



Rev 2.9
18-May-2011

Chapter

23.1

eSD[®] 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[®] 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."**

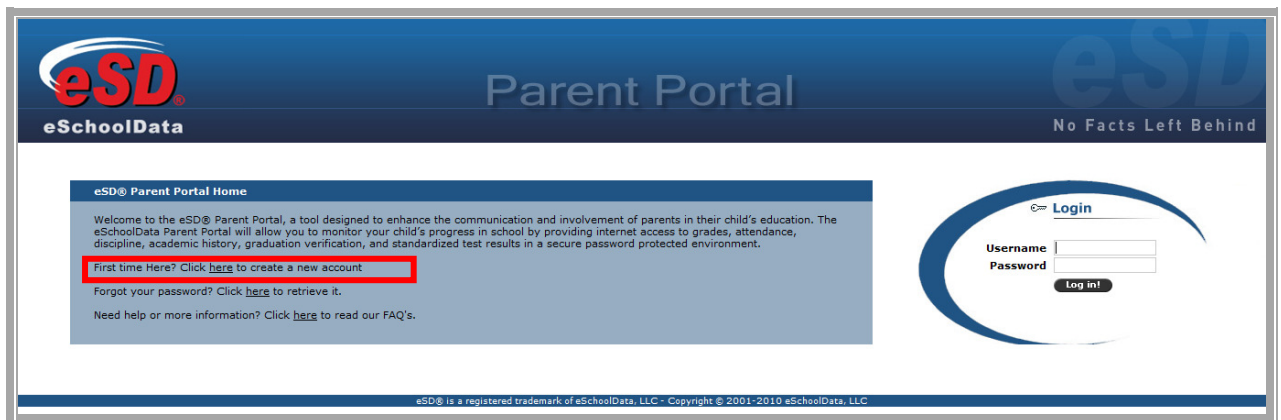


Figure 1 – Creating an Account

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.

Welcome to Parent Portal Registration!
STEP 1: Please enter your parent portal login 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)

* Password
(Should be a minimum of 6 characters with at least 1 number)

* Confirm Password

* Authentication Question <-- Select -->

* Authentication Answer

[Create Account Information >>](#)

Figure 2 – Parent Portal Registration Step 1

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

STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.

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

[<< Back to Account Information](#) [Create Personal Information >>](#)

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.

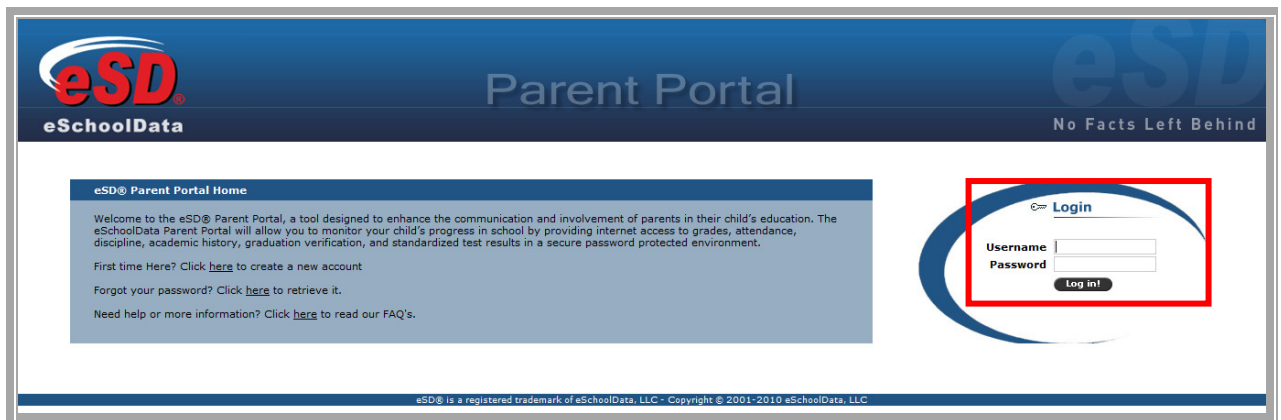


Figure 5 – Parent/Guardian Login

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.

