



Rev 2.9  
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# Chapter

# 23.1

## eSD<sup>®</sup> Parent Portal Parent/Guardian View

This chapter provides a step by step guide for Parents and Guardians to login and access student(s) information through the eSD<sup>®</sup> Parent Portal.

Please refer to the school districts website for an existing Parent Portal Link. If your district has not created a link associated to the schools website you may use the link located below.

Log onto the Internet using the secure site of the school district:

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

Don't forget the **(s)** in https.

To establish a parental/guardian portal account, click on the home page where it says “**First time Here? Click here to create a new account.**”

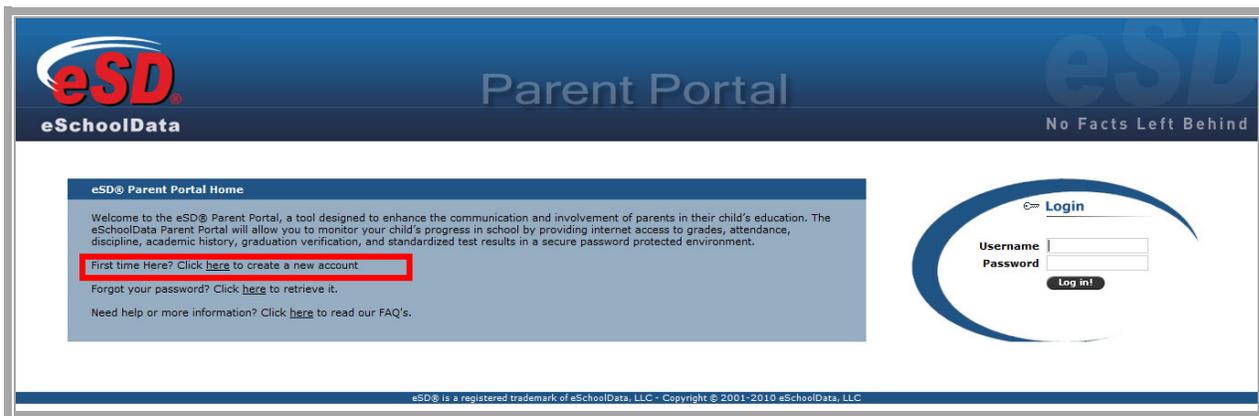


Figure 1 – Creating an Account

**NOTE:** If the district has chosen to auto-generate parent portal accounts, generic User ID and Password information will be distributed to parents/guardians. Parents/guardians will **not** be required to manually create accounts. Generic User ID and Passwords should be used to login for the first time. Upon first login, parents/guardians will be prompted to verify their account information. (Figure 7a)

Enter the required information on the Account Information Screen, click the **“Create Account Information”** button at the bottom of the screen.

The screenshot shows the 'Registration' page with three tabs: 'Account Information', 'Personal Information', and 'Student Information'. The 'Account Information' tab is active. A message box reads: 'Welcome to Parent Portal Registration! STEP 1: Please enter your parent portal logon information below.' Below this are several required fields: 'School District' (with a dropdown menu and a hint), 'Username' (with a hint), 'Email Address' (with a hint), 'Password' (with a hint), 'Confirm Password', 'Authentication Question' (with a dropdown menu), and 'Authentication Answer'. A red box highlights the 'Create Account Information >>' button at the bottom right.

Figure 2 – Parent Portal Registration Step 1

Enter the required information on the Personal Information Screen and click the **“Create Personal Information”** button.

The screenshot shows the 'Registration' page with the 'Personal Information' tab active. A message box reads: 'STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.' Below this are several required fields: 'First Name', 'Middle Name', 'Last Name', 'Street Address', 'Apartment #', 'City', 'State' (with a dropdown menu), and 'Phone' (with a format hint). A red box highlights the 'Create Personal Information >>' button at the bottom right. There is also a '<< Back to Account Information' button.

Figure 3 - Parent Portal Registration Step 2

Complete the required information on the Student Information Screen, click "Add Student to the above list" when finished, click the "Finish Registration!" button.

Figure 4 - Parent Portal Registration Step 3

A confirmation message will display stating that the Parent Portal registration has been successful. An **email will be sent** from the school district to the parent/guardian's email once the account request has been approved.

Once the district has approved the account request, the parent/guardian will receive an email which will provide a link to activate the account. Once the link is clicked, parents/guardians can now **Login** using the Username and Password that was created at the time of registration.

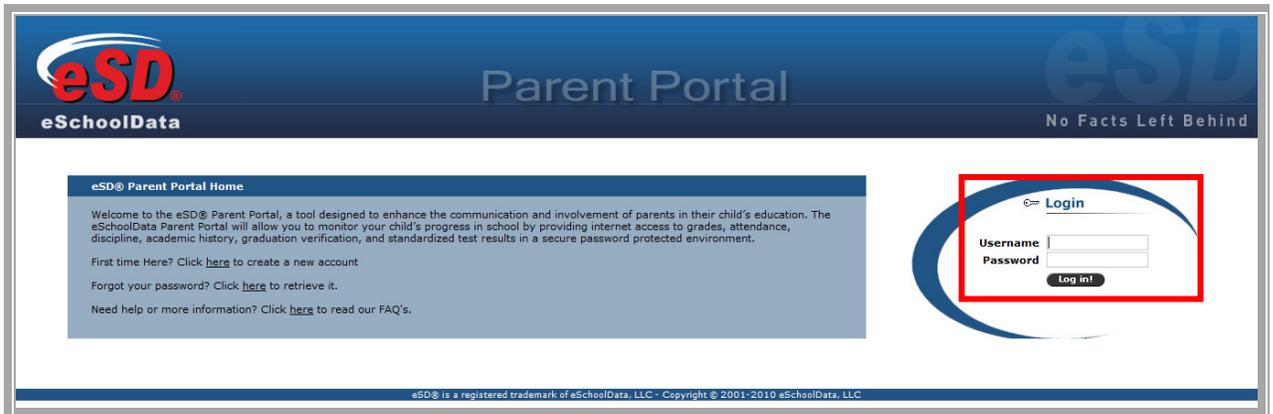


Figure 5 – Parent/Guardian Login

**NOTE:** The eSD® Parent Portal is best viewed using Internet Explorer 7 or Internet Explorer 8 in compatibility mode.

Upon first log on, the District terms and conditions disclaimer should be read. Click the **"I Agree"** button at the bottom of the Agreement. Parents/Guardians will be prompted to agree to District terms each time the terms are amended.

