



Rev 1.3
1-Sep-2009

Chapter

23.xx

eSD[®] eSPortal[®]

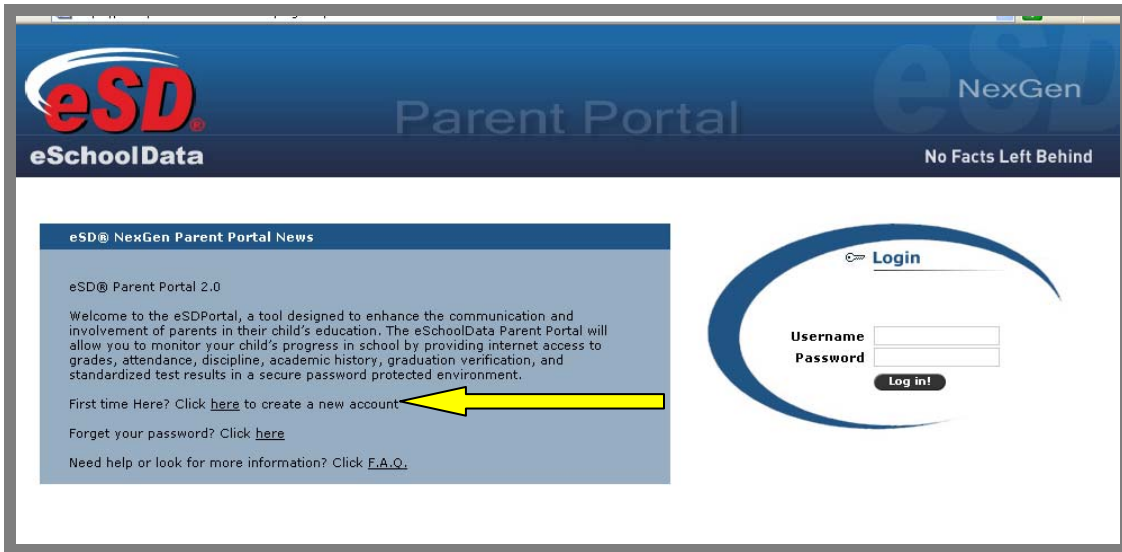
Parent/Guardian View

This chapter provides information for parents and/or guardians of school district students on how to setup their account on the eSPortal[®], how to login, and how to navigate through the district available eSchoolData modules (Scheduling, Attendance, Immunization, Buses, etc).

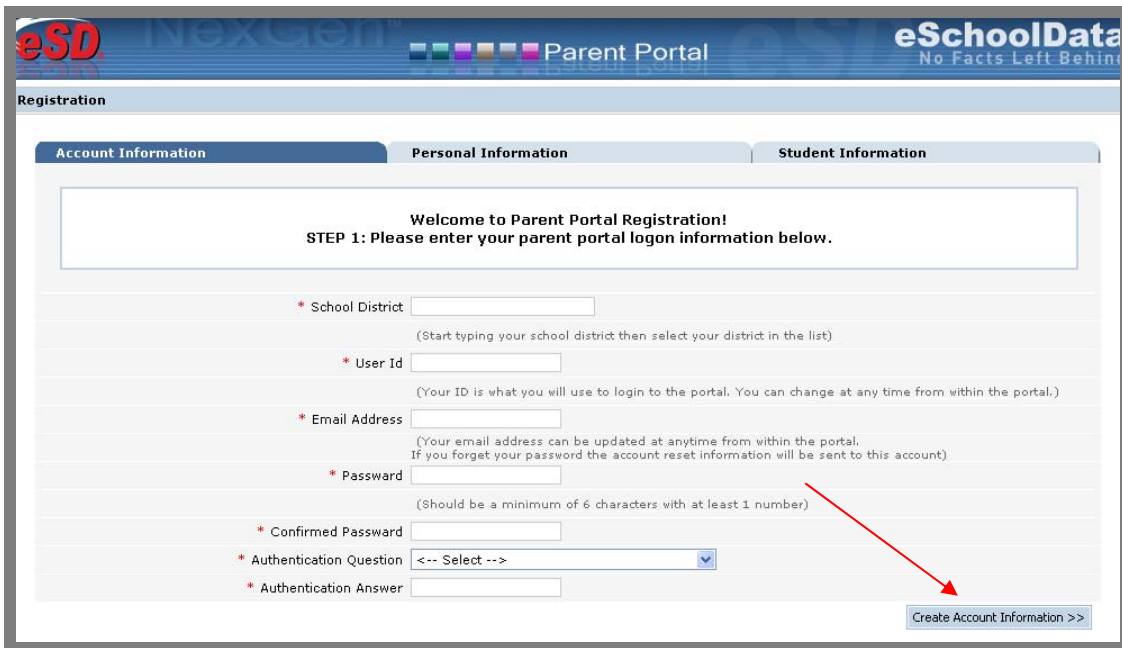
Log onto the Internet using the secure site of the school district:

