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Overview

This guide provides parents/guardians with a step by step guide outlining the registration process and how to navigate the portal. The eSchoolData Parent Portal is a cutting-edge communications tool designed to increase your involvement in your student's education using the power of information. The eSchoolData Parent Portal allows for instant online access to current, relevant information that will enhance your involvement with your student’s academic career.

Parent Portal Registration

Please refer to your school district’s website for an existing Parent Portal Link. If your district has not created a link on the school’s website, you may use the link below.

Navigate to the school district’s secure site (don’t forget the S in https):

https://parentportal.eschooldata.com/

If your district has chosen to auto-generate parent portal accounts, generic User ID and temporary Password information will be distributed to parents/guardians. Parents/guardians will not be required to manually request portal accounts. If you have been given a User ID and temporary Password by the district, please skip to Logging In on page 5.

To request a parent/guardian portal account, click the link on the home page where it says “Parent Portal Registration.”

A Parent Portal Registration Form will open.

Note:
The background image on the Parent Portal Login page can be customized by the district.
If it was not customized by the district, it will display winning students’ entries from the eSchoolData® Login Page Art Contest.
Enter the required information (indicated by a red asterisk* before the field name) on the Account Information screen, then click Create Account Information.

Note: Username is restricted to max 254 characters and Password is restricted to max 50 characters. The Username CANNOT include any of the following characters: !@#$%^&*()+=-[]{}<>?

Tip: Keep a record of the Username and Password that you enter. You’ll need them to log in once the account is approved.

Enter the required information on the Personal Information screen and click Create Personal Information.

Note: User name is restricted to max 254 characters and Password is restricted to max 50 characters. The Username CANNOT include any of the following characters: !@#$%^&*()+=-[]{}<>?

Tip: Keep a record of the Username and Password that you enter. You’ll need them to log in once the account is approved.

Complete the required information in the Add Student section of the Student Information screen and click Add Student to the above list. After adding your students, click Finish Registration!

Note: Only one student is required to verify your identity. All your students will be listed on the account when approved.
A confirmation message will display stating that the Parent Portal registration has been successful. Once the account request has been approved by the school district, an email will be sent from the school district to the email address listed on the registration form.

Logging In

Once the district has approved the account request, the parent/guardian will receive an email with a link to verify the email address and activate the account. Once the email’s link is clicked and the email address verified, click Login to login to the account using the Username and Password created at the time of registration.

If the district has auto-generated the portal account, the User ID and temporary Password provided by the district should be used to login for the first time.

Note:
To retrieve a forgotten Password, click the “Forgot Password?” link.
Upon first login, the District’s **Terms of Use** should be read. Click **I Agree** at the bottom of the Agreement to proceed further.

If the account has been auto-generated by the district, users will be required to establish a new **Password** and enter a **Primary Email Address** after agreeing to the Terms of Use. Users will also have the option to **Use this E-Mail address as my User Name**. Click **Save** when finished.

**Note:**
Parents/Guardians will be prompted to Agree to the District’s **Terms of Use** each time the Terms are amended.

**Note:**
The **Primary Email Address** is the email address to which “Forgot Password?” emails will be sent.
Getting Help

Users can get help both before and after logging in to the eSD® Parent Portal. From the Login screen, click the link where it says “F.A.Q.” to access the eSchoolData Parent Portal F.A.Q.

Once logged in to your Portal account, click the Help icon in the upper right corner of the Parent Portal screens to access the eSchoolData Parent Portal F.A.Q.

The F.A.Q. provides portal account holders with answers to commonly asked questions.

Note:
When the eSchoolData Parent Portal F.A.Q. is accessed AFTER logging in to the Parent Portal, click the Home icon to return to the Home Page.

The icons at the top will NOT be available when the F.A.Q. is accessed from the Login screen.
Navigating the Portal

A successful login displays the Portal Homepage, which allows the portal account holder to see a list of their Student(s), view District/School Announcement(s) and access any District/School Document(s). On the left side of the screen, Parents/Guardians can view a log of their Recent Activities. On the top right side of the screen, the icon bar displays icons for Home , My Account , Help , and Logout .

Click on a hyperlinked Student ID Number in the list of My Students to view that student’s information pages (defaults to the student’s Profile Tab). Click the Inbox icon or the New Message icon to access the Messages Inbox for the specified student.

If enabled by your district, the Students list displays the Lunch Balance for each child, and the date that the Lunch Balance was last updated.