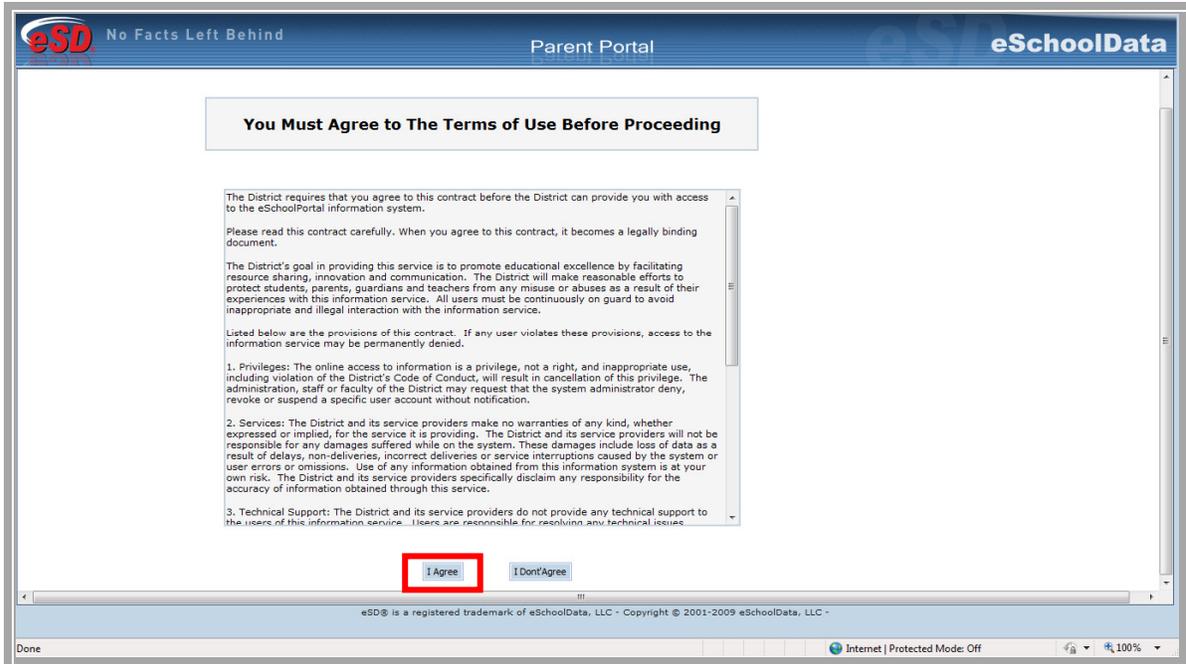


Figure 6 – Terms and Conditions

If the account has been system generated, upon first login, users will be required to establish a new password and enter a primary email address. Users will also have the option to use the email address as the account user name.

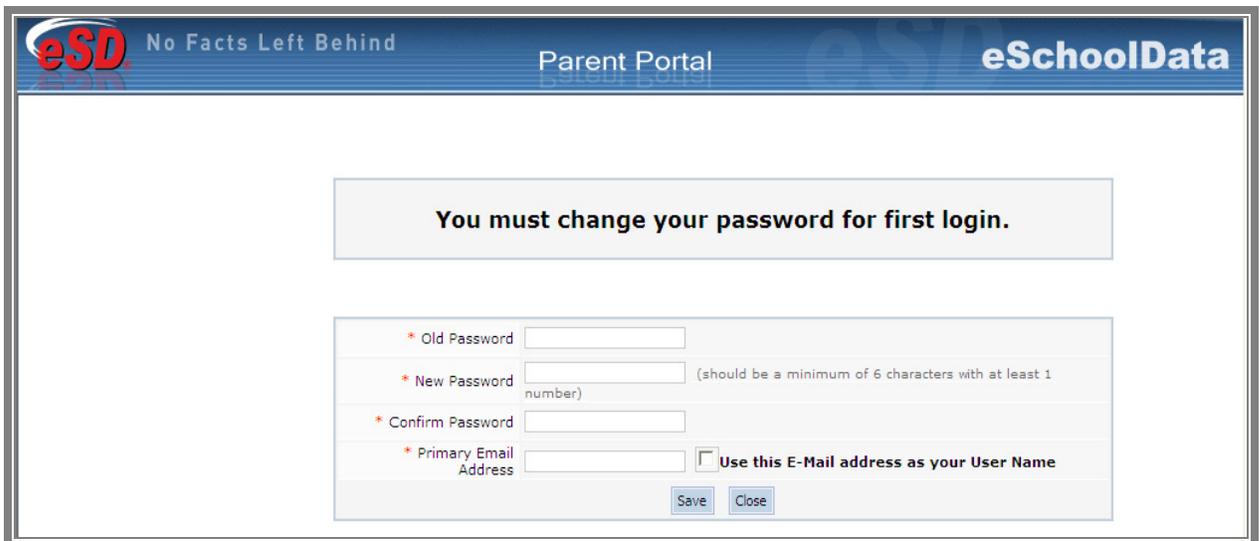


Figure 7 – Required Account Information

With a successful login, the portal account holder can view district and building announcements and access any documents that have been uploaded by the district or building. **Click on the student's name to view student specific information.**

