



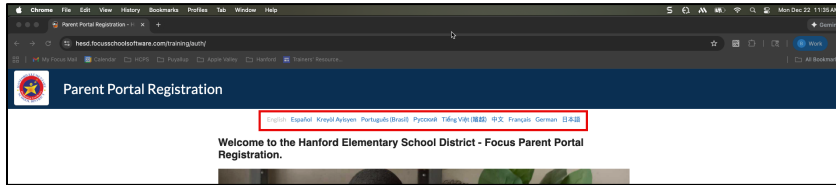
HESD Create Parent Portal Account For NEW Student



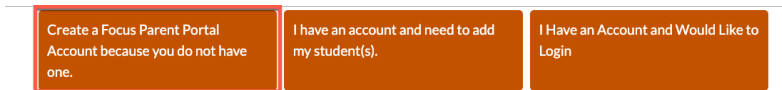
March 2026

Creating a Parent Account and Applying for a New Student to HESD

1. Go to register.hanfordesd.org
2. Chose site language from the top options – default is English.



3. Click **Create Parent Portal Account**.



4. Enter your First Name, Last Name, Email Address (this will become your Username), and enter a password.

Please enter your name exactly as it appears on your driver's license as well as a valid email address:


Parent/Guardian First Name:	<input type="text" value="Joe"/>	(Required)
Parent/Guardian Last Name:	<input type="text" value="Smith"/>	(Required)
Parent/Guardian Email Address:	<input type="text" value="jsmith@focus.com"/>	(Required)
Create Parent/Guardian Password:	<input type="password" value="*****"/>	(Minimum 8 characters)
Retype Password:	<input type="password" value="*****"/>	(Required)

5. Complete the "I am not a robot" screen
6. Click **Submit**.

A reCAPTCHA 'I'm not a robot' screen. It features a checkbox on the left, the reCAPTCHA logo and text on the right, and a blue 'Submit' button at the bottom.

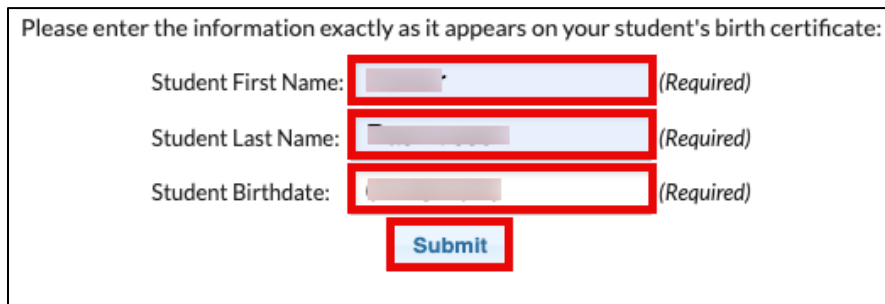
Focus Training: Parent Portal Registration Activities

7. Select **I would like to APPLY FOR ENROLLMENT for a new child.**



I would like to ADD A CHILD who is already enrolled. I would like to APPLY FOR ENROLLMENT for a new child. I am FINISHED adding students. Please take me to the Portal.

8. Enter the student's First Name, Last Name, and Birthdate.
9. Click **Submit**.



Please enter the information exactly as it appears on your student's birth certificate:

Student First Name: (Required)

Student Last Name: (Required)

Student Birthdate: (Required)

10. Fill in all required fields on application, click Save and Next Page to move through the application.
11. At any time you can click Return to Portal to exit and return later to finish the application.
12. Once finished, click **Submit**.

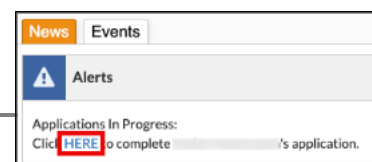


13. If changes need to be made click **Review/Make Changes**, if you are finished click, **Save**.



How to Save and Continue at a Later Time

1. When ready to return to the application, log into your portal.
2. You will have an Alert that says "Click **HERE** to complete student's name application."



News Events

Alerts

Applications In Progress:
Click **HERE** to complete [name]'s application.

Focus Training: Parent Portal Registration Activities

3. Clicking the word **Here** will take you to the application
OR Click the tab **Application**, then click **Continue**.
4. When you are finished, click **Submit**.

