

**eSD® Portal: Parent View  
User Guide**  
v. 5.9.0



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## Overview

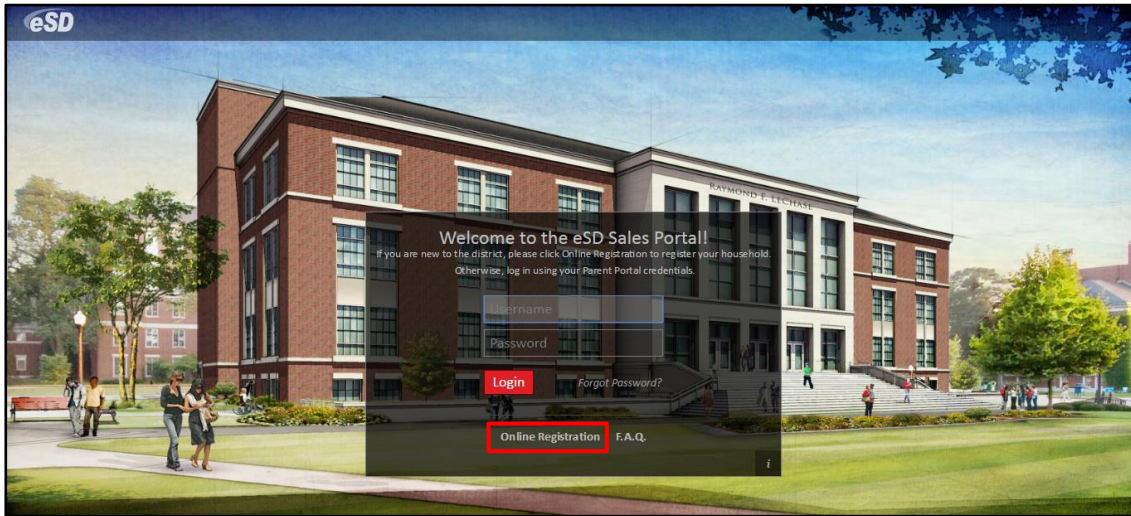
This guide provides parents/guardians with a step by step guide outlining the navigation and use of the parent portal. The eSchoolData Parent Portal is a cutting-edge communications tool designed to increase your involvement in your student's education using the power of information. The eSchoolData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

## Parent Portal Login Page

Please refer to your school district's website for an existing Parent Portal Link. If your district has not created a Parent Portal link on the school's website, please contact them for the URL.

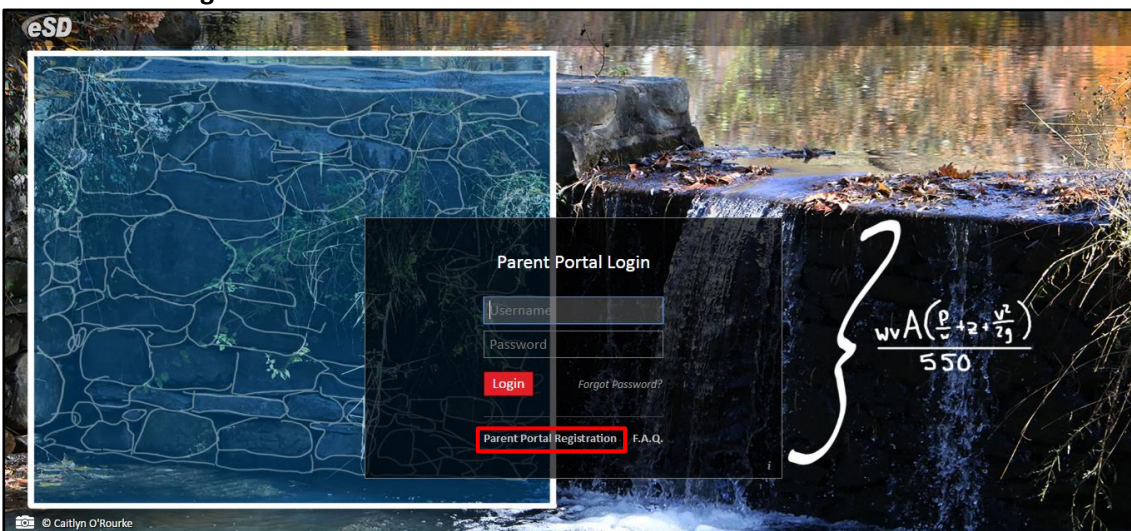
The Login Page will contain login fields and either an **Online Registration** link or a **Parent Portal Registration** link, depending on how the district has configured their Parent Portal.

### Online Registration link:



**Note:**  
A **Parent Portal Login page** customized with district's choice of text and image.

### Parent Portal Registration link:



**Note:**  
The uncustomized **Parent Portal Login page** displays the most recent winning student's entry from the eSchoolData® Login Page Art Contest.

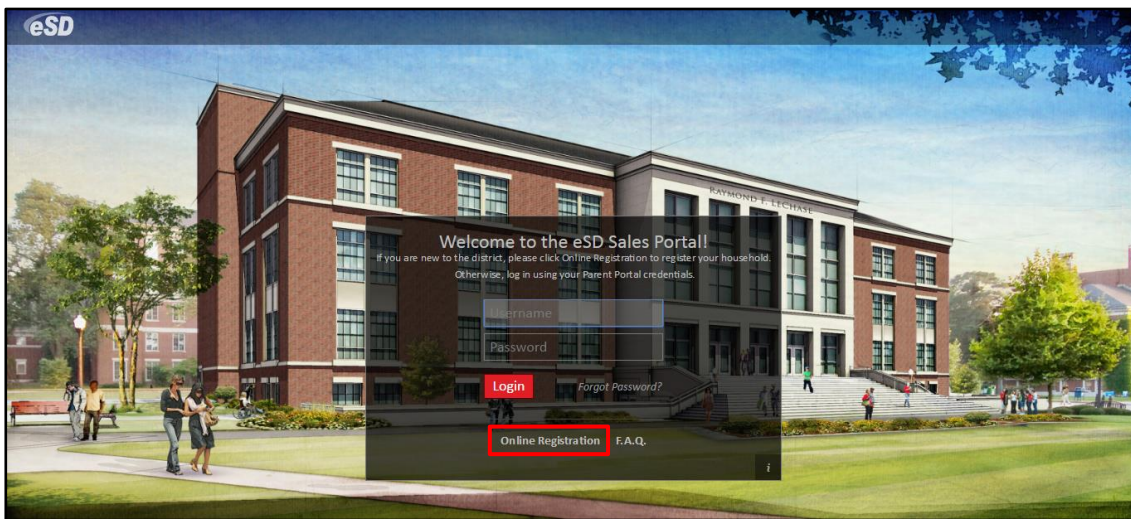
If you have been given a User ID and temporary Password by the district, please go to **Logging In** on page 12.

If you do NOT have a User ID and Password, and the Login Page displays an **Online Registration** link, please go to **Online Registration** on page 4. If the Login Page displays a **Parent Portal Registration** link, please go to **Parent Portal Registration** on page 10.

## Online Registration

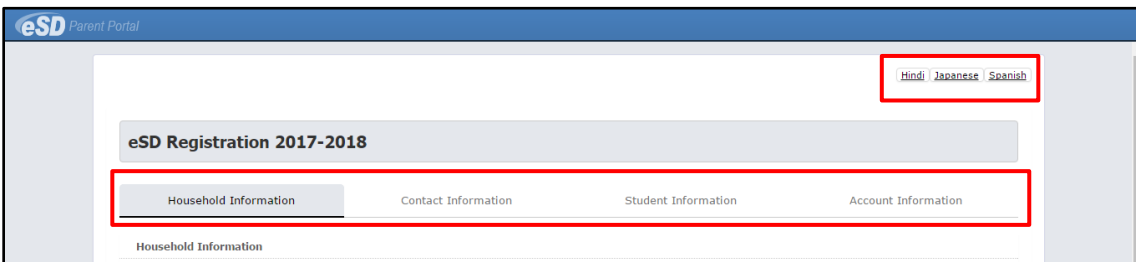
The Online Registration link is used by parents who are new to the district and need to register their students. If your students are already registered in the district but you have not been given a User ID and Password, please contact the district.

If you are new to the district, click the **Online Registration** link to register your household and students.



The Online Registration Application Form will open, with four tabs: Household Information, Contact Information, Student Information, and Account Information.

When provided by the district, a list of available **language translations** is displayed in the upper right-hand corner of the form. Click the applicable **language** to view the translated form.



If the **Online Registration Application Form** is launched via the **Register New Student** button AFTER the parent has logged in to the Portal, the **Household Information** and **Contact Information** tabs will be pre-filled with data currently in the system.

### Note:

If the district did not customize the background image on the **Parent Portal Login page**, it displays the most recent winning student's entry from the eSchoolData® Login Page Art Contest.