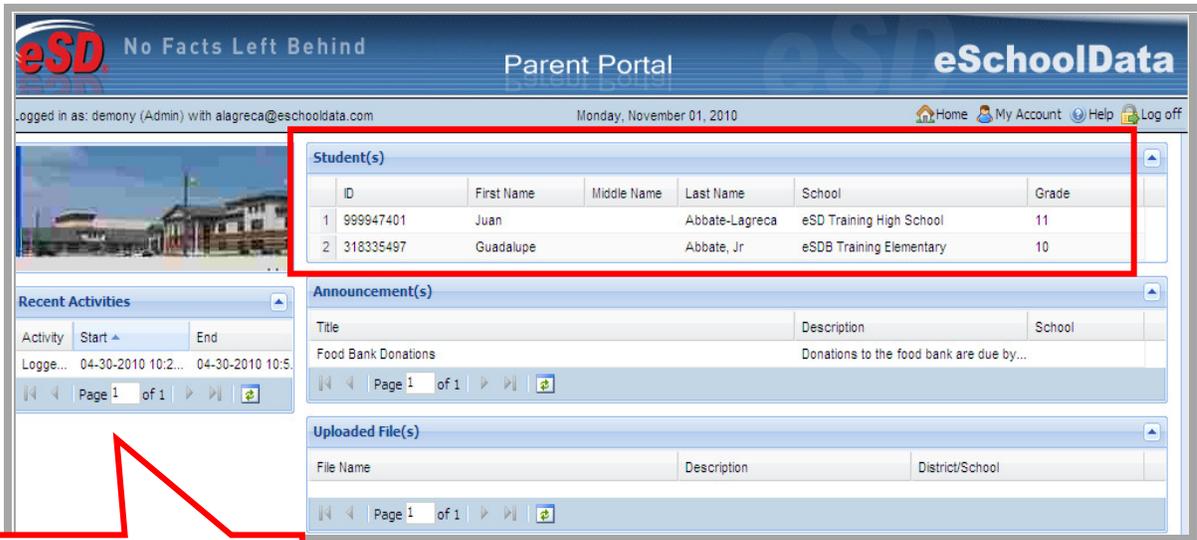


Figure 8 – Accessing Students

Parents/Guardians have the ability to view a log of their recent activities.

Clicking on a tab will bring up corresponding information. The tabs visible are dependent upon what the school district is using within the system. All tabs may not be available. From the **Profile** tab parents/guardians can access the conversation functionality, which allows parents/guardians to communicate with staff members.

The screenshot shows the eSchoolData Parent Portal interface. At the top, the user is logged in as 'Training (Admin) with Jcostello1234' on Thursday, March 24, 2011. The navigation bar includes tabs for Home, Profile, Attendance, Schedule, Discipline, Immunization, Transcript, Report Card, Buses, Course Request, and Gradebook. The 'Profile' tab is active, displaying 'Abbott's Profile' with a photo and personal information: First Name: Abbott, Middle Name: R, Last Name: Costello, Gender: Male, ID: 901200068, School Name: Training High School, Entering Grade: 11, Dominant Language: English, Email Address, and Counselor: Meagan Flores. A 'New Conversation' dialog box is open, showing a message to 'Teacher: B. Tarantino - Chemistry R (TH0118) Section: 1 Period: 1'. The message content is: 'Hello Mr. Tarantino, Can you please tell me if my son has submitted all of his Chemistry labs? Thank you, Mr. Costello'. A 'Display on student portal' checkbox is checked. A red callout box points to the 'Add New Conversation' button with the text: 'Click the "Add New Conversation" button to create a new message. When finished, click **Submit**.' Another red callout box points to the 'Display on student portal' checkbox with the text: 'Check the "Display on student portal" checkbox to have this message display on the student portal.' A third red callout box points to the top navigation tabs with the text: 'Informational tabs'.

Figure 9 – Student Profile Tab

The screenshot shows the eSchoolData Parent Portal interface, similar to Figure 9. The 'Profile' tab is active, displaying the same student information. On the right side, there is an 'Important Dates' section with a table listing dates and names. A red callout box points to this table with the text: 'View important district dates such as Marking Period and Progress Report dates.'

Date	Name
09/10/2010-11/1...	Marking Period 1
09/10/2010-10/0...	Progress Report 1
11/15/2010-01/3...	Marking Period 2
11/15/2010-12/1...	Progress Report 2
02/01/2011-04/1...	Marking Period 3
02/01/2011-03/0...	Progress Report 3
04/18/2011-06/3...	Marking Period 4

Figure 10 – Student Profile Tab

Click on **Attendance** Tab, the student's Attendance will be viewable. Attendance will display based on settings established by the district.



Figure 11– Student Attendance Tab

\* = Unknown, E = Excused, U = Unexcused, A = Absent, T = Tardy, P = Present, NA = No Attendance

Click on the **Schedule** Tab, and the student's schedule will be viewable.

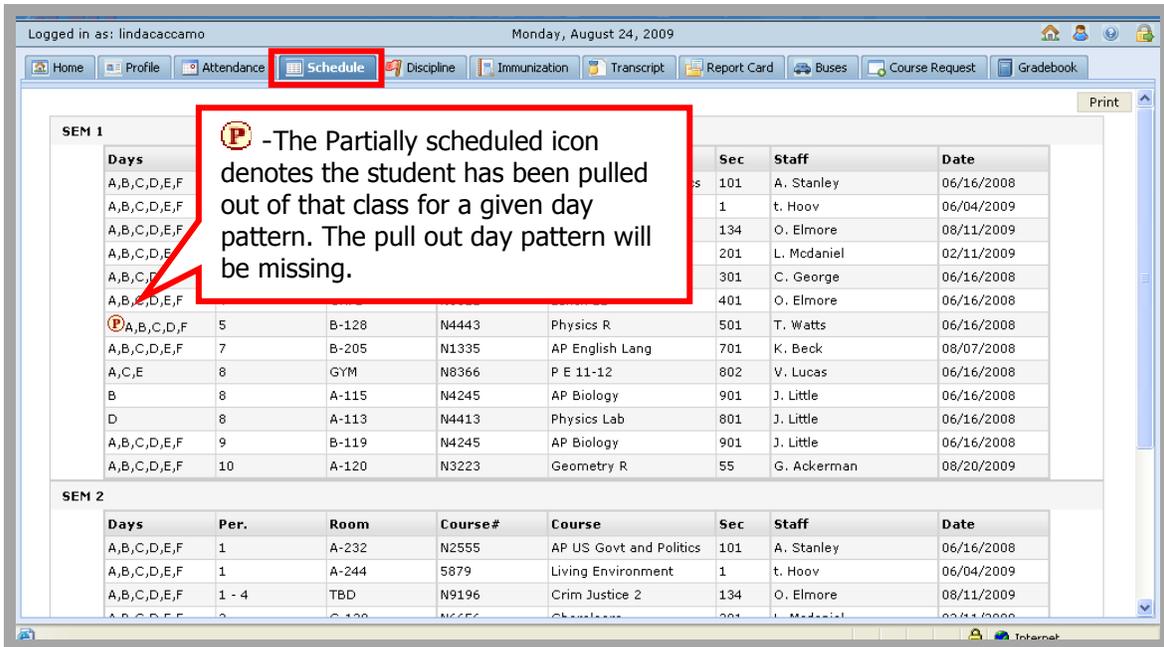


Figure 11a – Student Schedule Tab

Click on the **Discipline** Tab, the student's discipline history will be viewable.



