

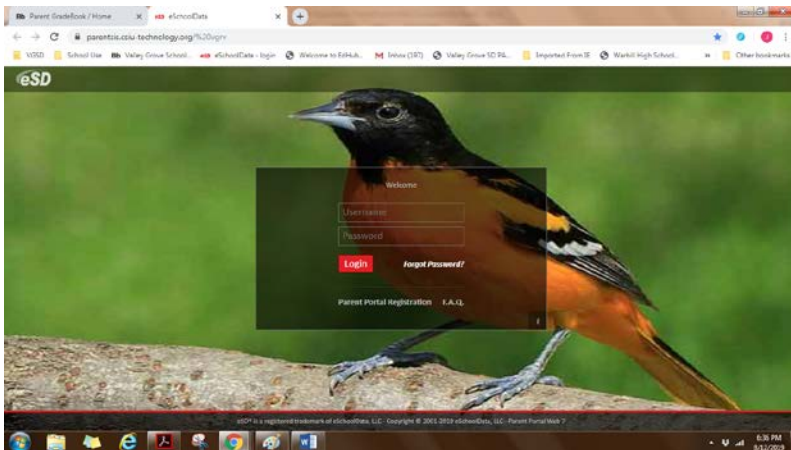
Valley Grove School District

Parent Portal Information & Registration Guide

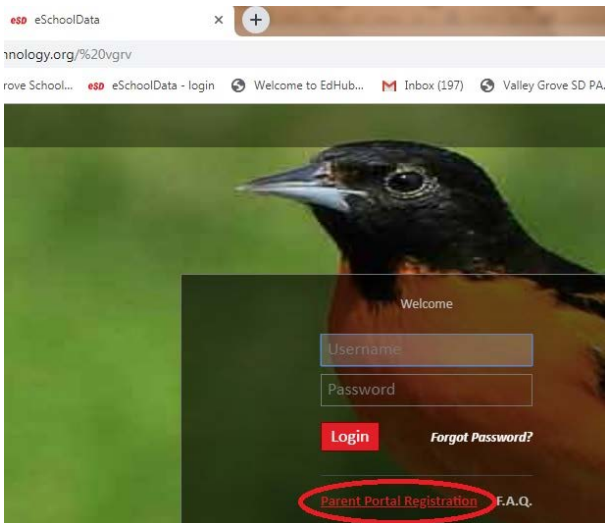
The Parent Portal is a communications tool designed to increase your involvement in your student's education using the power of information. The Parent Portal allows for instant online access to current, relevant information that will enhance your involvement with your student's academic career.

To start the process, please go to the portal website which is listed below or you can access it by going to the VGSD website (www.vgsd.org) and go to the "Parents" menu item and select "Parent Portal".

Self-Registration Portal URL: <https://parents.csiu-technology.org/%20vgrv>



Click on "Parent Portal Registration"



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

The screenshot shows the 'eSD Parent Portal' registration page. The 'Account Information' tab is selected. The page title is 'Registration'. Below the tabs, it says 'Welcome to Parent Portal Registration!' and 'STEP 1: Please enter your parent portal logon information below.' The form includes the following fields:

- * School District (with a dropdown arrow and a callout box pointing to it)
- (Start typing your school district then select your district in the list)
- * Username
- (Your ID is what you will use to login to the portal. You can change at any time from within the portal.)
- * Email Address
- (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
- (Should be a minimum of 6 characters with at least 1 number)
- * Confirm Password
- * Authentication Question <-- Select -->

At the bottom, it says 'eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2015 eSchoolData, LLC - Parent Portal Web 8'.

Select Valley Grove School District from the dropdown selection list.

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

The screenshot shows the 'eSD Parent Portal' registration page. The 'Personal Information' tab is selected. The page title is 'Registration'. Below the tabs, it says '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 includes the following fields:

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

At the bottom, there are two buttons: '<< Back to Account Information' and 'Create Personal Information >>'. At the very bottom, it says 'eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2015 eSchoolData, LLC - Parent Portal Web 8'.

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!**

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 * Grade

eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2015 eSchoolData, LLC - Parent Portal Web 8

The ID Number should be provided at the time of registration. You will not be able to complete the self-registration without a Student ID.

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.