Lunch Balances also display on the Fees tab (below), but are not included in the Fees Total Balance.

Click the My Account icon to update your portal account information (passwords, usernames, and primary email addresses), plus additional information as permitted by your district. For more information, see Updating Account Info on page 28.
Messages

The Messages function allows parents/guardians to communicate with staff members about a specific student. Parents/guardians can access the Messages inbox for a student in two ways: from the My Students list on the Portal homepage and from the icon toolbar when viewing the student’s information.

On the Portal homepage, the Messages icon will display as an Inbox icon 📧, when there are no new messages about that student, or as a New Message icon 📩. Click the Messages icon to access the Messages Inbox for the specified student.

On the student information pages, the Messages icon 📩 will display in the icon bar at top right, and may be followed by a red numeral to indicate the number of new messages (when applicable). Click the Messages icon 📩 to view a summary of recent messages for that student, with most recent messages listed first. The New Thread icon ⚙ will display on each unread message. Click a message to open both the Messages Inbox and that message, or click All Messages to open the Messages Inbox.
**Messages Inbox**

The **Messages Inbox** displays all messages related to the selected student, from the most recent to the oldest. The **New Thread Icon** will display on each unread message. Click the **Favorite Icon** to bookmark a message thread. Type a search term in the **Search Messages Field** and click the **Search Icon** to filter the list of messages. Click a message to view the message thread details and/or reply to the message.

The existing **Message** window is divided into two areas: the message thread details at top and the reply field below, with the **Editor Toolbar** at the top of the reply field. Type your response in the reply field and click **Reply** to send the response to all participants in the conversation.

If the message was generated from the **Classic Teacher Interface** (instead of the **Teacher Connect Interface**), clicking **Reply** will open an Information window, stating that “Reply is not available for this message. Please compose a new message to respond.” Click **OK**, then **Cancel** the reply.
New Message

From the Messages Inbox, click Compose to create a new message.

In the Compose window, type your student’s name in the To field to display a list of all of their teachers, then click a name to select the recipient. Repeat the process to select additional recipients to create a group message.

Enter a Subject and the message body. The Editor Toolbar allows users to customize the text, insert a link, or create lists. When finished, click Send.
Contact Verification

When enabled by the district, the Contact Verification Form allows custodial Guardians to update their student’s contacts online.

Click the Contact Verification button on the student’s Profile page to open their Contact Verification Form.

If Contact Verification is both enabled AND enforced, the Contact Verification Form will automatically open when custodial Guardians try to access the student’s Profile pages. The custodial Guardian MUST update the student’s contacts in order to access their Profile pages.

The Contact Verification Form has sections for Student Information, Household Information, Guardian Information (Primary Guardian and Guardian 2, when both live in the household), Emergency Contact Information, Physician Information, Employer Information and (when enabled) Additional Information.

In the Student Information section, parents can add/update the student’s Cell Phone.

In the Household Information section, parents can update the Household Phone. Click Update All Linked Records to update the Home Phone record for all contacts (Guardian, Household Member, and Emergency Contact) who reside in the household. (Linked records display a Lock icon to the left of the applicable phone number.)

Note: Enforcement of Contact Verification restricts access to student information on both the Parent Portal and Mobile Parent sites.

Note: Custodial guardians living OUTSIDE the Household can update only the Student Information and their personal Guardian Information and Employer Information sections.

They will NOT be able to view or update Household Information, Emergency Contact Information, Physician Information or Additional Information.

Important: Household Address and Guardian Addresses CANNOT be updated via the Contact Verification Form. Guardians must contact the school to change their address.
In the **Guardian Information** section, parents can update the **Contact Priority**, **Phone Information** and **Email Information**. Click the **Collapse icon** at the beginning of a guardian’s information to collapse that contact card; click the **Expand icon** to expand it again.

![Image of Guardian Information](image1)

Note:
- **Contact Priority** sets the order in which the student’s contacts are called.
- **Phone Priority** sets the order for calling a person’s phones. This defaults to the order in which phone numbers are entered, but can be changed.
- Guardians can specify a phone to be used for **Attendance** calls.
- **Phone Extensions** can include up to five (5) digits.

In the **Emergency Contact Information** section, parents can add/delete/update emergency contact information (**Address** is optional).

![Image of Emergency Contact Information](image2)

Note:
- **Phone Extensions** can include up to five (5) digits.

If **Address** is checked, parents can indicate that the address is the **Same as Student Household** (which automatically hides the address entry fields), or add/edit the emergency contact’s address.