### Note:

Once a translation is displayed, English replaces the selected language in the list of language options.

### Note:

The required fields on each Tab may vary from the sample screenshots on the following pages, based on the district's settings.

## Household Information Tab

Enter the Registration Date, household Surname and Language, and the Household Physical Address.


In the **Household Mailing Address** section, check **Mailing Address Same as Household Physical Address** (if applicable); otherwise enter the needed mailing address information.


Enter the **Primary Household Phone**, and any other required information (indicated by a red asterisk \*), then click **Next** to move to the Contact Information tab.

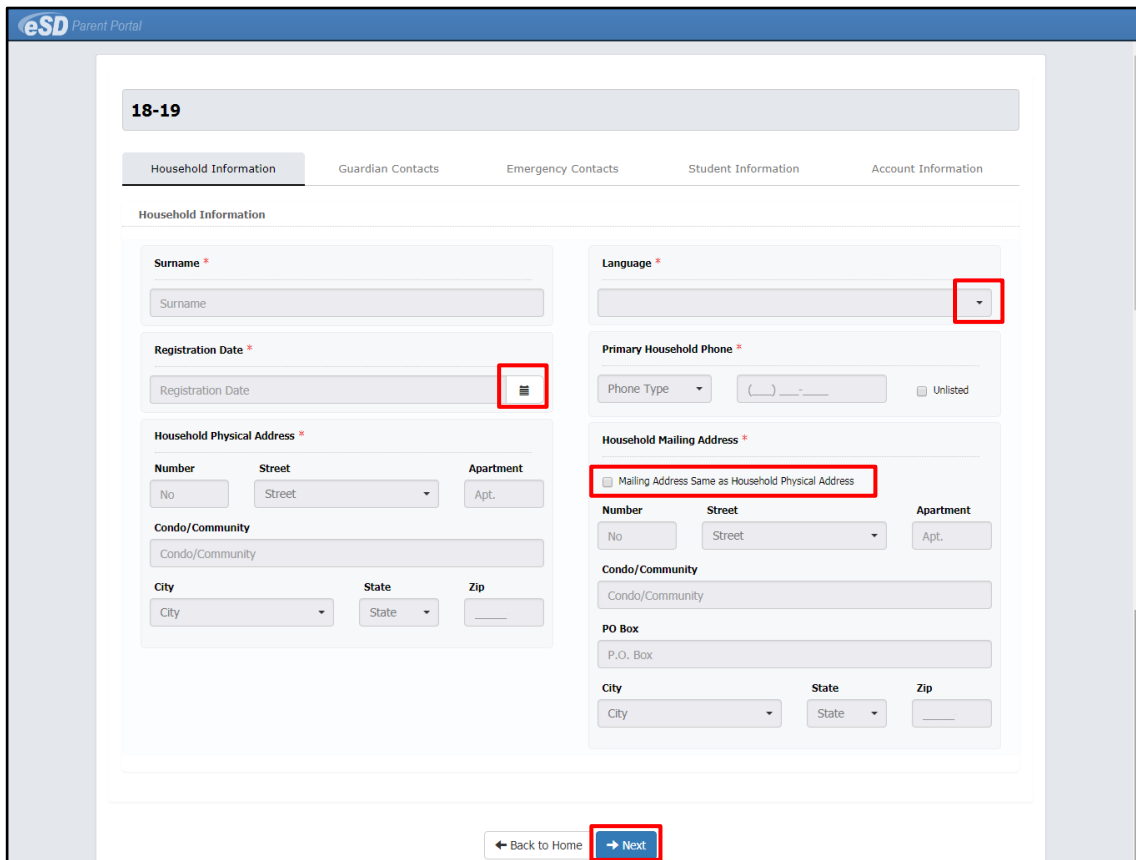
### Note:

If the **Register New Student button** is used to launch the Online Registration form, the **Household Information tab** will be pre-filled with data currently in the system.

### Note:

Click the **Calendar icon**  to select and enter the date in the correct format (mm/dd/yyyy).

Click the **Menu icon**  to open the menu, or start typing in the field to display a list of matching options.



The screenshot shows the 'Household Information' tab in the eSD Parent Portal. The form is titled '18-19' and has several tabs: Household Information, Guardian Contacts, Emergency Contacts, Student Information, and Account Information. The 'Household Information' tab is active. The form contains the following sections:

- Surname \***: A text input field with a red asterisk.
- Registration Date \***: A date input field with a calendar icon (highlighted with a red box).
- Language \***: A dropdown menu with a downward arrow icon (highlighted with a red box).
- Primary Household Phone \***: A section with a 'Phone Type' dropdown, a phone number input field with a format guide '( ) - -', and an 'Unlisted' checkbox.
- Household Physical Address \***: A section with fields for 'Number' (No), 'Street' (Street), 'Apartment' (Apt.), 'Condo/Community' (Condo/Community), 'City' (City), 'State' (State), and 'Zip'.
- Household Mailing Address \***: A section with a checkbox for 'Mailing Address Same as Household Physical Address' (highlighted with a red box), and fields for 'Number' (No), 'Street' (Street), 'Apartment' (Apt.), 'Condo/Community' (Condo/Community), 'PO Box' (P.O. Box), 'City' (City), 'State' (State), and 'Zip'.

At the bottom of the form, there are two buttons: 'Back to Home' and 'Next' (highlighted with a red box).

## Guardian Contacts Tab

Enter the requested information for the first parent/guardian in the household. In the **Contact Mailing Address** section, check **Mailing Address Same as Household Mailing Address** when applicable; otherwise enter the needed mailing address information.

When finished entering all required information for the first contact, click **Add Additional Contact** to add another Parent/Guardian.

When finished entering all Guardians, click **Next** to move to the Student Information tab.

### Note:

If the **Register New Student button** is used to launch the Online Registration form, the **Guardian Contacts tab** will be pre-filled with data currently in the system.

### Note:

eSchoolData recommends adding, at a **minimum**, one **Guardian**.

### Note:

Click **Add Phone** or **Add Email** to add additional phone and/or email records for the Contact.

Check **Primary** for the email address that should be used for Portal communications.

**Contact Email** is required only for the Guardian Contact that is signing the application.

## Emergency Contacts Tab

Enter the requested information for the first emergency contact for the household. In the **Contact Mailing Address** section, check **Mailing Address Same as Household Mailing Address** when applicable; otherwise enter the needed mailing address information.

When finished entering all required information for the first contact, click **Add Additional Contact** to add another Emergency Contact.

When finished entering all Emergency Contacts, click **Next** to move to the Student Information tab.

### Note:

If the **Register New Student button** is used to launch the Online Registration form, the **Emergency Contacts tab** will be pre-filled with contacts currently associated to students in the household.

### Note:

eSchoolData recommends adding, at a **minimum**, one **Emergency Contact**.

### Note:

Click **Add Phone** to add additional phone records for the Contact.

The screenshot shows the 'Emergency Contacts' tab in the eSD Parent Portal. The form is titled '18-19' and has tabs for Household Information, Guardian Contacts, Emergency Contacts (selected), Student Information, and Account Information. The Emergency Contacts section is labeled 'Emergency Contacts 1.' and contains several input fields: Contact First Name, Contact Last Name, Gender, Suffix, Contact Mailing Address (with a checkbox for 'Mailing Address Same as Household Mailing Address'), Number, Street, Apartment, Condo/Community, PO Box, City, State, and Zip. There is an 'Add Phone' button next to the Phone field and an 'Add Additional Contact' button at the bottom right. Navigation buttons for 'Previous' and 'Next' are at the bottom center.

### Student Information tab

Enter the required information for the first student in the household that needs to be registered. Select the first **Guardian Contact** from the Contacts entered on the Contact Information tab. When finished, click **Add Guardian Contact** to add another Guardian, when applicable. Select the first **Emergency Contact**, then click **Add Emergency Contact** if needed.

When finished, click **Add Additional Student** to enter the required information for the next student in the household.

When finished entering information for all students in the household, click **Next** to move to the Contact Information tab.

The screenshot shows the 'Student Information' tab for a student aged 18-19. The form is divided into two columns. The left column contains fields for Student First Name, Date of Birth, Attended Before (No), Years in US School (0), School and Grade, Country of Birth, Guardian Contact (with a red box around the 'Add Guardian Contact' button), and Date Entering District. The right column contains fields for Student Last Name, Suffix, Gender, State Entry Date, Emergency Contact (with a red box around the 'Add Emergency Contact' button), Language, Race (with checkboxes for Native Hawaiian/Other Pacific Islander, Asian, American Indian/Alaska Native, Black/African American, White, and Hispanic), and ID Number (with an 'Auto ID' checkbox). At the bottom right, there is a red box around the 'Add Additional Student' button. At the bottom center, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted in blue and having a red box around it.