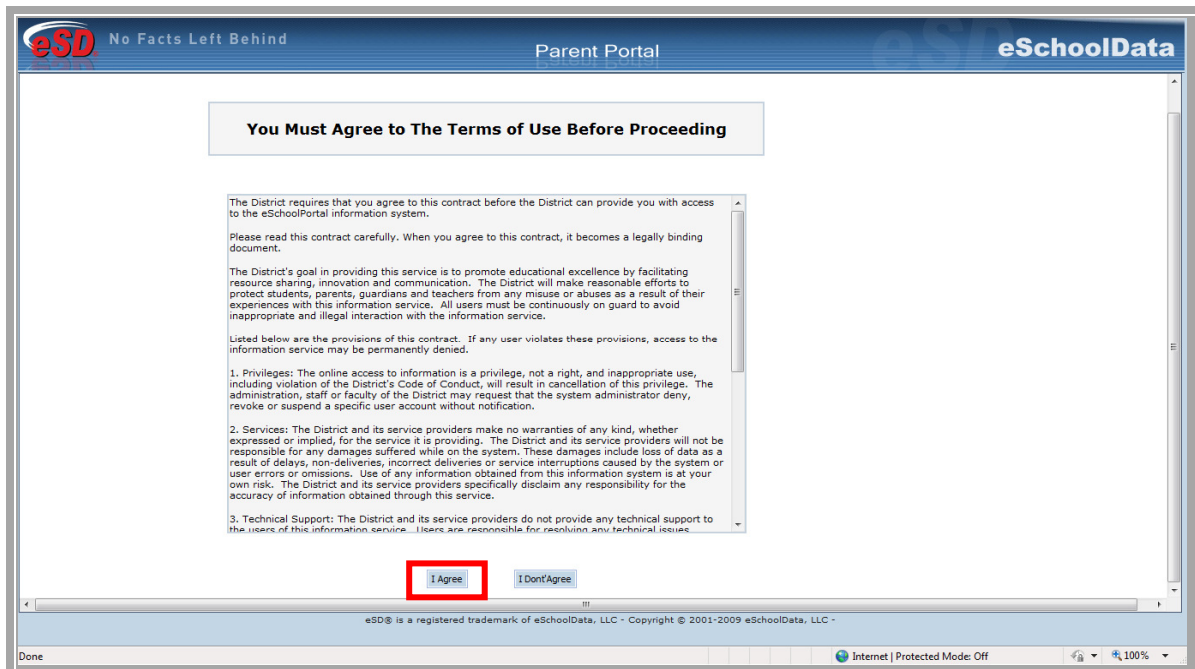


Figure 6 – Terms and Conditions

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.

The screenshot shows the eSchoolData Parent Portal interface for account setup. The header is identical to Figure 6. The main content area has a white background with a blue border. A central box contains the text "You must change your password for first login." Below this, there is a form with four input fields: "Old Password", "New Password", "Confirm Password", and "Primary Email Address". The "New Password" field has a note: "(should be a minimum of 6 characters with at least 1 number)". To the right of the "Primary Email Address" field is a checkbox labeled "Use this E-Mail address as your User Name". At the bottom of the form are two buttons: "Save" and "Close".

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.**

Parent Portal

Logged in as: demony (Admin) with alagrecia@eschooldata.com Monday, November 01, 2010 Home My Account Help Log off

Student(s)

ID	First Name	Middle Name	Last Name	School	Grade
1 999947401	Juan		Abbate-Lagrecia	eSD Training High School	11
2 318335497	Guadalupe		Abbate, Jr	eSDB Training Elementary	10

Recent Activities

Activity	Start	End
Logge...	04-30-2010 10:2...	04-30-2010 10:5...

Page 1 of 1

Announcement(s)

Title	Description	School
Food Bank Donations	Donations to the food bank are due by...	

Page 1 of 1

Uploaded File(s)

File Name	Description	District/School
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Page 1 of 1

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

Figure 8 – Accessing Students

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.

Informational tabs

Check the "Display on student portal" checkbox to have this message display on the student portal.

Click the "Add New Conversation" button to create a new message. When finished, click **Submit**.