![Image of Address Information](image3)

If **Address** is checked, parents can indicate that the address is the **Same as Student Household** (which automatically hides the address entry fields), or add/edit the emergency contact’s address.
In the **Physician Information** section, parents can add/delete/update physician information (**Address** is optional, and functions the same as in the Emergency Contact section, but without the **Same as Student Household** checkfield).

![Physician Information](image)

**Note:**
Phone Extensions can include up to five (5) digits.

In the **Employer Information** section, parents can add/delete/update their employer’s information (**Address** is optional, functions same as Emergency Contact, but without the **Same as Student Household** checkfield).

![Employer Information](image)

**Note:**
Phone Extensions can include up to five (5) digits.

**Note:**
The **Additional Information** section is displayed ONLY if enabled by the district.

In the **Additional Information** section, parents can add/update any additional information requested by the district.

When finished, click **Verify** to submit the verified contact information; the changed records are automatically updated in eSD®.

![Additional Information](image)

**Note:**
When **Contact Verification** is enforced, the parent’s verification restores access to the student’s data, on both the **Portal** and **Mobile** sites.

**Verification** by ANY custodial guardian restores access to the student’s data for ALL custodial guardians.
**Student Information Pages**

When a student’s ID number is clicked, the student’s **Profile** tab displays by default. Click another **tab** to bring up the corresponding information. All tabs may not be available, and their order may differ from these screenshots, depending upon your school district’s use of the eSchoolData system. If there are more tabs than the resolution of your screen will show, the ends of the header row will display left and right scroll arrows, which will appear as inactive (greyed out) left or right arrows when there are no more hidden tabs.

**Profile Tab**

The **Profile** tab displays that student’s personal information and their **Calendar**, as well as an additional **Messages icon** in the icon bar at top right. When applicable, the **Messages icon** will be followed by a red numeral that indicates the number of new messages.

**Calendar**

By default, the calendar displays the current Month, and all District Level and School Level Events along with the selected child’s Assignments. Click the **Forward** and **Back** arrows to display another date range. If there are more events on a calendar date than can be displayed, that date box will show the **More Events icon**.

**Tip:**

The **Home** tab (as well as the **Home icon** in the icon bar at top right) will display your Portal Homepage with the list of your Students and the Announcements.

Hover your mouse over an icon to display a Tooltip with the icon’s name.

**(Example: My Account)**

**Note:**

For more information about the **Messages icon**, see **Messages** on page 9.
Click the **More Events** icon to open the Events box.

Parents/guardians can change the amount of information displayed by checking/unchecking the **Event** boxes. The following screenshots will display **District Level Events** only, **School Level Events** only, and **Student Assignments** only (on next page).
Click on an Assignment to open the Assignment Details window. The Grade (if shown) will display as Earned/Possible Points. The description of the Assignment may contain a hyperlinked URL, if included by the teacher.

Parents/guardians can view the calendar by Day or Week, in addition to the default Month view, as shown below.

Note:
For more information about a specific assignment, open the Gradebook tab.
**Attendance Tab**

Click the Attendance tab to view the student’s Attendance. Display of students’ Daily/Period Attendance, Comments and Attendance Events is based on settings established by the district.

Click the Print icon to print the student’s attendance, or the Print Note icon to print an attendance note.
Schedule Tab

Click on the Schedule tab to view the student’s schedule. The Partially Scheduled icon (P) denotes the student has been pulled out of that class for a given day pattern. The pull out day pattern(s) will be missing. If a teacher has enabled the eSD webpage functionality, a link to the teacher’s webpage will display in the Webpage column. Click the Print icon to print the student’s schedule.

Note:
If the district has opted to display a custom-format Schedule (using Edge Document Systems), the page layout may differ.

If the user is accessing this page using a Safari browser, a link to the Edge document may appear instead of the document. Click the link to access the document in a new window.

Discipline Tab

Click on the Discipline tab to view the student’s discipline history. Click the Print icon to print the student’s discipline record.

Note:
The teacher’s webpage will display ALL classes for that teacher. Select the appropriate class from the left-side column to view that class’ webpage.
**Immunization Tab**

Click on the **Immunization** tab to view the student’s immunization records on file with the district. Click the **Print icon** to print the student’s immunization records.

![Immunization Tab Image]

**Transcript Tab**

Click on the **Transcript** tab to view the student’s transcript. Click **Print** to print an **unofficial Transcript** directly from this screen.