Figure 12 – Student Discipline Tab

Click on the **Immunization** Tab, the student's Immunization Report will show immunization records on file with the district.

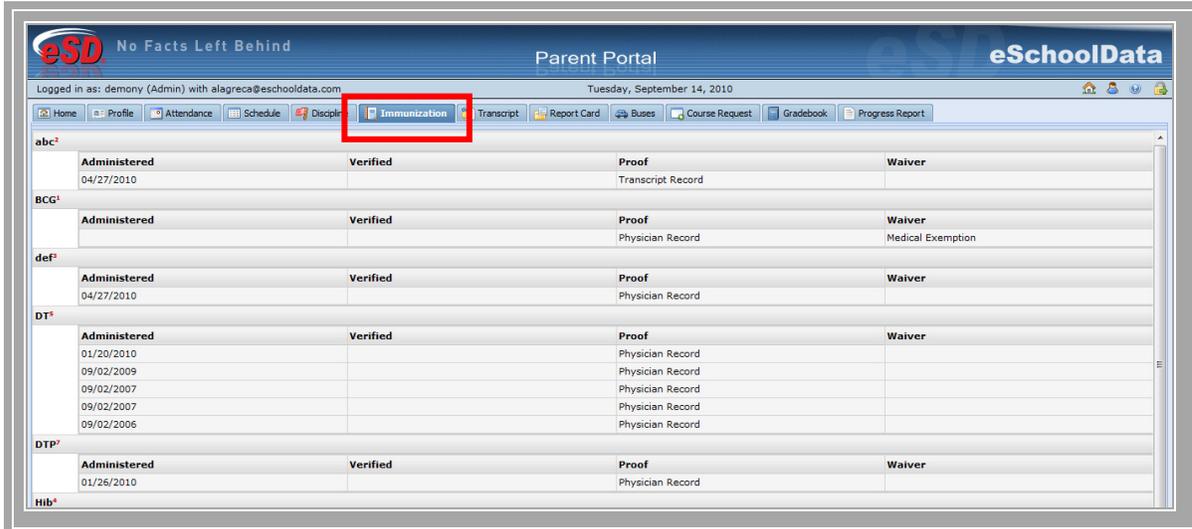


Figure 13 – Student Immunization Tab

Click on the **Transcript** Tab, the student's transcript will be viewable. Users will also have the ability to print an unofficial transcript directly from this screen.

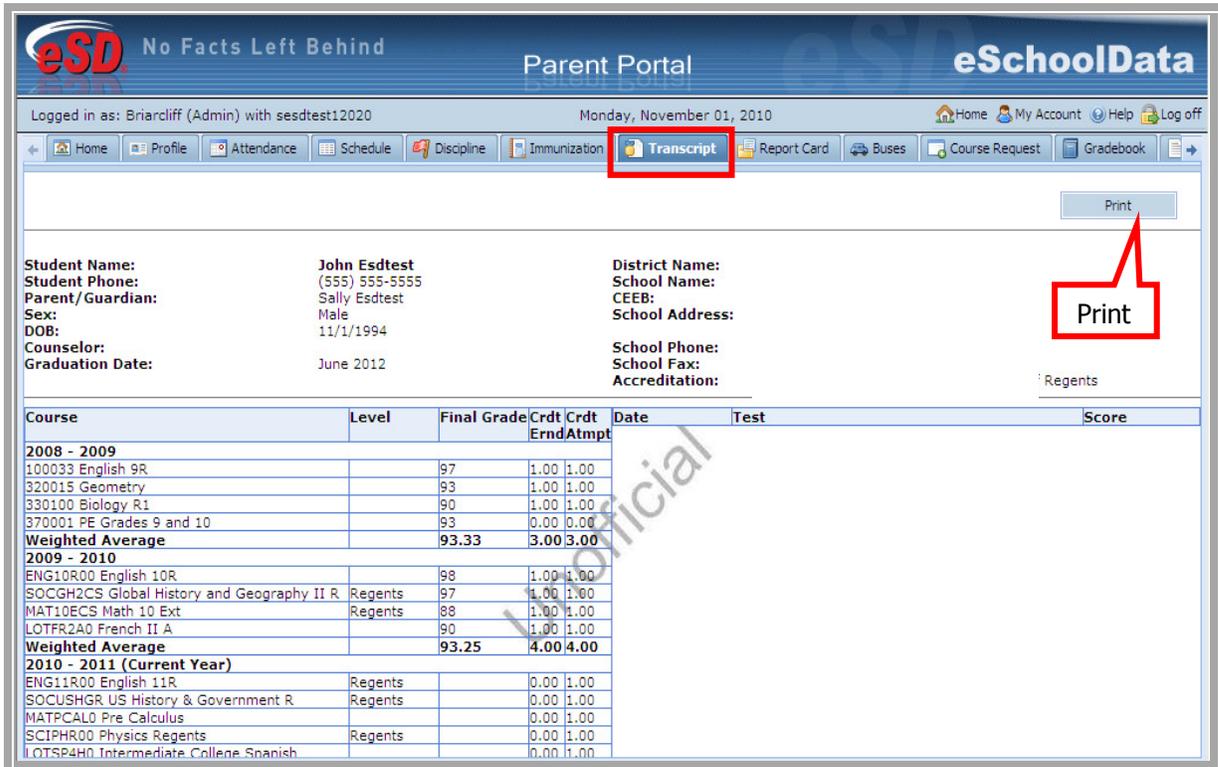


Figure 14 – Student Transcript

Click on the **Report Card** Tab, the student's report card will be viewable. Users will also have the ability to print an unofficial Report Card directly from this screen.