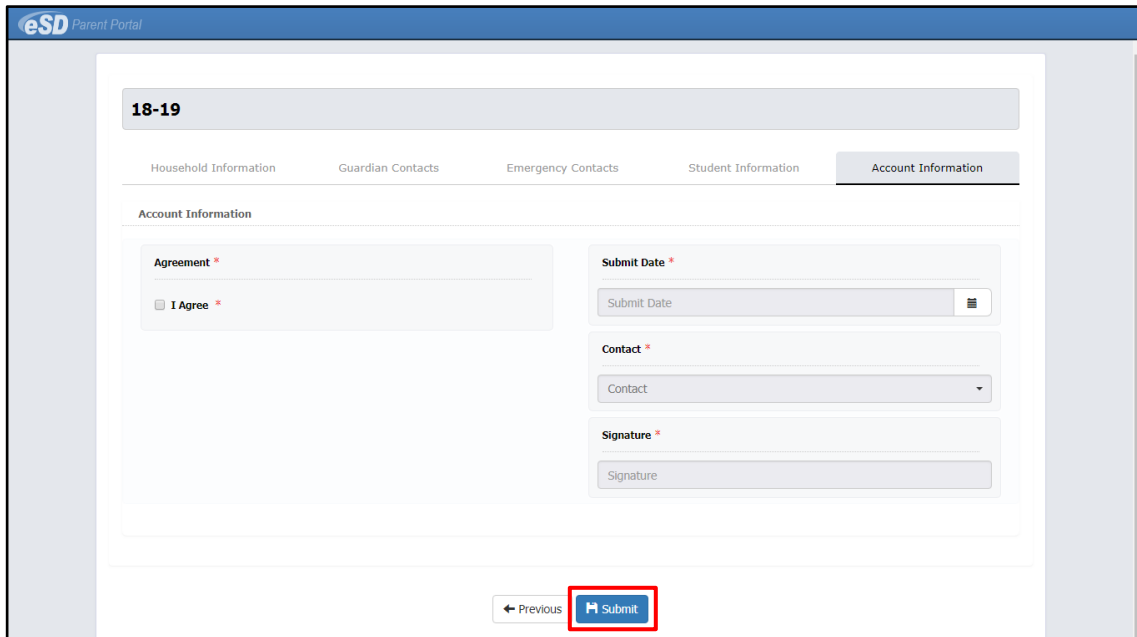
**Note:**  
**ONE Guardian Contact** and  
**ONE Emergency Contact**  
 are required, at a minimum,  
 for EACH student.



**Account Information tab**

Read the Parent Portal User **Agreement** (when provided) and check **I Agree**, then select the Guardian **Contact** who will be signing the Agreement. Enter the Guardian's **Signature** and select the **Submit Date**, then click **Submit**.

**Note:**  
An **Email Address** is required for the Guardian **Contact** signing the Agreement.



An email (to the Contact selected on the Account Information tab) will automatically be generated when the Online Registration application is submitted, and again when the application is approved or denied.

If the Online Registration Application is approved, Parent Portal accounts will be automatically generated for each new Guardian with **Correspondence** checked AND an **Email Address** checked as **Primary**. Emails will automatically be sent to Guardians with new Portal accounts, containing their **User ID** and a temporary **Password**, along with a link to activate the account.

## Parent Portal Registration

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



**Note:**  
The uncustomized **Parent Portal Login page** displays the most recent winning student’s entry from the eSchoolData® Login Page Art Contest.

A Parent Portal Registration Form will open.

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**.

The screenshot shows the 'Registration' page with three tabs: 'Account Information', 'Personal Information' (selected), and 'Student Information'. Below the tabs, a message reads: 'STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.' The form contains several required fields marked with an asterisk: First Name, Middle Name, Last Name, Street Address, Apartment #, City, State (a dropdown menu), ZIP Code, and Phone. At the bottom right, there are two buttons: '<< Back to Account Information' and 'Create Personal Information >>', with the latter highlighted by a red box.

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.

The screenshot shows the 'Registration' page with three tabs: 'Account Information', 'Personal Information', and 'Student Information' (selected). Below the tabs, a message reads: 'STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.' Under the heading 'My Student(s)', there is a table with columns for ID Number, First Name, Last Name, Grade, and School. Below this is the 'Add Student' section with fields for ID Number, School (dropdown), First Name, Grade (dropdown), and Last Name. At the bottom, there are three buttons: 'Add Student to the above list' (highlighted with a red box), 'Clear', and '<< Previous' and 'Finish Registration!' (with the latter highlighted by a red box).

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.

The screenshot shows the 'Registration' page with a confirmation message: 'Your registration request has been processed successfully...'. Below the message, it states: 'Registration has been completed successfully. You will receive an email once your school district has approved your account request. Once you have activated your account, you will be able to log on to the eSchoolData Parent Portal.' At the bottom, there is a small copyright notice: 'eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2013 eSchoolData, LLC - Server 2'.

The account approval email will contain their **User ID** and a temporary **Password**, along with a link to activate the account.

## Logging In

If the parent/guardian has received an email with their User ID and temporary Password, click the link in the email to verify the email address. Once the email address is verified, click **Login** to login to the account using the provided credentials.

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.



**Important:**

Portal accounts are locked automatically after **five (5) failed login attempts**, and a “locked account” email is automatically sent to the user’s **Primary email address**.

Users will be directed to contact their district to unlock the account.

**Note:**

To change a forgotten Password, click the “**Forgot Password?**” link. An email will be sent to the Primary Email associated to your portal account.

The background image on the **Parent Portal Login** page may change with the seasons.

**Note:**

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

Upon first login, the District’s **Terms of Use** should be read. Click **I Agree** at the bottom of the Agreement to proceed further.



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

The screenshot shows the 'eSD Parent Portal' header. Below it, a message reads: 'You must change your password for first login.' The form contains the following fields and options:

- Old Password**: A text input field with a red asterisk.
- New Password**: A text input field with a red asterisk and a note: '(should be a minimum of 6 characters with at least 1 number)'. A small red asterisk is also present to the left of the field.
- Confirm Password**: A text input field with a red asterisk.
- Primary Email Address**: A text input field with a red asterisk. To its right is a checkbox labeled 'Use this E-Mail address as my User Name'.
- Confirm Email Address**: A text input field with a red asterisk.

At the bottom of the form are two buttons: 'Save' (highlighted with a red box) and 'Close'.

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**Note:**

The **Primary Email Address** is the email address to which "**Forgot Password?**" emails will be sent.

An error message will be generated if the **Primary Email Address** is not specified, or is already being used for another account as a **User Name** or a **Primary Email Address**.

## Getting Help

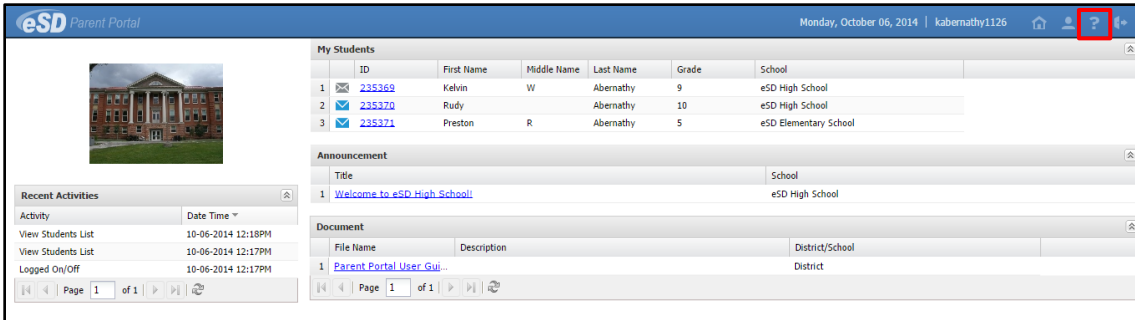
Users can get help both before and after logging in to the eSD® Parent Portal. From the Login screen, click the link where it says "**F.A.Q.**" to access the **eSchoolData Parent Portal F.A.Q.**

The screenshot shows the 'eSD Parent Portal Login' screen. The background is a scenic image of a waterfall. A dark overlay contains the login form:

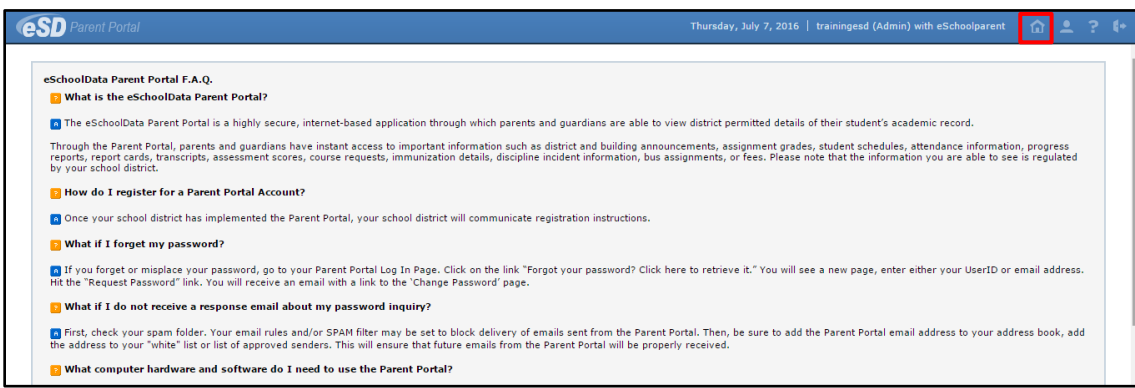
- Parent Portal Login** header.
- Username**: A text input field.
- Password**: A text input field.
- Login**: A red button.
- Forgot Password?**: A link.
- Parent Portal Registration**: A link.
- F.A.Q.**: A link, highlighted with a red box.