![Transcript Tab Image]

**Note:**

Transcripts will be published to the Portal at the school district’s discretion.

**Note:**

If the district has opted to display a **custom-format Transcript** (using Edge Document Systems), the page layout may differ.

If the user is accessing this page using a **Safari** browser, a link to the Edge document may appear instead of the document. Click the link to access the document in a new window.
Report Card Tab

Click on the \textbf{Report Card} tab to view the student’s report card. Click \textbf{Print} to print an \textbf{unofficial} Report Card directly from this screen.

Buses Tab

Click on the \textbf{Buses} tab to view the student’s bus information. Click the \textbf{Print icon} to print the student’s bus information.

\textbf{Note:}

Report Cards will be published to the Portal at the school district’s discretion.

Translations of Report Card comments will display, when available.

\textbf{Note:}

If the district has opted to display a \textbf{custom-format Report Card} (using Edge Document Systems), the page layout may differ.

If the user is accessing this page using a \textbf{Safari} browser, a link to the Edge document may appear instead of the document. Click the link to access the document in a new window.

\textbf{Note:}

The Pick Up / Drop Off times are displayed, in 24-hour format, at the end of the Bus Stop (when available).
Course Requests Tab

Click on the **Course Requests** tab to view the student’s current Course Requests. Click the **Expand icon** (when present) to display Alternate Requests.

Depending on the district’s policy and settings, parents/guardians will be able to enter new Course Requests by clicking the **New Request** button.

**New Request**

Open the **Course menu** to select a course from the list, or type the **Course Name** or **Number** into the **Course** field. Use the **Department** or **Subject** field to narrow the list of available courses. Comments can be added if desired. Click **Save** to add the request.

If the course has a pre-requisite that the student does not meet, the **Pre-Requisite Not Met** message box will appear, detailing the course pre-requisite. To be considered for the course, enter **Comments** and click **OK**; otherwise, click **Cancel** to close the message box and select another course.
Gradebook Tab

Click on the Gradebook tab to view the student’s classes list and published assignments. The Gradebook Assignments window is broken into two sections; the Classes List menu on the left, and the Classes window on the right.

The default view is of the student schedule arranged by period. Users can change the Marking Period (defaults to the current Marking Period) from the drop-down menu, click Assignments to view all class assignments, and click a course in the Classes List to view specific details.

Hover over a column header and click the Menu icon ▼ to open the menu. Users can sort by that column (ascending or descending) and change the displayed columns.

The Assignments window allows users to search for Assignments by Marking Period (defaults to the current Marking Period) as well as by a specific Date Range within the selected Marking Period (click Go after selecting the From/To dates).

Hover over a column header and click the Menu icon ▼ to open the menu. Users can sort by that column (ascending or descending) and change the displayed columns.

Note:
The Print button will open a new window which displays the current classes screen for printing.
The Print All button will open a new window that separates each class into a section for compartmentalized printing.

Note:
Assignments with associated Learning Standards will display the Learning Standard within parentheses after the assignment name.
Click a Class name from the Classes List menu to display specific details for the selected Class.

In the **Class Work** section, click the **Expand icon** next to an Assignment Category to display the published assignments in that category. Assignments with associated Learning Standards will display the Learning Standard name within parentheses after the assignment name. The **Teacher’s Comment** column will display assignment-specific comments. Click the **Assignment Description icon** to view the assignment description, which may contain relevant external URL links. Click the **Report icon** or the **View Report** link to view any Student Achievement Report posted by the teacher. Click **Print** to print the displayed assignments, or **Print All** to print assignments for each class.

**Note:**
Mini courses that occur between Marking Periods can be viewed using the **All Classes** selection from the Class List.

**Note:**
Users can **Collapse** or **Expand** the **Class Info** section.

Alpha grade equivalents will be displayed in the **Class Info** section when **Alpha Grade Conversion** has been set for the course.

Teachers have the option to display or hide Category details (Weight, Drop Lowest, Drop Highest, and Category Average).
Progress Report Tab

Click on the Progress Report tab to view the student’s progress report. Click Print to print an unofficial Progress Report directly from this screen.

Assessments Tab

Click on the Assessments tab to view the student’s assessments. Click the Print icon to print a copy of the student’s assessments. If enabled by the district, the Parent Assessment Reports button will open a detailed report of student assessments.