**eSD Training High School**  
**Report Card: MP2 (11/09/2009 - 01/29/2010)**  
 151 Paradise Rd E Amherst, NY 11716  
 School Telephone No: (631) 555-1084  
 Dr. Jane Doe, Principal

**Student:** Bean, Evie  
**DOB:** 05/03/1995  
**SSN#:** xxx-xx-1111  
**Tuition District:** Williamsville Central School

**ID Number:** 319275757  
**Home Room:** 222  
**Phone:**

**Grade:** 9  
**Counselor:** Graham, Rita

**MP Avg:** 94.50 (UnWt.)      **Cumulative Avg:** 92.25 (UnWt.)      **Rank:** 40 (UnWt.)

Course	MP1	MP2	SEM AVG	MP3	MP4	MT	FE	FNL CRS. GRD.	ABS. Cum. Abs.	Tardy. Cum. Tardy.	Staff	C.A./C.E.
E1113 English 9R, Sec:11	86	85	95	89	86	99	--	93.0000	8/8	0/0	Abrams	/
E4224 Liv Enviro A, Sec:1	99	--	--	--	--	--	--	--	12/19	0/0	Mrs. Duncan	/
E5334 Spanish 2A, Sec:3	88	99	--	--	--	--	--	--	3/4	0/0	Mrs. Warren	/
E8636 Phys Ed 11-12, Sec:3	77	99	--	--	--	--	--	--	0/0	0/0	Blue	/
E1666 Film Study, Sec:1	90	100	--	--	--	--	--	95.0000	2/2	0/0	Abrams	/
<b>Daily Attendance:</b>									<b>Absences:</b> 6	<b>Tardy:</b> 0		
<b>Cumulative Daily Attendance:</b>									<b>Absences:</b> 6	<b>Tardy:</b> 2		

**Honor Roll**  
 MP2: High (95.00 - 100.00)

**Assessment Name**

Spring Recess 3/30/2010- 4/2/2010

MP1: MP1 MP2: MP2 SEM AVG: SEM AVG MP3: MP3 MP4: MP4 MT: Midterm Exam FE: Final Exam CE: Credits Earned CA: Credits Attempted

Generated on 2010-03-30 15:23:21

**Figure 15 – Student Report Card**

Click on the **Progress Report** Tab, the students' progress report will be viewable. Users will also have the ability to print an unofficial Progress Report directly from this screen.

**Progress Report : 3 02/01/2011-03/04/2011**

**Training High School**  
 123 Main Street  
 Deer Park, NY 11729  
 School Telephone No: 631-555-1212  
 John Adams, Principal

**Counselor:** Meagan Flores  
**Phone:** 631-555-1214

**Student:** Abbott R Costello  
**Grade:** 11

**Course:** Chemistry R      **Staff:** Tarantino

Student is a pleasure to have in class.  
 Student regularly participates in class.

**Period Attendance:** Abs/Cum Abs: 0/0      **Tardy/Cum Tardy:** 0/0

**Figure 16 – Student Progress Report**

**NOTE:** All grade reporting documents will be published at the district's discretion.

Click on the **Buses** Tab, the student's Bus Information will be viewable.



Figure 17 – Student Buses Tab

Click on the **Course Requests** Tab, the student's current Course Requests will be viewable. Depending on the district's policy and settings, Parent/Guardians will be able to enter new requests by clicking the **New Request** button.

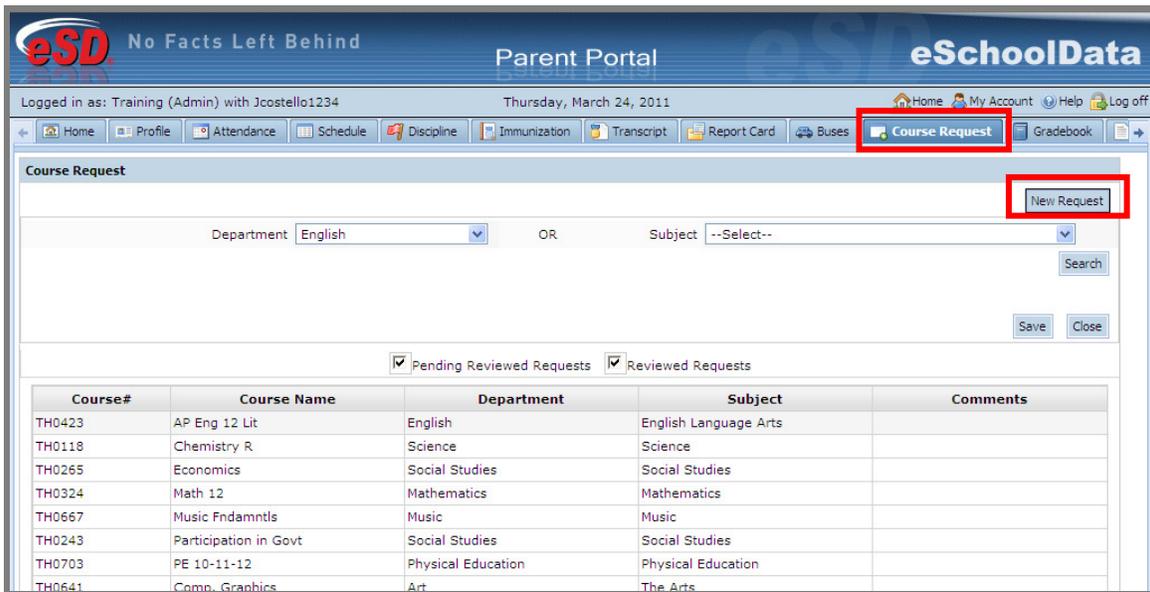


Figure 18 – Student Course Request Tab

Select the **New Request** button at the top of the screen. The system will then allow Parent/guardians to search for courses by either Department or Subject area. Comments can also be added. Click **Save** to add a request.

The screenshot displays the 'Course Request' section of the eSchoolData Parent Portal. At the top, there is a navigation bar with the eSD logo and the slogan 'No Facts Left Behind'. The page title is 'Parent Portal' and the eSchoolData logo is on the right. Below the navigation bar, the user is logged in as 'Training (Admin) with Jcostello1234' on 'Thursday, March 24, 2011'. A menu bar contains various options: Home, Profile, Attendance, Schedule, Discipline, Immunization, Transcript, Report Card, Buses, Course Request (highlighted), and Gradebook. The main content area is titled 'Course Request' and features a search form. A red box highlights the search criteria: 'Department' is set to 'English' and 'Subject' is set to '--Select--'. A 'New Request' button is located to the right of the search form. Below the search form is a table of course requests. The table has columns for 'Select', 'Course #', 'Course Name', 'Department', 'Subject', and 'Comments'. The row for 'AP Eng 12 Lang' (Course # TH0422) is selected, indicated by a checked checkbox in the 'Select' column.

