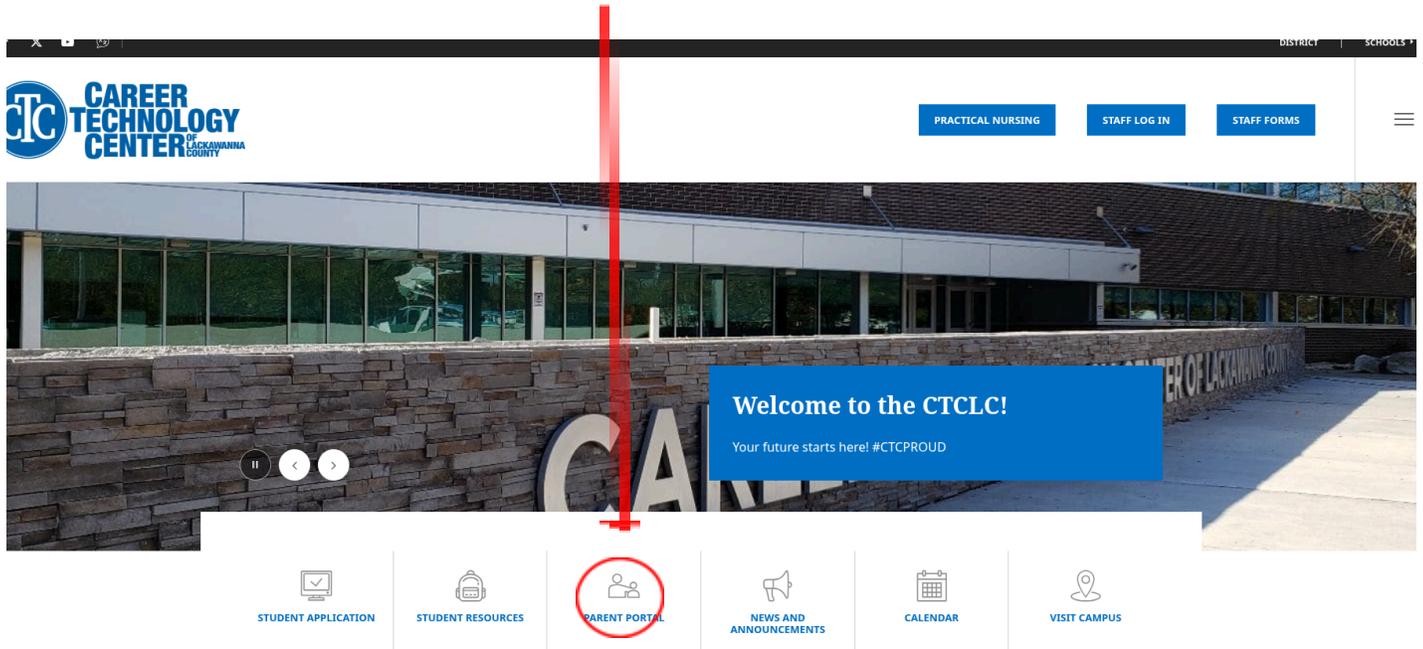


## CTC Parent Portal Registration

To register for an account to access CTC's Parent Portal, visit CTC's website (<https://www.ctclc.edu/>). Scroll down and in the middle of the screen, click on *Parent Portal*.



## Welcome

A *Parent Portal* login screen will open. If you already have an account, click **Login** to access the student's information. If you do not have an account, click on *Parent Portal Registration*.



A Parent Portal **Registration** page will open. Enter the required information (indicated by the red \* before the field name) on the **Account Information** screen. Then click **Create Account Information**.

**Account Information** Personal Information Student Information

STEP 1: Please enter your parent portal information below.

\* School District   
(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

\* Authentication Answer

Create Account Information

School District is: **Lackawanna Co CTC**

Create a **Username** and **Password** that you will remember as this will be used to login to the portal.

**Username** is restricted to max 254 characters and **CANNOT** include any of the following characters:

! @ # \$ % ^ & \* ( ) + = - [ ] { } < > ?

**Password** is restricted to max 50 characters.

Click **Create Account Information** when all information is entered in required fields.

Continue onto next page...

Enter the required information (indicated by the red \* before the field name) on the **Personal Information** screen. Then click **Create Personal Information**.

Click **Create Personal Information** when all information is entered in required fields.

Enter the required information (indicated by the red \* before the field name) on the **Student Information** screen. Then click **Add Student to the above list**. When the student's name appears in the top part of the page, click **Finish Registration!** (Note that only one student is required to verify your identity. If you have other students enrolled at CTC, they will automatically be listed in the portal when your account is approved.)

Select **CTC of Lackawanna County**

When done, click **Finish Registration!**

**ID Number** is the student's unique CTC ID. This is the same ID number used for her/his lunch as well as their CTC email. Ask your student what his/her CTC ID number is.

A confirmation message will display stating registration has been successful. Once approved, an email will be sent to the account you registered with.



The screenshot shows a web page with a blue header containing the "eSD Parent Portal" logo. Below the header, the word "Registration" is displayed in a bold font. A light gray message box contains the text: "Your registration request has been processed successfully...". Below this, a smaller gray box contains the text: "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 of the page, there is a small copyright notice: "eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2013 eSchoolData, LLC - Server 2".