At the bottom left, it says '© Caitlyn O'Rourke'. At the bottom center, it says 'eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2016 eSchoolData, LLC - QA-ESD-PARENT-1'. On the right side of the background image, there is a large white curly brace and a mathematical formula: 
$$\frac{wvA\left(\frac{p}{v} + z + \frac{v^2}{2g}\right)}{550}$$

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.

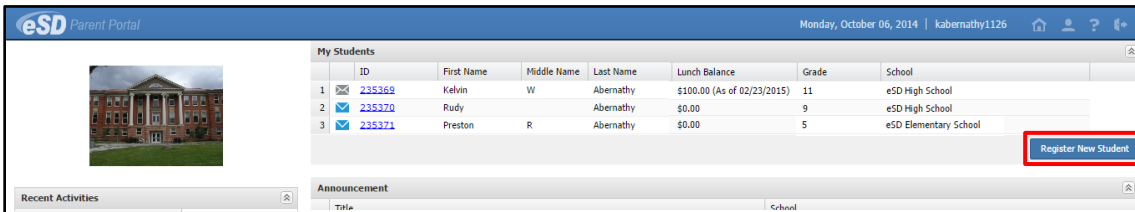


**Note:**  
The **My Students** list includes graduated students for one year following graduation.

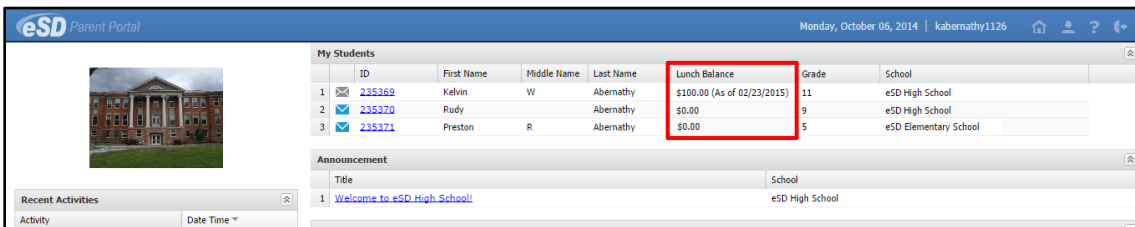
**Note:**  
For more information about the **Profile Tab** and the other information tabs, see pages 22 - 34.

For more information about the **Messages Inbox**, see **Messages** on page 16.

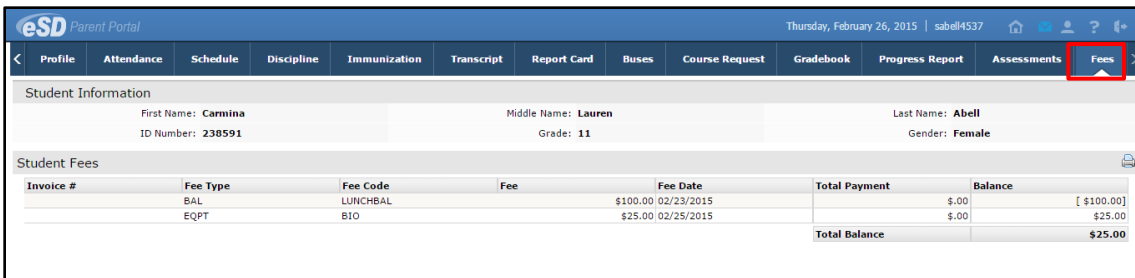
If enabled by your district, the **My Students** list displays a **Register New Student** button, which allows you to begin the registration process online for additional students in your family. For more information, see **Online Registration** on page 4.



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

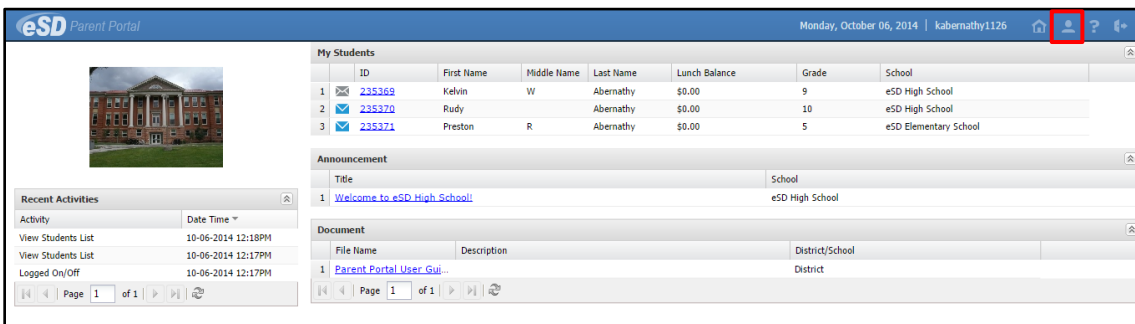


**Lunch Balances** also display on the applicable student's **Fees** tab (below), but are not included in the **Fees Total Balance**.





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

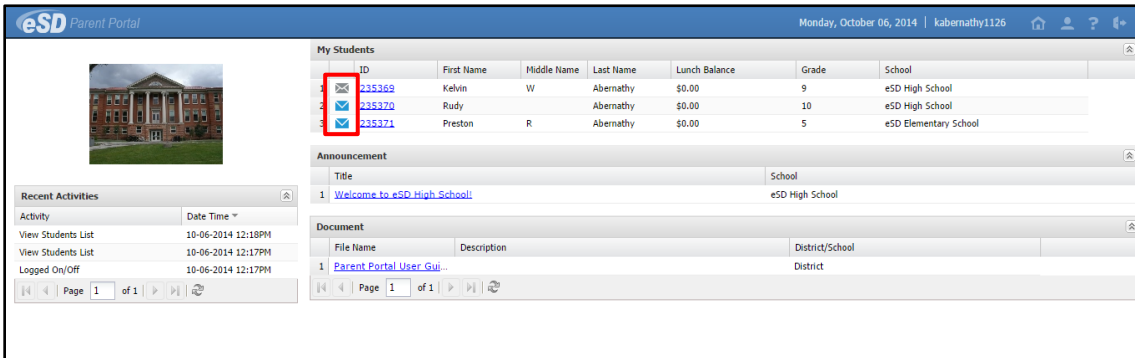
Click the **My Account icon** to update your portal account information (passwords, usernames, and primary email addresses), plus additional information as permitted by your district. For more information, see **Updating Account Info** on page 35.






## Messages

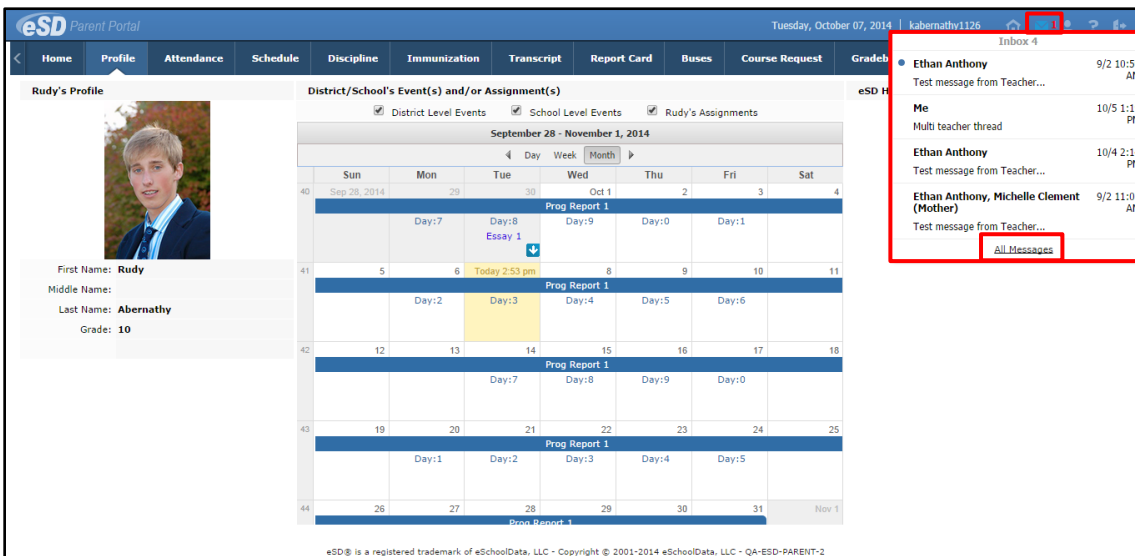
The Messages function allows parents/guardians to communicate with staff members about a specific student. Parents/guardians can access the **Messages** inbox for a student in two ways: from the **My Students** list on the Portal homepage and from the icon toolbar when viewing the student's information.