Figure 9 – Student Profile Tab

View important district dates such as Marking Period and Progress Report dates.

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.

Logged in as: lindacaccamo Monday, August 24, 2009

Home Profile Attendance **Schedule** Discipline Immunization Transcript Report Card Buses Course Request Gradebook

Print

SEM 1

Days	Sec	Staff	Date
A,B,C,D,E,F	101	A. Stanley	06/16/2008
A,B,C,D,E,F	1	t. Hoov	06/04/2009
A,B,C,D,E,F	134	O. Elmore	08/11/2009
A,B,C,D,E	201	L. Modaniel	02/11/2009
A,B,C,D	301	C. George	06/16/2008
A,B,C,D,E,F	401	O. Elmore	06/16/2008
P A,B,C,D,F	501	T. Watts	06/16/2008
A,B,C,D,E,F	701	K. Beck	08/07/2008
A,C,E	802	V. Lucas	06/16/2008
B	901	J. Little	06/16/2008
D	801	J. Little	06/16/2008
A,B,C,D,E,F	901	J. Little	06/16/2008
A,B,C,D,E,F	55	G. Ackerman	08/20/2009

SEM 2

Days	Per.	Room	Course#	Course	Sec	Staff	Date
A,B,C,D,E,F	1	A-232	N2555	AP US Govt and Politics	101	A. Stanley	06/16/2008
A,B,C,D,E,F	1	A-244	5879	Living Environment	1	t. Hoov	06/04/2009
A,B,C,D,E,F	1 - 4	TBD	N9196	Crim Justice 2	134	O. Elmore	08/11/2009

Figure 11a – Student Schedule Tab

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

eSD No Facts Left Behind Parent Portal eSchoolData

Logged in as: demony (Admin) with alagrecas@eschooldata.com Tuesday, September 14, 2010

Home Profile Attendance Schedule **Discipline** Immunization Transcript Report Card Buses Course Request Gradebook Progress Report

Student : Abbate-Lagrecas, Juan's Incident List

Role in the Incident	Incident Type	Location	Description	Date	Time/Period	Referred By	Details	Teacher Comment
School Name : eSD Training High School								

Total: 0 Incident

Figure 12 – Student Discipline Tab

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

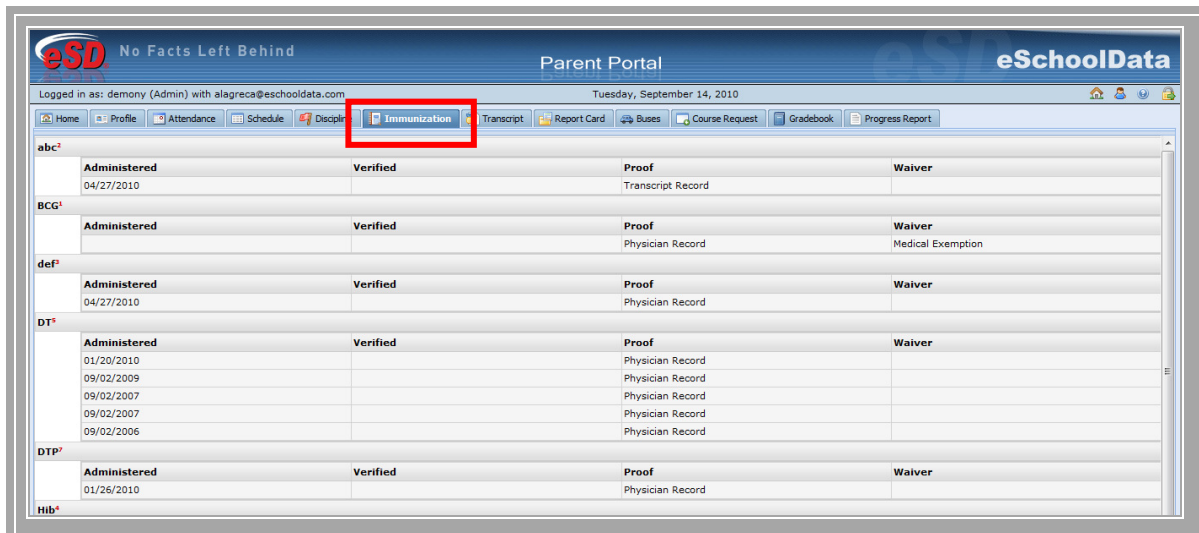


Figure 13 – Student Immunization Tab

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.