Select	Course #	Course Name	Department	Subject	Comments
<input type="checkbox"/>	TH0574	Indep IB Theory of Know Yr 1	English	English Language Arts	
<input type="checkbox"/>	TH0575	IB Theory Of Know Yr1	English	English Language Arts	
<input type="checkbox"/>	TH0579	IB Theory Of Know Yr2	English	English Language Arts	
<input type="checkbox"/>	TH0402	English 9	English	English Language Arts	
<input type="checkbox"/>	TH0406	English 9 R	English	English Language Arts	
<input type="checkbox"/>	TH0407	English 9 H	English	English Language Arts	
<input type="checkbox"/>	TH0408	English 10	English	English Language Arts	
<input type="checkbox"/>	TH0410	English 10 R	English	English Language Arts	
<input type="checkbox"/>	TH0411	English 10 H	English	English Language Arts	
<input type="checkbox"/>	TH0414	English 11	English	English Language Arts	
<input type="checkbox"/>	TH0416	English 11 R	English	English Language Arts	
<input type="checkbox"/>	TH0418	English 11 H	English	English Language Arts	
<input checked="" type="checkbox"/>	TH0422	AP Eng 12 Lang	English	English Language Arts	
<input type="checkbox"/>	TH0423	AP Eng 12 Lit	English	English Language Arts	

Figure 18a – Adding Course Requests

Click on the **Grade Book** Tab, published categories and assignments will be accessible. Simply click on the course in the list you would like to view; all published assignments will appear under the section labeled **Class Work**.