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.



ID	First Name	Middle Name	Last Name	Lunch Balance	Grade	School
235369	Kelvin	W	Abernathy	\$0.00	9	eSD High School
235370	Rudy		Abernathy	\$0.00	10	eSD High School
235371	Preston	R	Abernathy	\$0.00	5	eSD Elementary School

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**.



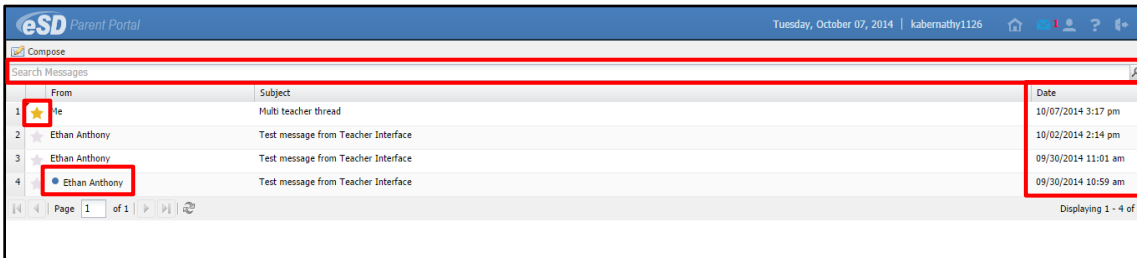
**Messages**

- Ethan Anthony** 9/2 10:59 AM  
Test message from Teacher...
- Me** 10/5 1:19 PM  
Multi teacher thread
- Ethan Anthony** 10/4 2:14 PM  
Test message from Teacher...
- Ethan Anthony, Michelle Clement (Mother)** 9/2 11:03 AM  
Test message from Teacher...
- [All Messages](#)



### Messages Inbox

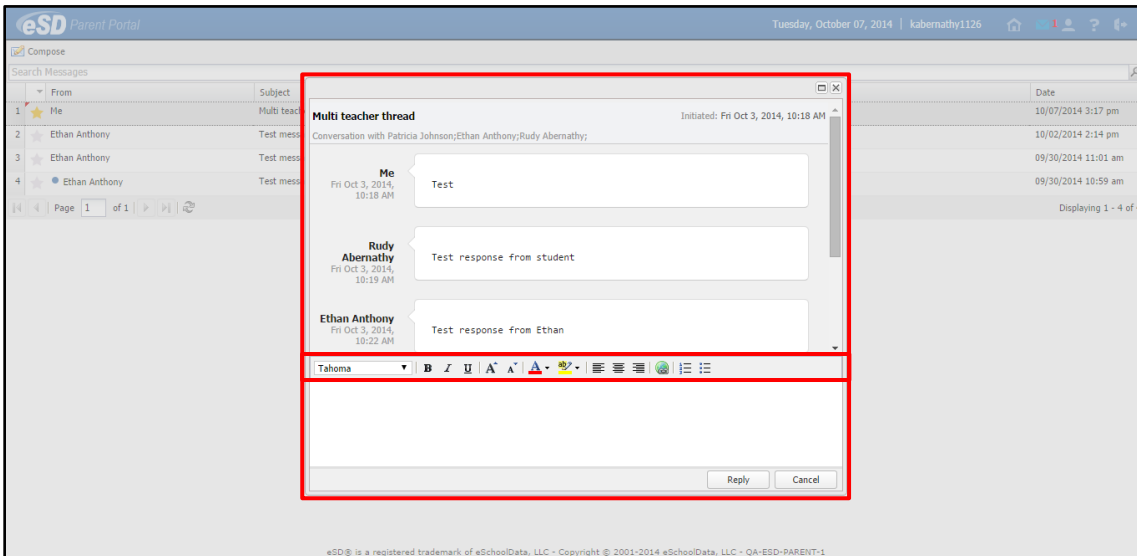
The **Messages Inbox** displays all messages related to the selected student, from the most recent to the oldest. The **New Thread icon** ● will display on each unread message. Click the **Favorite icon** ★ to bookmark a message thread. Type a search term in the **Search Messages field** and click the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



**Tip:**  
Click your browser's **Back button** to exit the **Messages Inbox** and return to the previous page (Portal homepage or student information page).

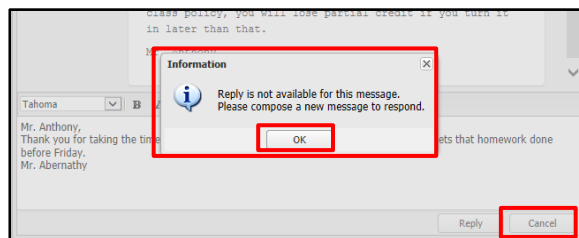
**Note:**  
Click a **column header** to **Sort Ascending** by that column, click the header again to **Sort Descending**.

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.



**Note:**  
The **Editor toolbar** allows users to customize the text appearance, insert a link, and/or create lists.

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.

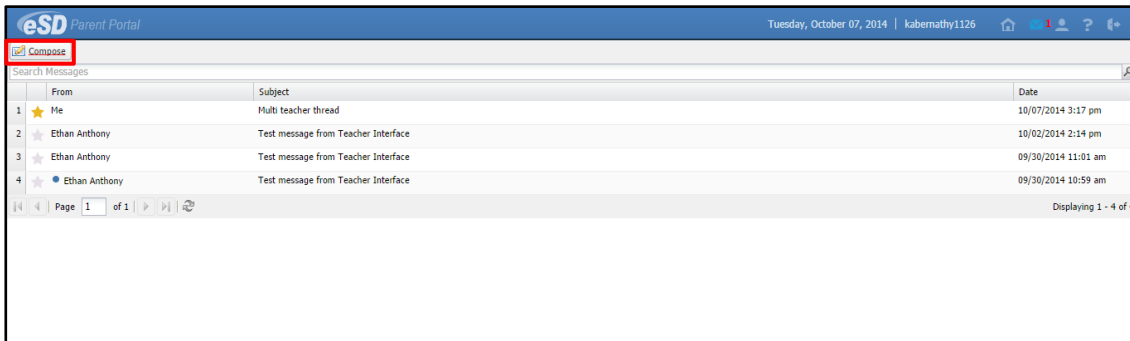


**Note:**  
The **Classic Teacher Interface** has limited messaging capability that does not include message threads.

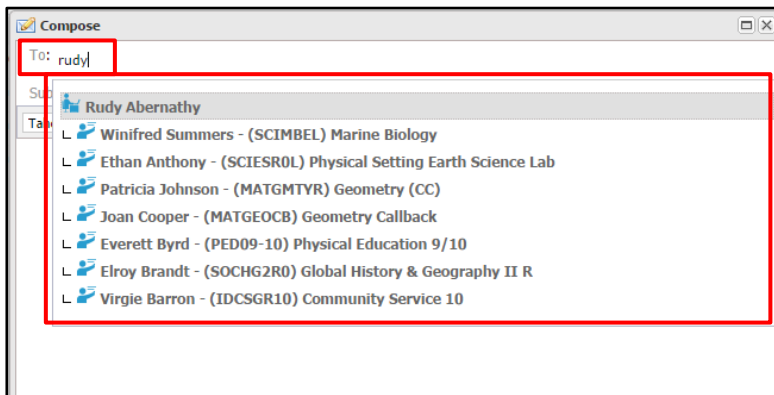
**Tip:**  
**Copy** the text of your reply before clicking **Cancel**, and then paste it into the new message window.

## New Message

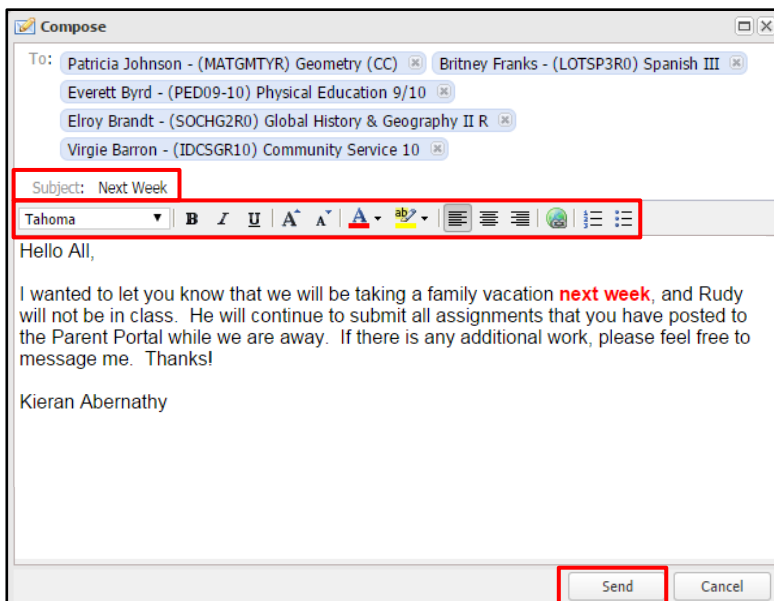
From the **Messages Inbox**, click **Compose** to create a new message.