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

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.”** (See arrow)



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



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

Registration

Account Information **Personal Information** Student Information

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
* Phone - - x

<< Back to Account Information **Create Personal Information >>**

Complete the required information on the Student Information Screen, click **“Add Student to the above list”** and **“Finish Registration!”** buttons.

Registration

Account Information Personal Information **Student Information**

STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.

My Student(s) Your student(s) will show below after you have added.

ID Number	First Name	Last Name	Grade	School
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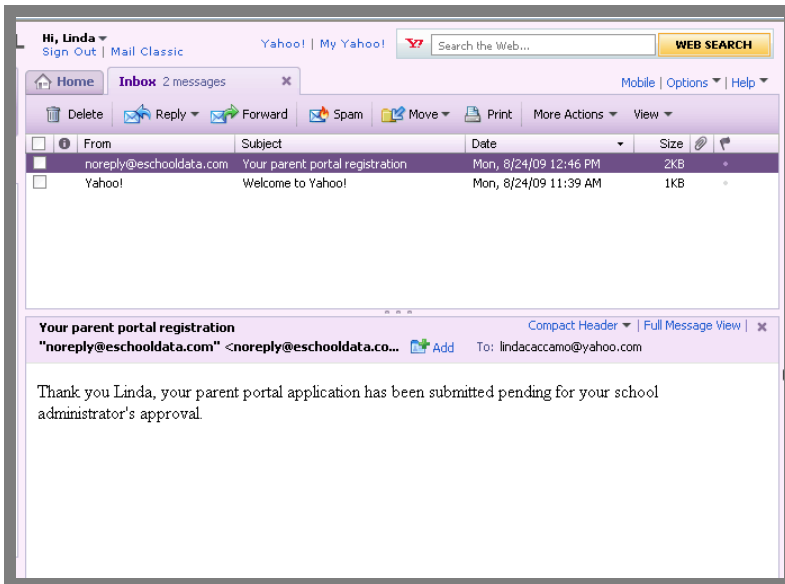
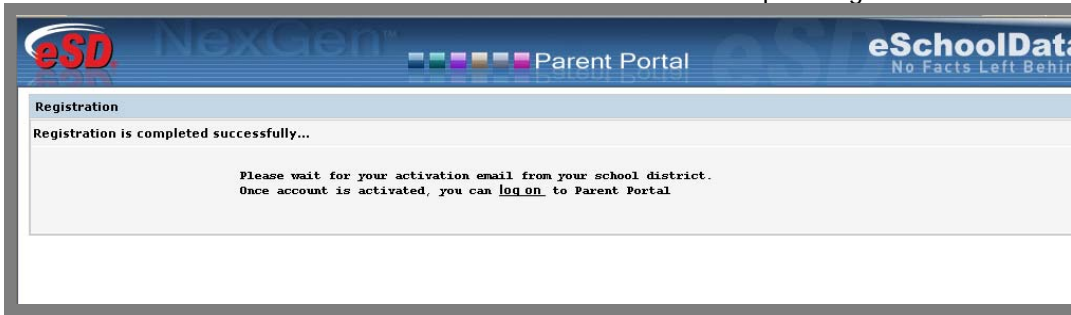
Add Student