Note:
- Progress Reports will be published to the Portal at the school district’s discretion.
- Translations of Progress Report comments will display, when available.
- Assessments will be published to the Portal at the school district’s discretion.
- If the district has opted to display a custom-format Progress Report (using Edge Document Systems), the page layout may differ.
- If the user is accessing this page using a Safari browser, a link to the Edge document may appear instead of the document. Click the link to access the document in a new window.
**Fees Tab**

Click on the **Fees** tab to view the student’s fees. Invoice information and total balance will be displayed. Click the **Print icon** to print a copy of the student’s fees.

Note: Lunch Balances display on the **Fees** tab, but are not included in the **Fees Total Balance**.

**Elem Report Card Tab**

Click on the **Elem Report Card** tab to view the student’s elementary report card. Click **Print** to print an **unofficial** Elementary Report Card directly from this screen.

Note: Elementary Report Cards will be published to the Portal at the school district’s discretion.

Note: If the district has opted to display a **custom-format** Elem Report Card (using Edge Document Systems), the page layout may differ.

If the user is accessing this page using a **Safari** browser, a link to the Edge document may appear instead of the document. Click the link to access the document in a new window.

**Custom Elem Report Card Tab**

Click on the **Custom Elem Report Card** tab to view the student’s custom elementary report card. Select the **Marking Period** then click **View Custom ERC**.

Note: Custom Elem Report Cards will be published to the Portal at the school district’s discretion.
The **Custom ERC** will be generated and will open in a new window. Use the toolbar at top left to navigate through, **Print** and/or **Save** the Custom ERC.

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**Standards-Based Report Card Tab**

Click the Standards-Based Report Card tab to view the student’s Standards-Based report card. Click **Print** to print an **unofficial** Report Card directly from this screen.

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**Note:** Standards-Based Report Cards will be published to the Portal at the school district’s discretion.
Standards-Based Progress Report Tab

Click the Standards-Based Progress Report tab to view the student’s Standards-Based progress report. Click Print to print an unofficial Progress Report directly from this screen.

Updating Account Info

Parents/guardians can update account information at any time. Click the My Account icon at the top right of the Portal screens. The Update Account Info tab is the default tab.

Update Account Info
From here, passwords, usernames, and primary email addresses can be changed. Enter the new information in one or all of these categories, and click Update Account Information when finished.

The Current Primary Account Email Address will be indicated in the list of email addresses associated to the Guardian’s record. Select (or enter) the New Primary Account Email Address.

An error message will be presented if the New Primary Account Email Address is in use as another person’s Primary Account Email Address.

Note:
Standards-Based Progress Reports will be published to the Portal at the school district’s discretion.

Note:
Username is restricted to max 254 characters and Password is restricted to max 50 characters.

The Username CANNOT include any of the following characters: !@#$%^&*()+=-{}<>?
Personal Information
When enabled by your district, click the **Personal Information** tab to request changes to your personal information. 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 be added using the **Add Phone** and **Add Email** buttons. Click the **Delete icon** to delete an existing phone number or email address. Click **Update Personal Info** when finished to submit the change request. Portal administrators have the option to accept or ignore change requests.

Environmental Settings
Parents/guardians will have access to the **Environmental Settings** tab if the school district is implementing a “Go Green” initiative to reduce the mailings of grade reporting documents. Parents/guardians can select, for each student, which available grade reporting documents they wish to continue to receive as paper mailings. Click **Update Settings** when finished.

Note:
Once a guardian submits a request to update personal information, they will be prevented from submitting a subsequent request until all changes in the prior request have been accepted or ignored.

Note:
Guardians can specify the phone to be used for Attendance calls.
E-Mail Alerts
When enabled by your district, the **E-Mail Alerts** tab allows parents to subscribe to email alerts, and set the email formats and delivery schedules.

The **E-Mail Preferences** section allows you to set the default options for email **Format** and **Delivery** schedule.

- **Format:** HTML or Text
- **Delivery:** Individual E-Mails, Daily Digest, Weekly Digest, Monthly Digest

Student Alerts / School Alerts
Select each student and each school to view the Alerts applicable to that student/building. Check/uncheck **Subscribe** to change the default settings for each alert, and set the **Delivery** method for each subscribed alert.

- **Subscribe:** Check to receive alert, uncheck to stop.
- **Delivery:** Select the applicable schedule, if different from the **Preferences** selection.

Picture Setting
When enabled by your district, the **Picture Setting** tab allows you to control whether your child’s photo is displayed on the eSD® Portals. Check the **Do Not Show** checkbox to hide your child’s photo. Click **Update Settings** when finished.