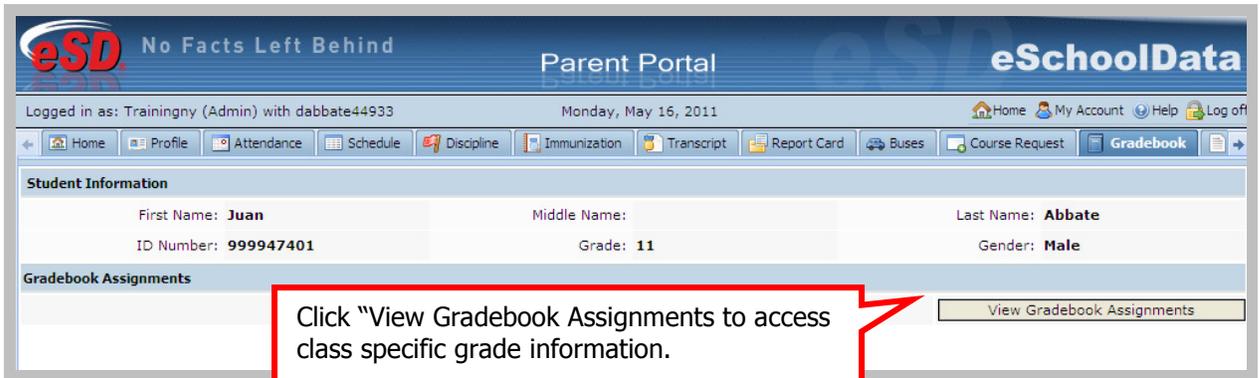


Figure 19– Accessing Teacher’s Grade books

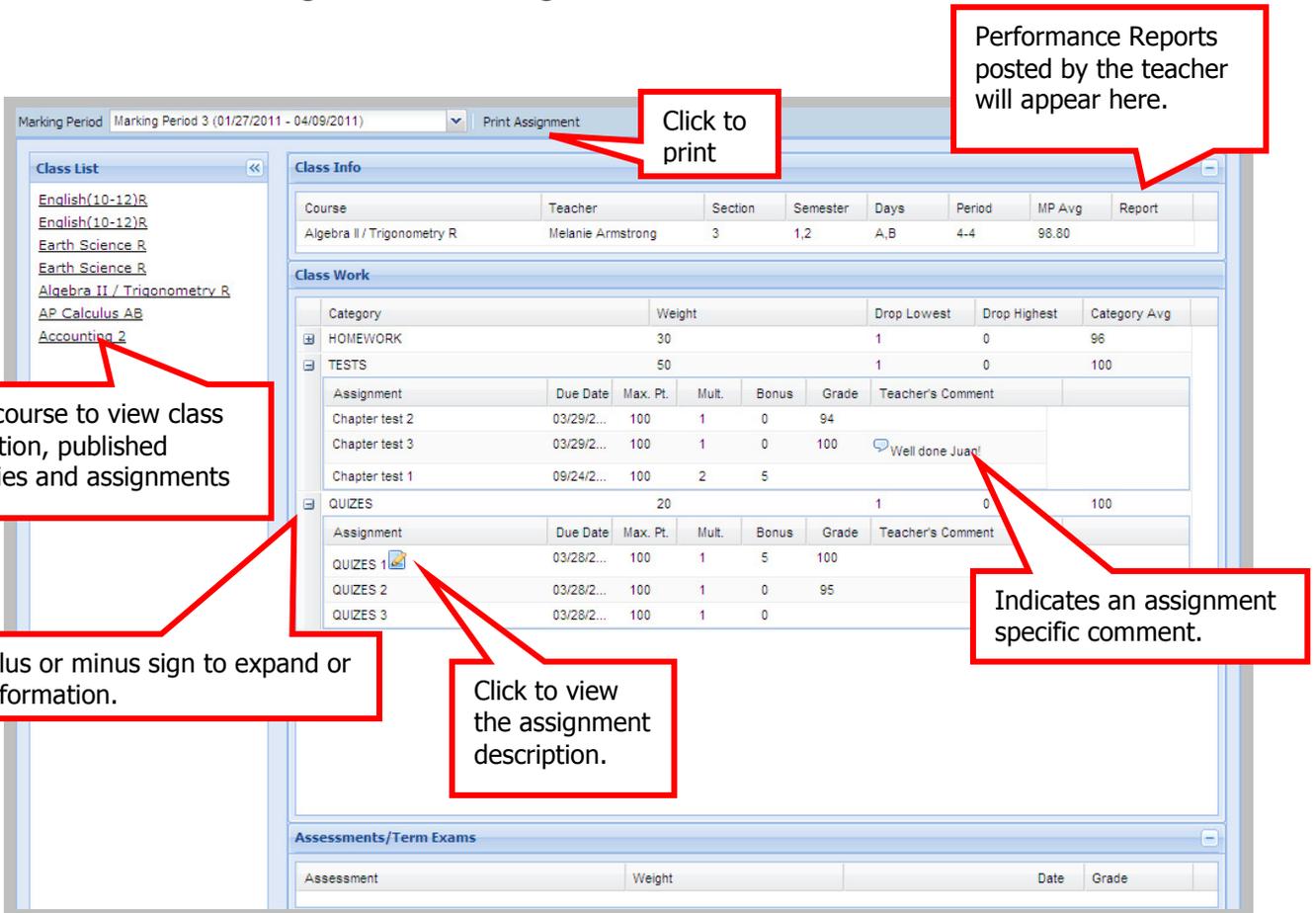


Figure 19a– Viewing Grade books

Click on the **Fees** Tab, the student's Fees will be available to view. Invoice information and total balance will be displayed. Click the **Print** icon to print a copy of the student's Fees.

**Student Information**

First Name: **Juan** Middle Name: Last Name: **Abbate**  
 ID Number: **999947401** Grade: **11** Gender: **Male**

**Student Fees**

Invoice #	Fee Type	Fee Code	Fee	Fee Date	Total Payment	Balance
010091050	TXTBOOK	SSHON	\$34.95	04/07/2010	\$0.00	\$34.95
010091068	TXTBOOK	SSHON	\$34.95	04/09/2010	\$0.00	\$34.95
010091079	Music	trumpet	\$150.00	04/13/2010	\$40.00	\$110.00
010091080	LIB	crucible	\$10.00	04/13/2010	\$5.00	\$5.00
010091081	Music	trumpet	\$0.00	04/13/2010	\$0.00	\$0.00
010091082	TXTBOOK	SSHON	\$56.00	08/09/2010	\$55.00	\$1.00
010091088	Music	trumpet	\$150.00	08/08/2010	\$0.00	\$150.00
010091092	TXTBOOK	SSHON	\$34.95	01/12/2011	\$0.00	\$34.95
<b>Total Balance</b>						<b>\$370.85</b>

Figure 20 – Viewing Fees

Click on the **Assessments** Tab, student's assessments selected to be displayed on the portal will display. A copy can be attained by clicking the **Print** icon.

**Student Information**

First Name: **Juan** Middle Name: Last Name: **Abbate**  
 ID Number: **999947401** Grade: **11** Gender: **Male**

**Assessments**

Date	Assessment	Language	Modification	GR	SM	GS	RA	CSI	SS	LP	NP	NC	NS	LS	LV	AS	BM
01/10/2011	Regents Global Studies						90										
	<b>GR Grade Equivalent</b>		<b>SM Standard Met</b>			<b>GS Grade Stanine</b>							<b>RA Score</b>				
	<b>CSI Cognitive Skills Index</b>		<b>SS Scaled Score</b>			<b>LP Percentile</b>							<b>NP National Percentile</b>				
	<b>NC NCE Normal Curve Equivalent</b>		<b>NS National Stanine</b>			<b>LS Local Stanine</b>							<b>LV Level</b>				
	<b>AS Age Stanine</b>		<b>BM Benchmark</b>														

Figure 21– Viewing Assessments

Click the **Help** icon in the upper right corner to access the eSchoolData Parent Portal F.A.Q. This F.A.Q. provides portal account holders with answers to commonly asked questions.

**eSchoolData Parent Portal F.A.Q.**

**Q What is the eSchoolData Parent Portal?**

**A** The eSchoolData Parent Portal is a highly secure, internet-based application through which parents and guardians are able to view district permitted details of their student's academic record.

Through the Parent Portal, parents and guardians have instant access to important information such as district and building announcements, assignment grades, student schedules, attendance information, progress reports, report cards, transcripts, assessment scores, course requests, immunization details, discipline incident information, bus assignments, or fees. Please note that the information you are able to see is regulated by your school district.

**Q How do I register for a Parent Portal Account?**

**A** Once your school district has implemented the Parent Portal, your school district will communicate registration instructions.

**Q What if I forget my password?**

**A** If you forget or misplace your password, go to your Parent Portal Log In Page. Click on the link "Forgot your password? Click here to retrieve it." You will see a new page, enter either your UserID or email address. Hit the "Request Password" link. You will receive an email with a link to the "Change Password" page.

**Q What if I do not receive a response email about my password inquiry?**

**A** First, check your spam folder. Your email rules and/or SPAM filter may be set to block delivery of emails sent from the Parent Portal. Then, be sure to add the Parent Portal email address to your address book, add the address to your "white" list or list of approved senders. This will ensure that future emails from the Parent Portal will be properly received.

**Q What computer hardware and software do I need to use the Parent Portal?**

**A** To effectively access your Parent Portal account, you need a Macintosh (OS X) or Windows PC (Windows 2000 Pro or XP Pro) with an internet connection.

For a Mac, we recommend using Safari 3.4 or 4.0.4.

For a Windows PC, we recommend using Internet Explorer 7.0 or higher. Download IE for free at [www.microsoft.com](http://www.microsoft.com).

We also recommend having Adobe Acrobat Reader™. This PDF reader is available for free download at [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html).

**Q How can I change the email address associated to my Parent Portal account?**

**A** The email address associated with your account can be changed by clicking on the "My Account" icon on your personal home page. Then, click "Update Account Info" from the tabs on the left and enter your new email address. Click "Save."

**Q Who is eligible to register for a Parent Portal account?**

**A** Only parents and guardians of currently enrolled students who are also flagged to receive correspondence are eligible to register for an eSchoolData Parent Portal account.