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.



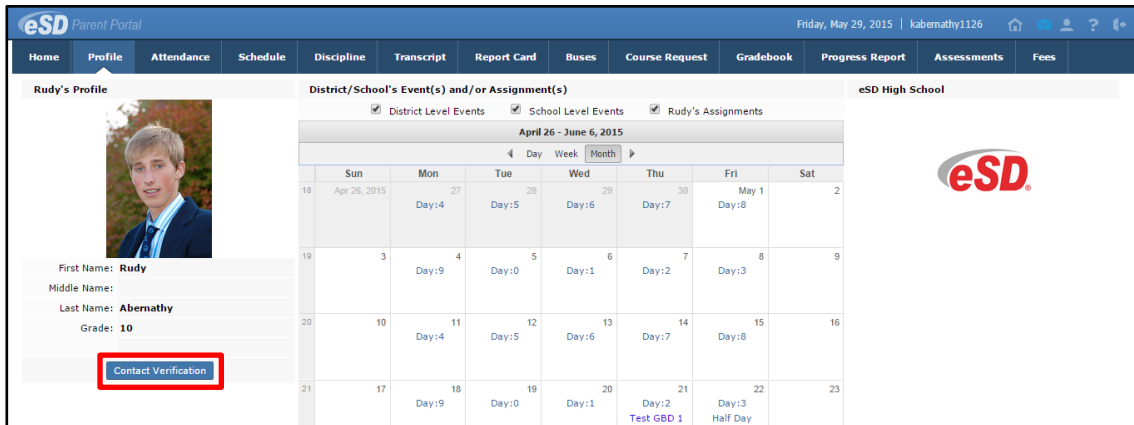
Enter a **Subject** and the message body. The **Editor Toolbar** allows users to customize the text, insert a link, or create lists. When finished, click **Send**.



## 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.

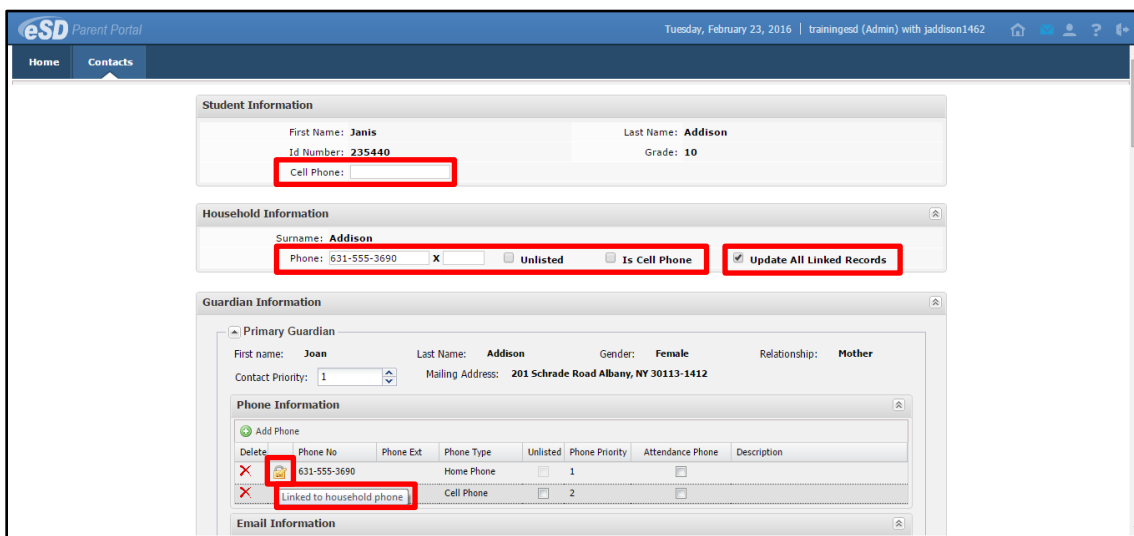


If Contact Verification is both enabled AND enforced, the Contact Verification Form will automatically open when custodial Guardians try to access the student’s Profile pages. The custodial Guardian MUST update the student’s contacts in order to access their Profile pages.

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 have the Household Phone as their Home Phone. (Linked records display a **Lock icon** to the left of the applicable phone number.)





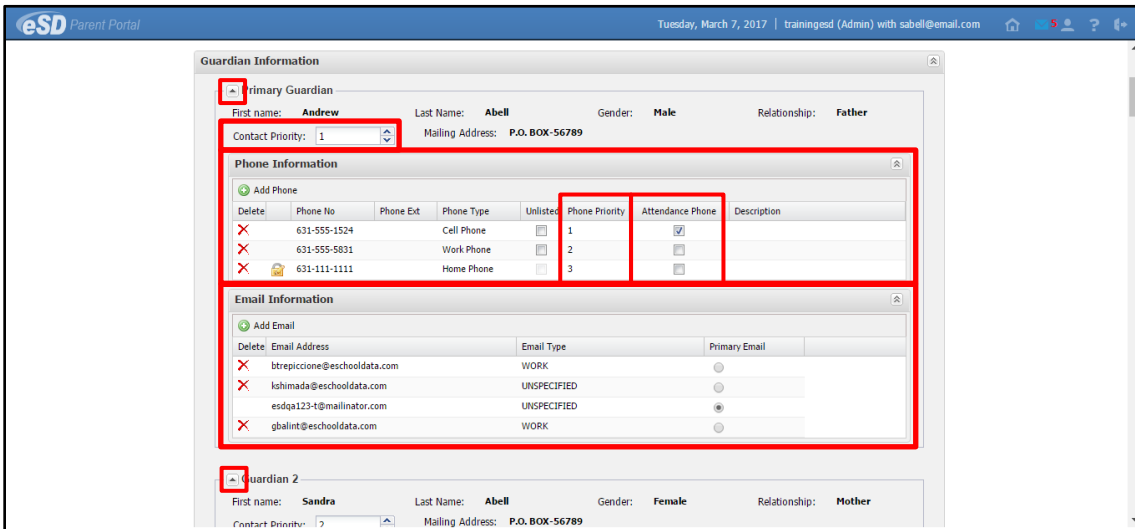
**Note:**  
Enforcement of **Contact Verification** restricts access to student information on both the **Parent Portal** and **Mobile Parent** sites.

**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** (Email Address, Email Type, Primary Email) for guardians residing in the household. 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.



**Note:**  
Guardians residing in the household can VIEW (but NOT edit) the name and contact priority of guardians living OUTSIDE the Household.

**Contact Priority** sets the order in which the student's contacts are called.

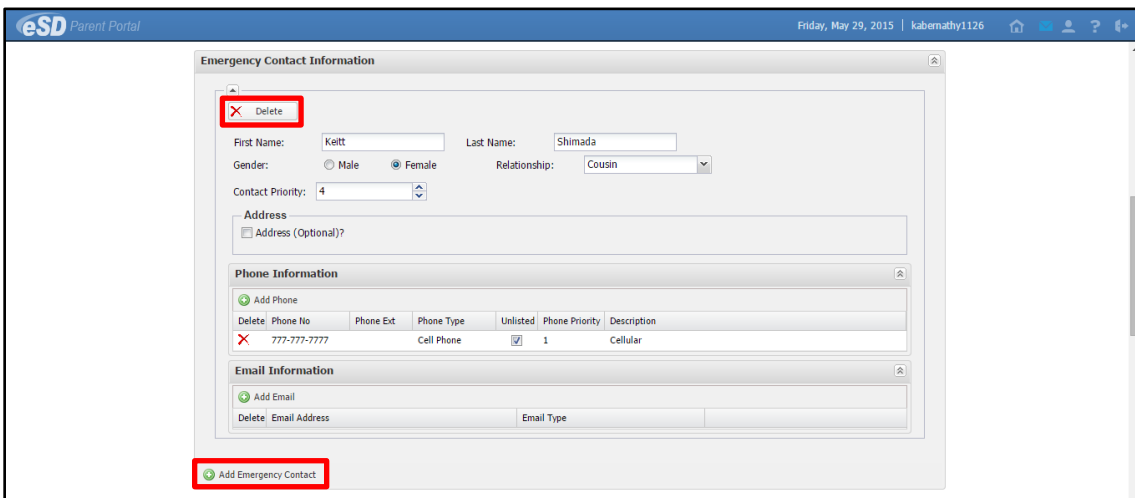
**Phone Priority** sets the order for calling a person's phones. This defaults to the order in which phone numbers are entered, but can be changed.

