

## How to update parent portal login information and personal information that resides in the district's student information system

<https://parentportal.eschooldata.com/Manhasset>

Click on the person icon over towards the upper right, this will bring you to the Update Account Info screen.

You can change your password, username and email address.

Be sure to indicate your email address as your primary email address.

Click Update Account Information to Save.

**eSD Parent Portal**

Home **Update Account Info** Personal Information

**Change Password**

New Password  (should be a minimum of 6 characters with at least 1 number)

Confirm Password

**Change Username**

Your Current User Name **BOE@manhasset.k12.ny.us**

New User Name

Confirm User Name

**Change Email**

Current Primary Account Email Address  **BOE@manhasset.k12.ny.us** Email Type **WORK**

**colleen\_shepherd@manhasset.k12.ny.us** Email Type --Select--

New Primary Account Email Address  Email Type --Select--

Confirm New Primary Account Email Address

**Update Account Information**

## Update Personal Information in the district's Student Information System

From the Personal Information tab, any of the fields listed below can be updated, including, phone numbers, phone priority, and email addresses. Enter your changes and click the Update Personal Info button to Save. Please, be sure that an email is indicated as your primary email address

Home   Update Account Info   **Personal Information**

The information listed below reflects what is currently stored in the district's student management system. To add or update your personal information, please enter your changes below and click "Update Personal Info".

[Update Personal Info](#)

### Basic Information

Salutation: --Select--

\* First Name: Ma      \* Last Name: A demo

\* Gender:  Female    Male      Education Level: --Select--

Mailing Address: 0 Unknown2 Great Neck, NY 5555

### Phone Information

[+ Add Phone](#)

Delete	Phone No	Phone Ext	Phone Type	Unlisted	Phone Priority	Attendance Phone
<input checked="" type="checkbox"/>	516-267-1234		Home Phone	<input type="checkbox"/>	1	<input type="checkbox"/>
<input checked="" type="checkbox"/>	516-654-1234		Cell Phone	<input type="checkbox"/>	2	<input type="checkbox"/>
<input checked="" type="checkbox"/>	999-999-9999		Pager	<input type="checkbox"/>	3	<input type="checkbox"/>

### Email Information

[+ Add Email](#)

Delete	Email Address	Email Type	Primary Email
<input checked="" type="checkbox"/>	BOE@manhasset.k12.ny.us	UNSPECIFIED	<input type="radio"/>
	colleen_shepherd@manhassetsschools.org	WORK	<input checked="" type="radio"/>

[Update Personal Info](#)