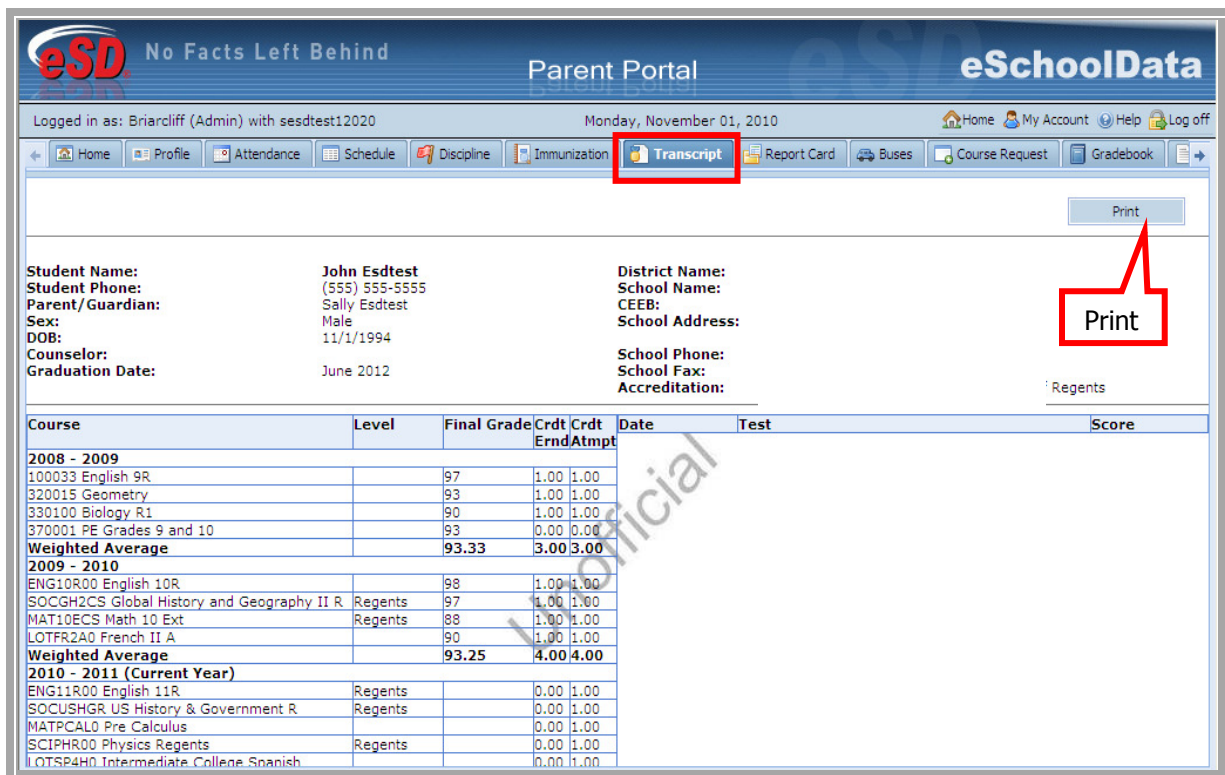


Figure 14 – Student Transcript

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 No Facts Left Behind **Parent Portal** **eSchoolData**

Logged in as: demory (Admin) with Bbean1 Friday, September 24, 2010

Home Profile Attendance Schedule Discipline Immunization **Report Card** Buses Course Request Gradebook Progress Report

eSD Training High School
Report Card: MP2 (11/09/2009 - 01/29/2010)
151 Paradise Rd E Amherst, NY 11716
School Telephone No: (531) 555-1084
Dr. Jane Doe, Principal

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

ID Number: 318275757
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	/
Daily Attendance:												
Cumulative Daily Attendance:												
Honor Roll												
MP2: High (95.00 - 100.00)												
Assessment Name												
Score												
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.

eSD No Facts Left Behind **Parent Portal** **eSchoolData**

Logged in as: Training (Admin) with Jcostello1234 Thursday, March 24, 2011

Home My Account Help Log off

Schedule Discipline Immunization Transcript **Report Card** Buses Course Request Gradebook **Progress Report** Assessments Fees

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.