**Q Where can I access the eSchoolData Parent Portal from?**

**A** You can access the eSchoolData Parent Portal from anywhere you have access to a computer and internet access.

**Q When are progress reports and report cards posted on the Parent Portal? How often is the data updated?**

**A** This varies by district. Check with your school's Parent Portal administrator.

**Q What if I think there is incorrect information displayed on the Parent Portal?**

**A** Contact your school and/or your student's teacher to discuss any discrepancies.

**Q Who can I talk to regarding attendance related issues?**

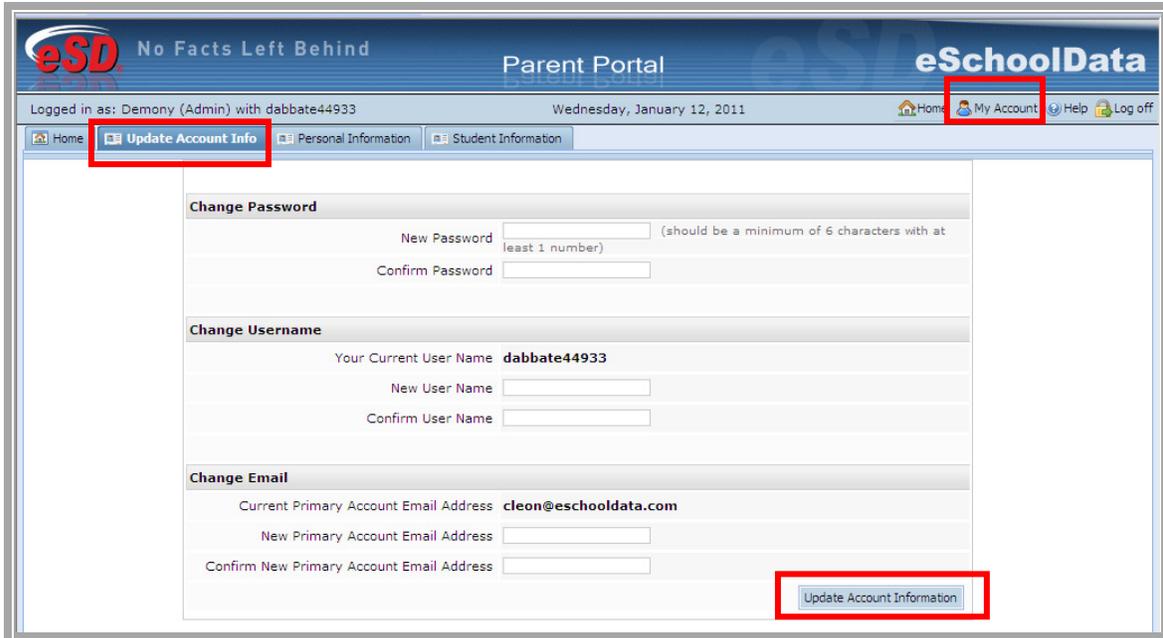
**A** Call the Attendance Office at your student's school.

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**Figure 22 – Parent Portal F.A.Q.**

### Updating Account Information

Parents/guardians can update account information at any time, by clicking on the “**My Account**” icon and then clicking on “**Update Account Info**” tab. From this screen, passwords, usernames, and primary email addresses can be changed. Simply enter the new information in one or all of these categories, when finished “**Update Account Information**” button.



**Figure 23 – Update Account Info Tab**

Parents/guardians can request changes to their personal information by clicking on the **"Personal Information"** tab. From this screen, portal account holders have the ability to request updates to their personal information that currently exists in eSchoolData. The following fields can be updated: Salutation, First Name, Last Name, Gender, Education Level, Phone Information and Email Information. Additional phone numbers and email addresses can also be added. Users must click the **"Update Personal Info"** button when finished. Requests will be accepted or ignored by portal administrators.

**NOTE:** Once a guardian submits a request to update personal information, they will be prevented from submitting a subsequent request until pending requests have been accepted or ignored.

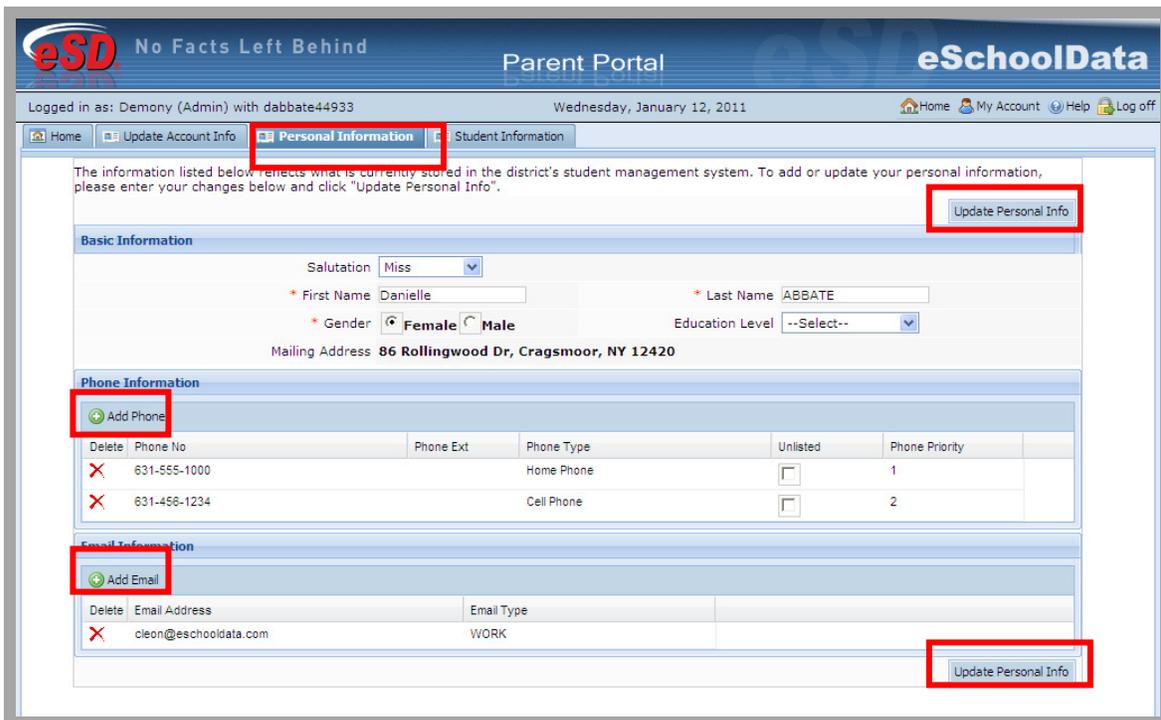


Figure 24 – Personal Information Tab