Guardians can specify a phone to be used for **Attendance** calls.

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

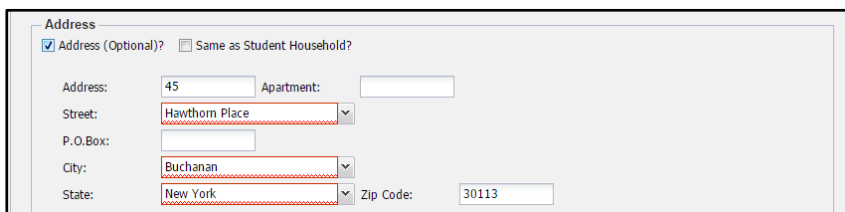
The **Primary Email** is the email address to which **"Forgot Password?"** emails, and other Portal communications, will be sent.

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



**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.



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).

Delete	Phone No	Phone Ext	Unlisted	Phone Priority	Description
<input checked="" type="checkbox"/>	111-111-1111		<input checked="" type="checkbox"/>	1	Office Main

**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).

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

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®.

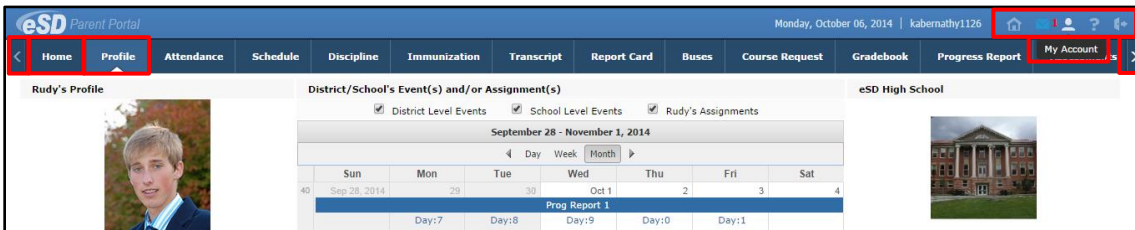
**Note:**  
 The **Additional Information** section is displayed **ONLY** if enabled by the district.

**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.





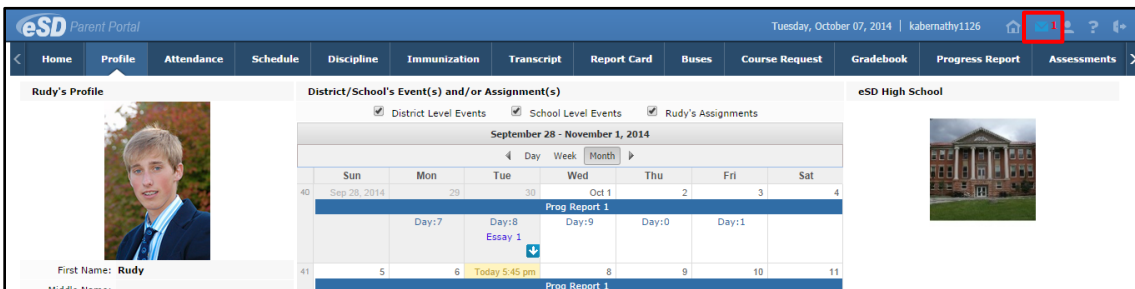
**Tip:**

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)

## 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.

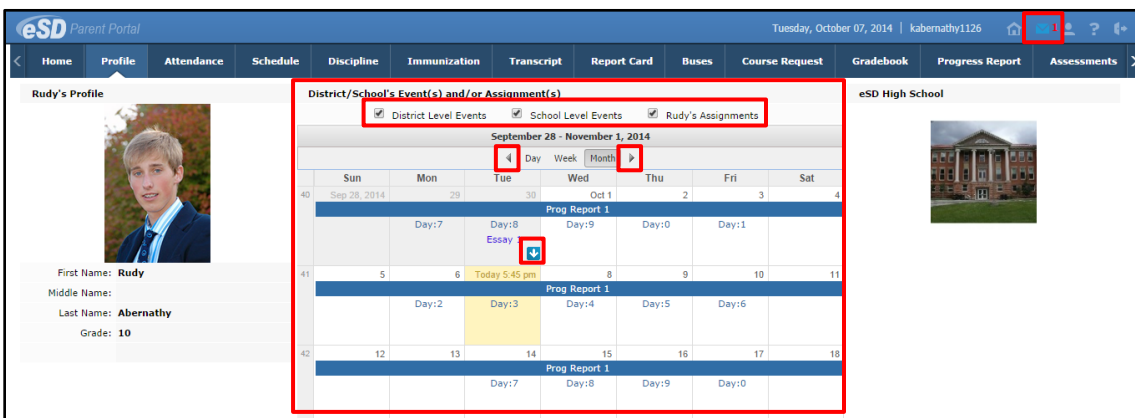


**Note:**

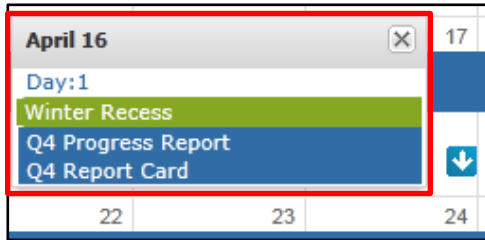
For more information about the **Messages icon**, see **Messages** on page 16.

## Calendar

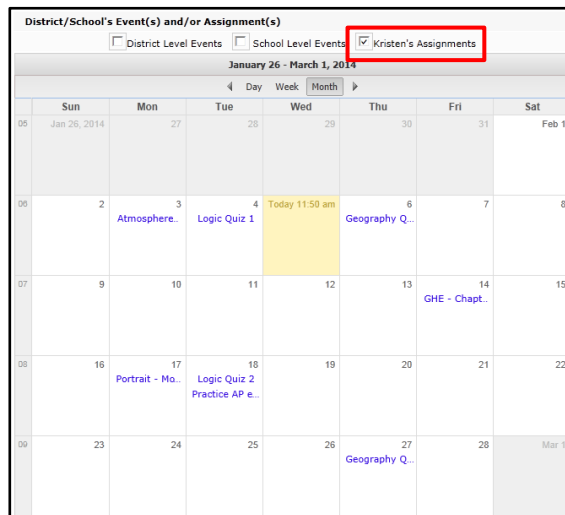
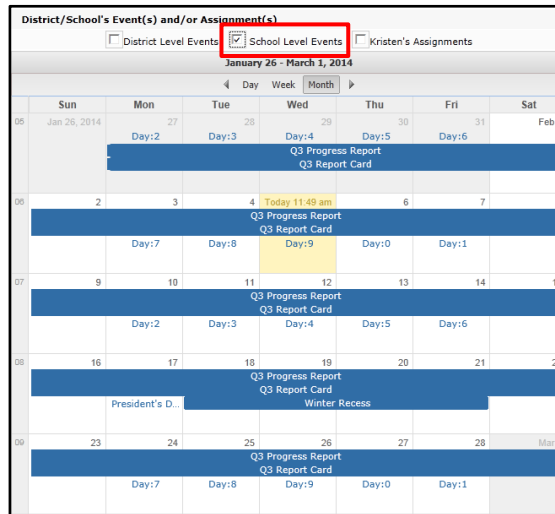
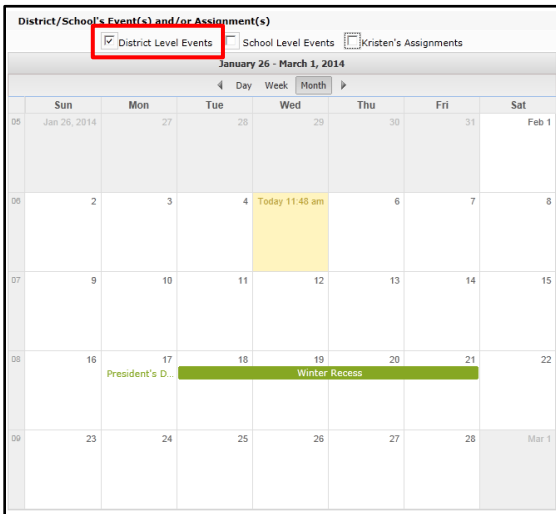
By default, the calendar displays the current Month, and all District Level and School Level Events along with the selected child’s Assignments. Click the **Forward**  and **Back**  arrows to display another date range. If there are more events on a calendar date than can be displayed, that date box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



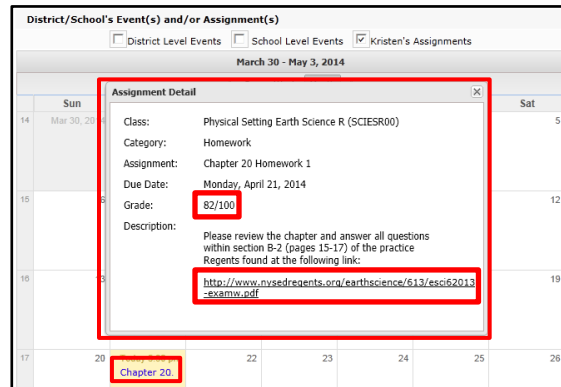
Click the **More Events icon**  to open the Events box.