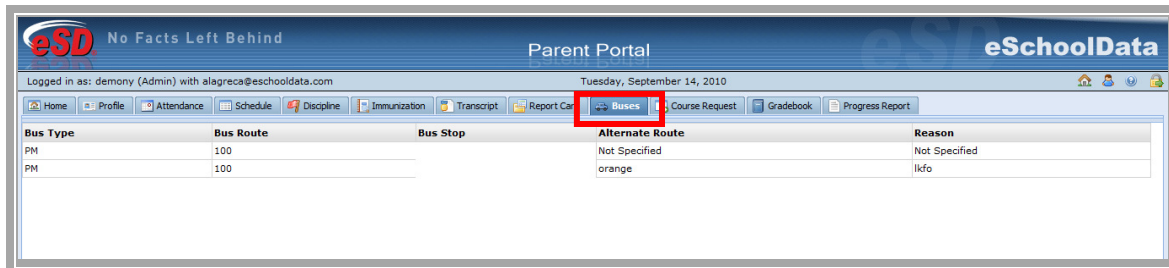


Figure 17 – Student Buses Tab

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.

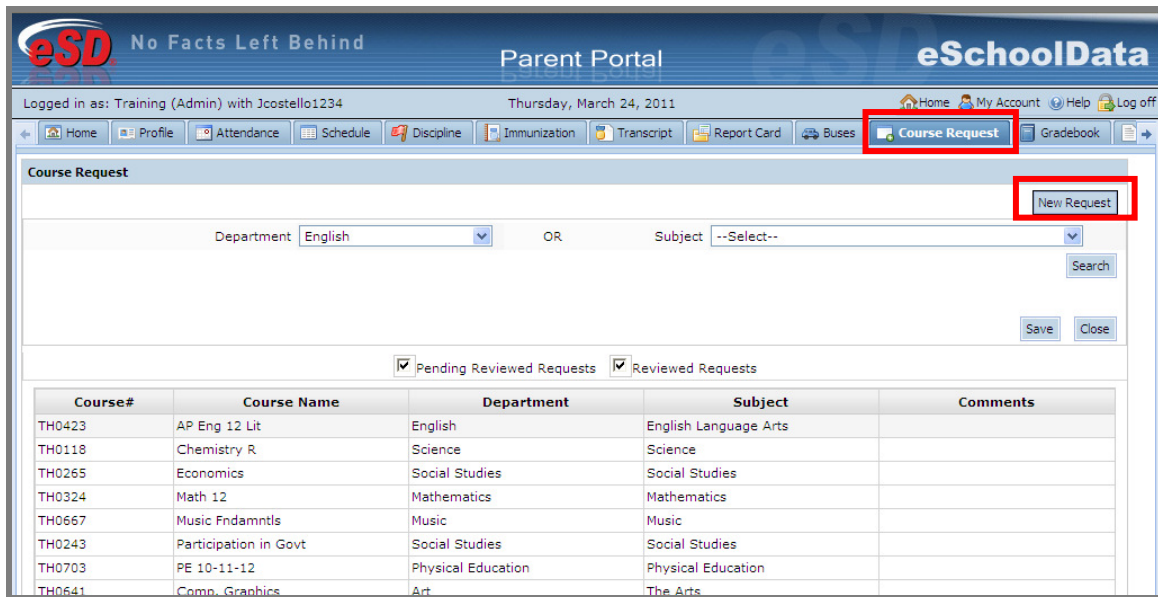


Figure 18 – Student Course Request Tab

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.

Course Request

Department: OR Subject:

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

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**.