* ID Number
* First Name
* Last Name
* School
* Grade

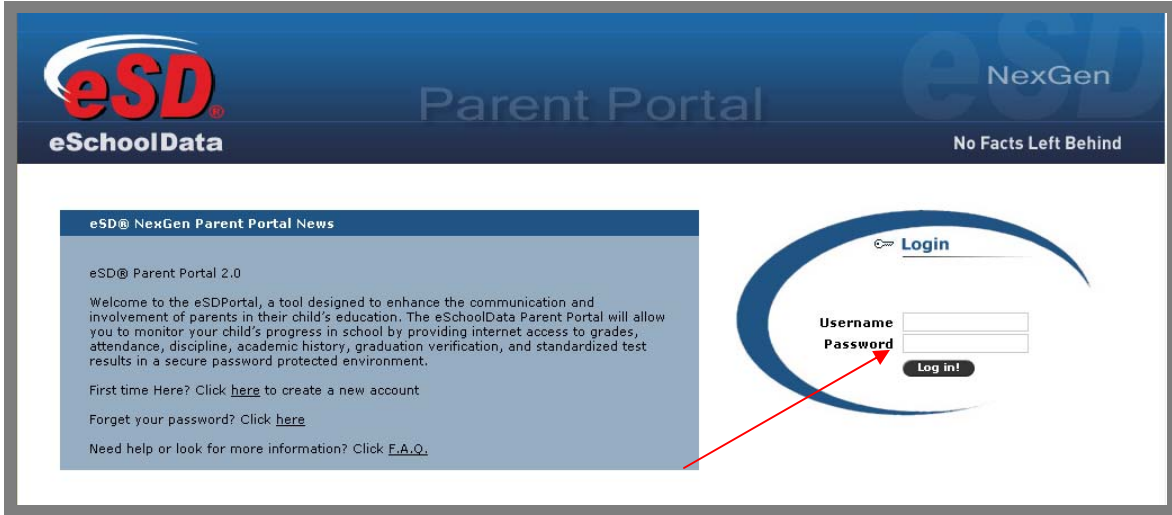
Add Student to the above list Clear

<< Previous **Finish Registration!**

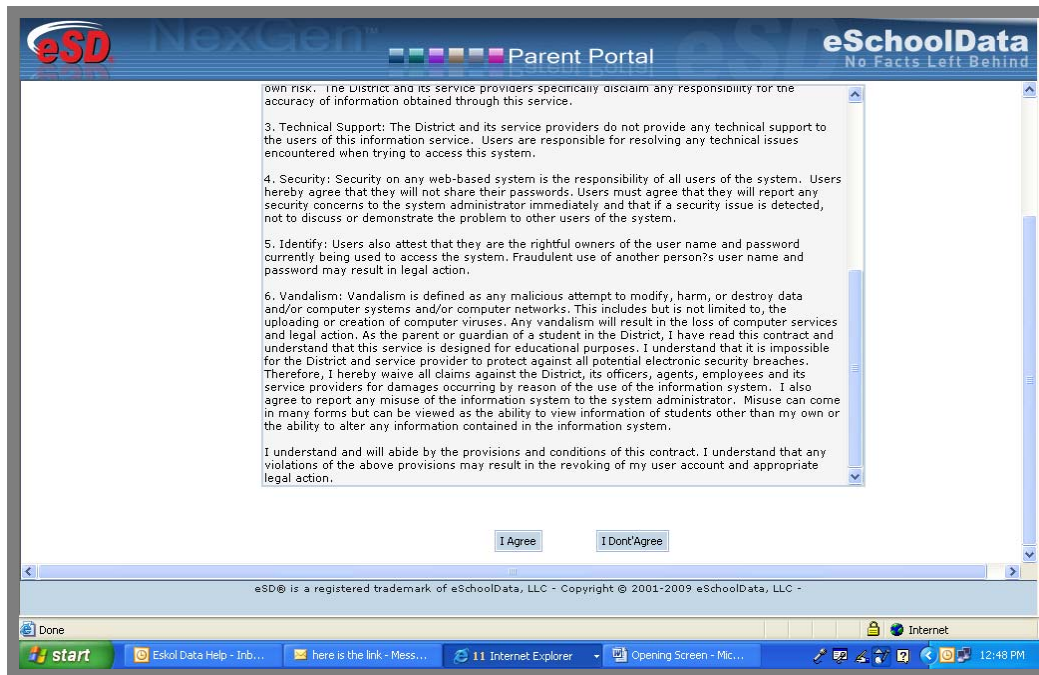
