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.

![Figure 2 – Parent Portal Registration Step 1](image)

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

![Figure 3 - Parent Portal Registration Step 2](image)
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.

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.

**Click 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**.**

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

**Figure 9 – Student Profile Tab**

**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.

![Attendance Table]

<table>
<thead>
<tr>
<th>Day</th>
<th>Attendance</th>
<th>AE</th>
<th>AU</th>
<th>TE</th>
<th>TU</th>
</tr>
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<td>D</td>
<td>B</td>
<td>A (L)</td>
<td>D</td>
</tr>
<tr>
<td>11/05/2008</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
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<td>A (M)</td>
<td>D</td>
<td>P</td>
<td>D</td>
<td>P</td>
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<tr>
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<tr>
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<td>P</td>
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<tr>
<td>02/23/2009</td>
<td>A (M)</td>
<td>P</td>
<td>P</td>
<td>A (M)</td>
<td>P</td>
</tr>
<tr>
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<td>P</td>
<td>P</td>
<td>P</td>
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<td>P</td>
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<tr>
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<td>P</td>
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<tr>
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<td>P</td>
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<td>P</td>
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<tr>
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<td>A (F/D)</td>
<td>A (F/D)</td>
<td>A (F/D)</td>
<td>A (F/D)</td>
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<tr>
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<td>08/11/2009</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
</tbody>
</table>

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

**Figure 11– Student Attendance Tab**

Yellow Cells indicate Tardy
Red Cells indicate Absent
Green Cells indicate Present
Click on the **Schedule** Tab, and the student’s schedule will be viewable.

- The Partially scheduled icon denotes the student has been pulled out of that class for a given day pattern. The pull out day pattern will be missing.

![Figure 11a – Student Schedule Tab](image)

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

![Figure 12 – Student Discipline Tab](image)
Click on the **Immunization** Tab, the student’s Immunization Report will show immunization records on file with the district.

![Figure 13 – Student Immunization Tab](image1)

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](image2)
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.

![Figure 15 – Student Report Card](image)

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.

![Figure 16 – Student Progress Report](image)

**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](image)

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](image)
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.

![Figure 18a – Adding Course Requests](image-url)
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](image)

Click "View Gradebook Assignments" to access class specific grade information.

Click **Print Assignment** to access class specific grade information.

Click a course to view class information, published categories, and assignments.

Click the plus or minus sign to expand or collapse information.

Click to view the assignment description.

Indicates an assignment specific comment.

Performance Reports posted by the teacher will appear here.

**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.

![Figure 20 – Viewing Fees](image)

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.

![Figure 21 – Viewing Assessments](image)
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.](image)

*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 “悩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](image)