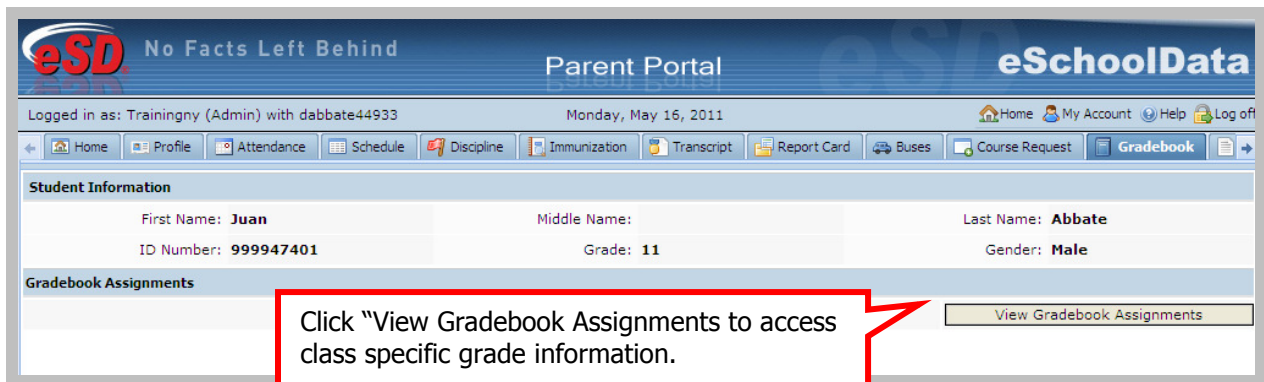


Figure 19– Accessing Teacher’s Grade books

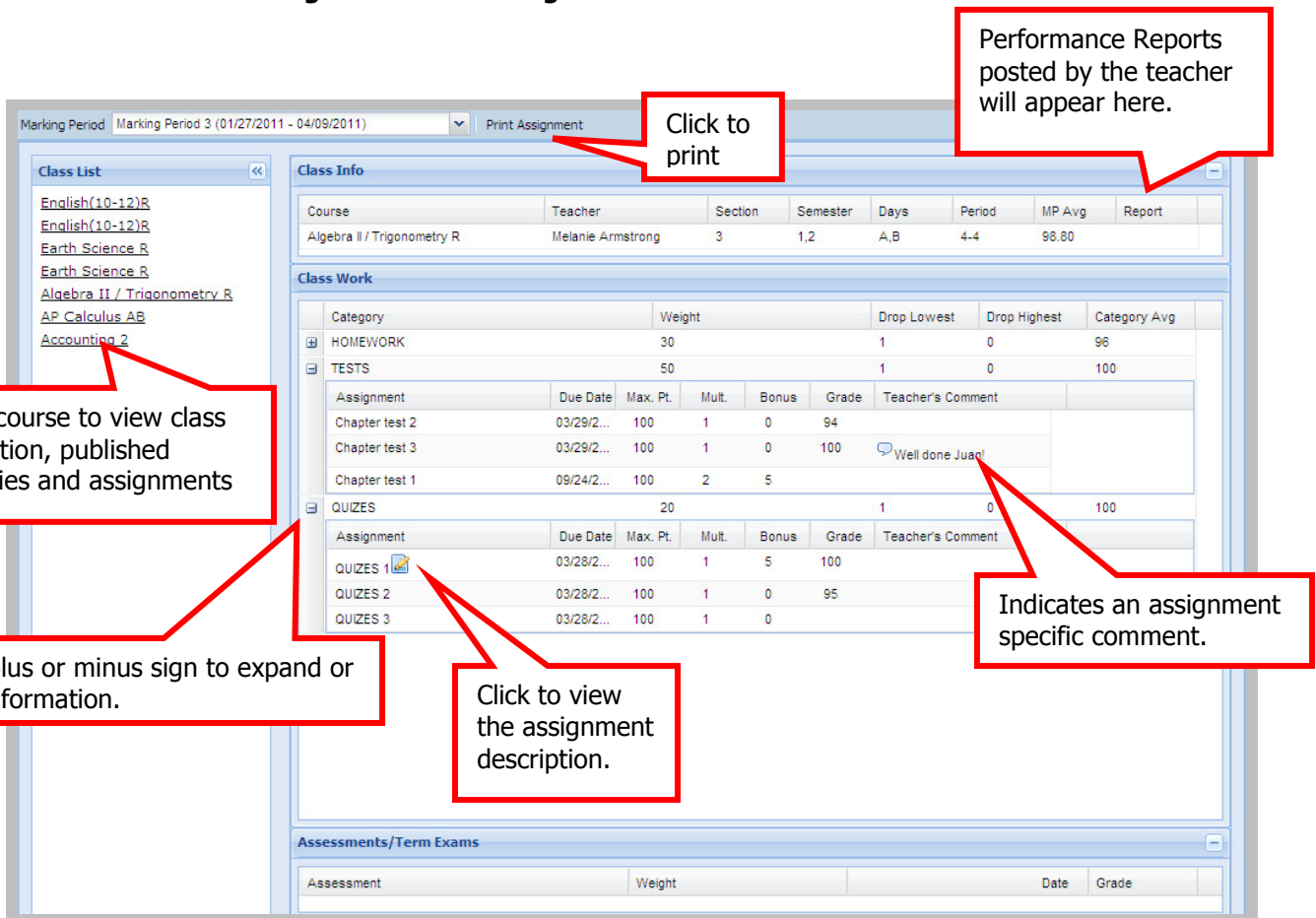



Figure 19a– Viewing Grade books

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.

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
Total Balance						\$370.85

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.



No Facts Left Behind

Parent Portal

eSchoolData

Logged in as: Demony (Admin) with alagrec@eschooldata.com

Wednesday, January 12, 2011

[Home](#) [My Account](#) [Help](#) [Log off](#)

[Discipline](#) [Immunization](#) [Transcript](#) [Report Card](#) [Buses](#) [Course Request](#) [Gradebook](#) [Progress Report](#) [ERC](#) [Assessments](#) [Fees](#)

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											
GR Grade Equivalent				SM Standard Met				GS Grade Stanine				RA Score						
CSI Cognitive Skills Index				SS Scaled Score				LP Percentile				NP National Percentile						
NC NCE Normal Curve Equivalent				NS National Stanine				LS Local Stanine				LV Level						
AS Age Stanine				BM Benchmark														

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.



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.

The screenshot shows the eSchoolData Parent Portal interface. At the top, the header includes the eSD logo with the tagline 'No Facts Left Behind', the text 'Parent Portal', and the eSchoolData logo. Below the header, a navigation bar shows the user is logged in as 'Demony (Admin) with dabbate44933' on 'Wednesday, January 12, 2011'. The navigation bar includes links for 'Home', 'My