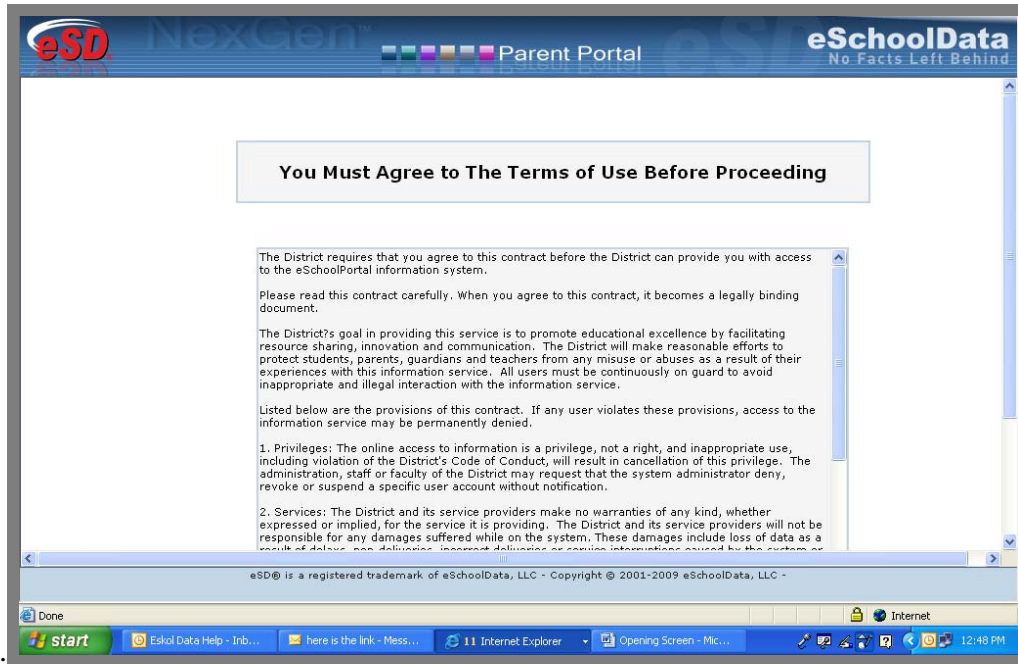
A **message will display** confirming that the Parent Portal registration has been successful and an activation **email will be sent** from the school district to the parent/guardians email.



