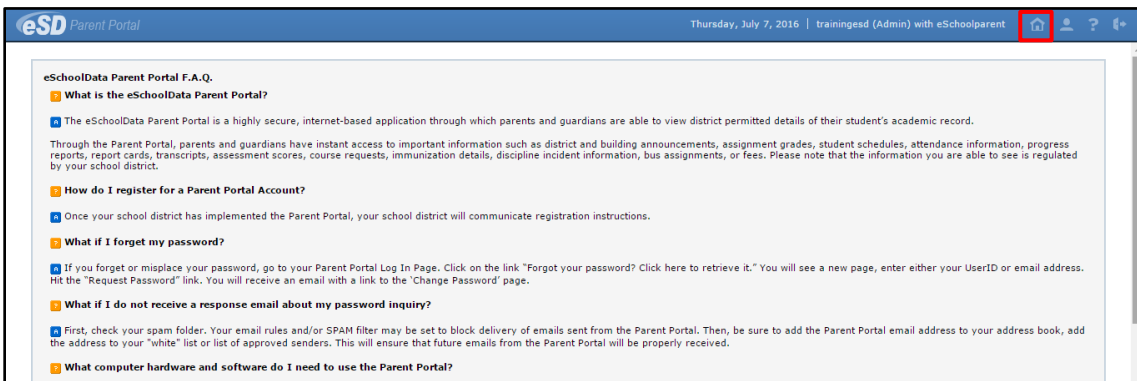
Once logged in to your Portal account, click the **Help icon** in the upper right corner of the Parent Portal screens to access the **eSchoolData Parent Portal F.A.Q.**

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

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.