Account' (highlighted with a red box), 'Help', and 'Log off'. Below the navigation bar, the 'Update Account Info' tab is selected and highlighted with a red box. The main content area contains three sections: 'Change Password' with fields for 'New Password' and 'Confirm Password' (with a note that the password should be a minimum of 6 characters with at least 1 number); 'Change Username' with fields for 'New User Name' and 'Confirm User Name' (with a note that the current user name is 'dabbate44933'); and 'Change Email' with fields for 'New Primary Account Email Address' and 'Confirm New Primary Account Email Address' (with a note that the current primary account email address is 'cleon@eschooldata.com'). At the bottom right of the form, there is a button labeled 'Update Account Information' (highlighted with a red box).

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.

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".

Basic Information

Salutation: Miss
 * First Name: Danielle
 * Last Name: ABBATE
 * Gender: ☒ Female ☐ Male
 Education Level: --Select--
 Mailing Address: 86 Rollingwood Dr, Cragmoor, NY 12420

Phone Information

[Add Phone](#)

Delete	Phone No	Phone Ext	Phone Type	Unlisted	Phone Priority
<input checked="" type="checkbox"/>	631-555-1000		Home Phone	<input type="checkbox"/>	1
<input checked="" type="checkbox"/>	631-456-1234		Cell Phone	<input type="checkbox"/>	2

Email Information

[Add Email](#)

Delete	Email Address	Email Type
<input checked="" type="checkbox"/>	cleon@eschooldata.com	WORK

Update Personal Info

Figure 24 – Personal Information Tab