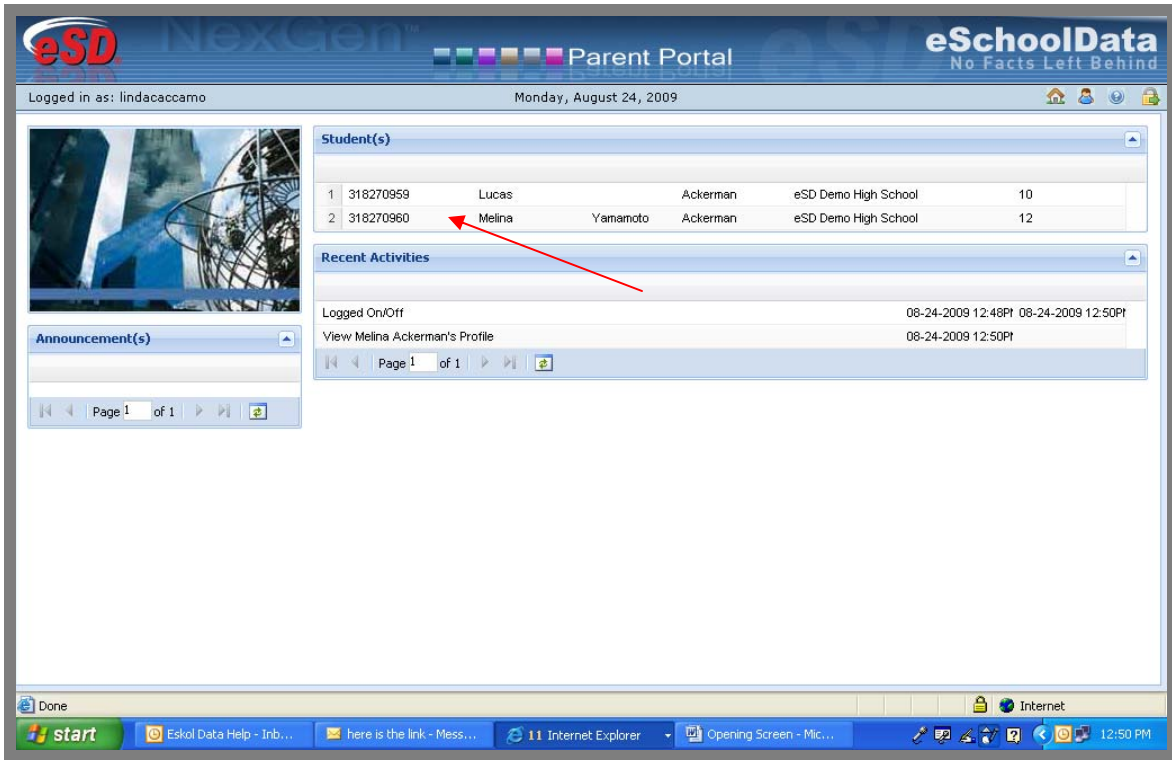
Once the district has approved and activated the account, the parent/guardian can **sign in** using the Username and Password that was created.



Upon log on, the terms of the Portal Agreement must be read and agreed to. Click the **"I Agree"** button at the bottom of the Agreement.



With a successful login, the ability to view the student(s) is available. **Click on student to view.**



Clicking on different tabs will bring up different information. Click on **Profile**, the student's Profile will be viewable.

Logged in as: lindacaccamo Monday, August 24, 2009

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

Melina's Profile

First Name: **Melina** School Name: **eSD Demo High School**
 Middle Name: **Yamamoto** Entering Grade: **12**
 Last Name: **Ackerman** Dominant Language: **English**
 Gender: **Female** Email Address:
 ID: **318270960** Family Surname: **ACKERMAN**

eSD Demo High School

Important Dates

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Click on **Schedule** Tab, 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

SEM 1

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
A,B,C,D,E,F	2	C-130	N6656	Choraleers	201	L. McDaniel	02/11/2009
A,B,C,D,E,F	3	AUD	N6636	Symph Orchestra	301	C. George	06/16/2008
A,B,C,D,E,F	4	CAFE	N8021	Lunch 12	401	O. Elmore	06/16/2008
A,B,C,D,E,F	5	B-128	N4443	Physics R	501	T. Watts	06/16/2008
A,B,C,D,E,F	7	B-205	N1335	AP English Lang	701	K. Beck	08/07/2008
A,C,E	8	GYM	N8366	P E 11-12	802	V. Lucas	06/16/2008
B	8	A-115	N4245	AP Biology	901	J. Little	06/16/2008
D	8	A-113	N4413	Physics Lab	801	J. Little	06/16/2008
A,B,C,D,E,F	9	B-119	N4245	AP Biology	901	J. Little	06/16/2008
A,B,C,D,E,F	10	A-120	N3223	Geometry R	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

Clicking on the Tabs for Progress Report, Report Card, and Transcript will function this same way.

To change parent/guardian password at any time, click on the **person icon** in the upper right.