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).

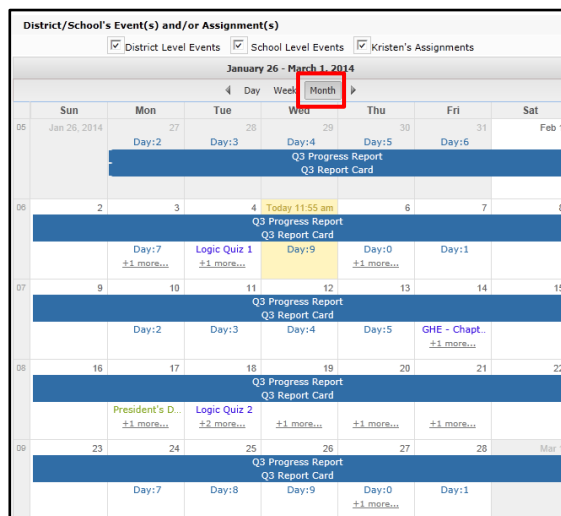
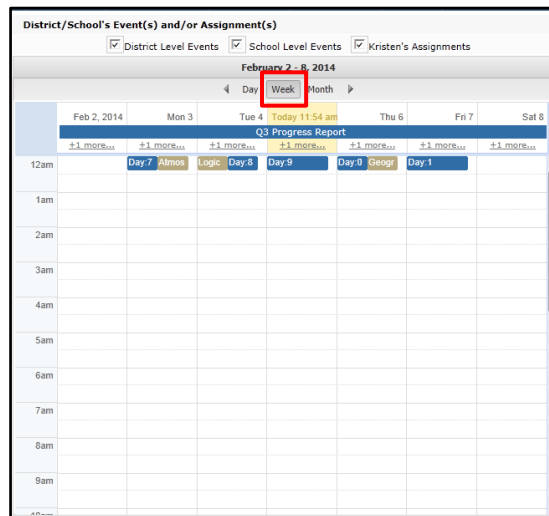
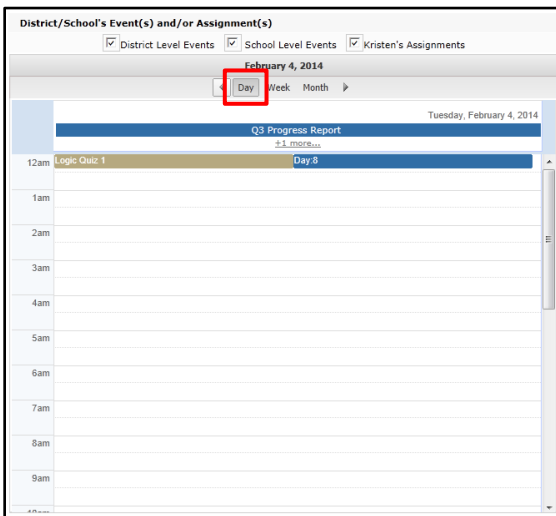


Click on an Assignment to open the **Assignment Details** window. The Grade (if shown) will display as **Earned/Possible Points**. The description of the Assignment may contain a hyperlinked URL, if included by the teacher.



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



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





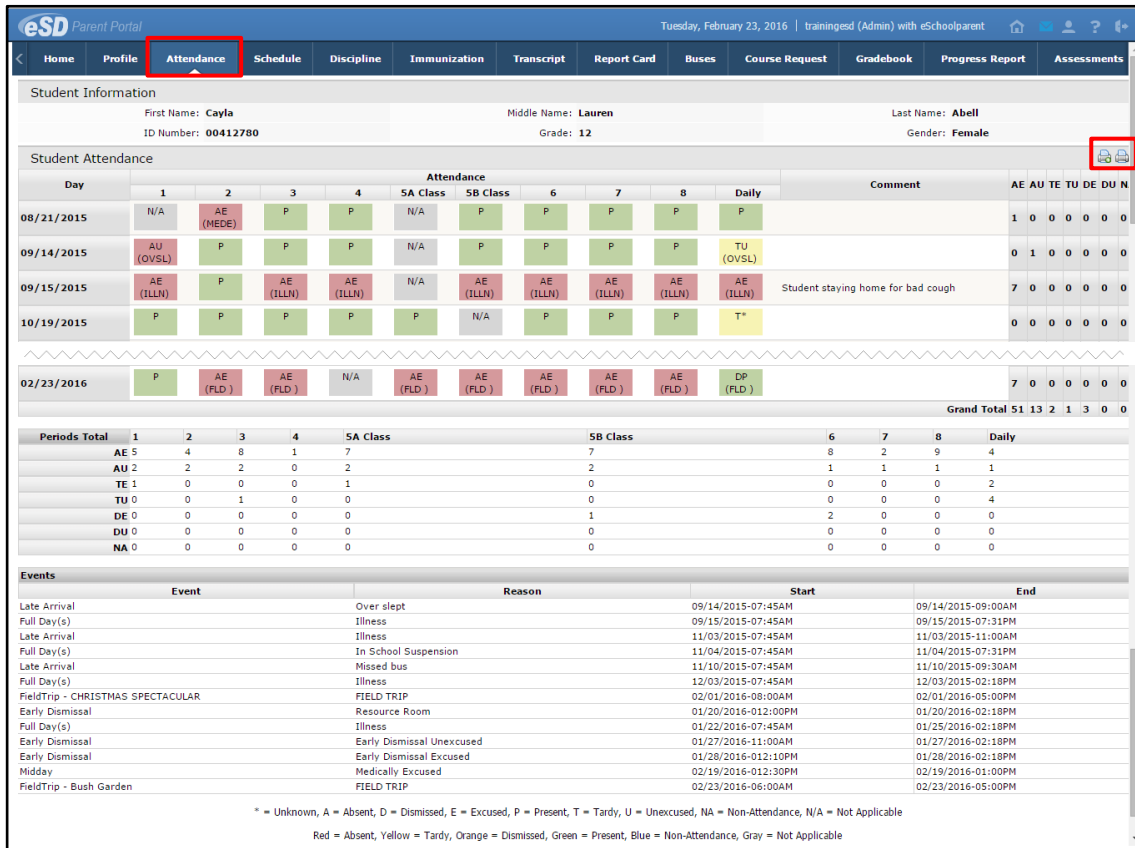
# Attendance Tab

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.

**Note:**  
The **Attendance Note** and **Student Attendance** must be printed in **landscape** with **no margins** to avoid cutting off the printout.

The tooltip displayed when users hover-over each icon includes this information.



**Student Information**  
 First Name: Cayla Middle Name: Lauren Last Name: Abell  
 ID Number: 00412780 Grade: 12 Gender: Female

Day	Attendance								Daily	Comment	Summary						
	1	2	3	4	SA Class	SB Class	6	7			8	AE	AU	TE	TU	DE	DU
08/21/2015	N/A	AE (HEDE)	P	P	N/A	P	P	P	P	P	1	0	0	0	0	0	0
09/14/2015	AU (OVSL)	P	P	P	N/A	P	P	P	P	TU (OVSL)	0	1	0	0	0	0	0
09/15/2015	AE (ILLN)	P	AE (ILLN)	AE (ILLN)	N/A	AE (ILLN)	AE (ILLN)	AE (ILLN)	AE (ILLN)	AE (ILLN)	7	0	0	0	0	0	0
10/19/2015	P	P	P	P	P	N/A	P	P	P	T*	0	0	0	0	0	0	0
02/23/2016	P	AE (FLD)	AE (FLD)	N/A	AE (FLD)	AE (FLD)	AE (FLD)	AE (FLD)	AE (FLD)	AE (FLD)	DP (FLD)	7	0	0	0	0	0
<b>Grand Total</b>											51	13	2	1	3	0	0

**Periods Total**



	1	2	3	4	SA Class	SB Class	6	7	8	Daily
AE	5	4	8	1	7	7	8	2	9	4
AU	2	2	2	0	2	2	1	1	1	1
TE	1	0	0	0	1	0	0	0	0	2
TU	0	0	1	0	0	0	0	0	0	4
DE	0	0	0	0	0	1	2	0	0	0
DU	0	0	0	0	0	0	0	0	0	0
NA	0	0	0	0	0	0	0	0	0	0

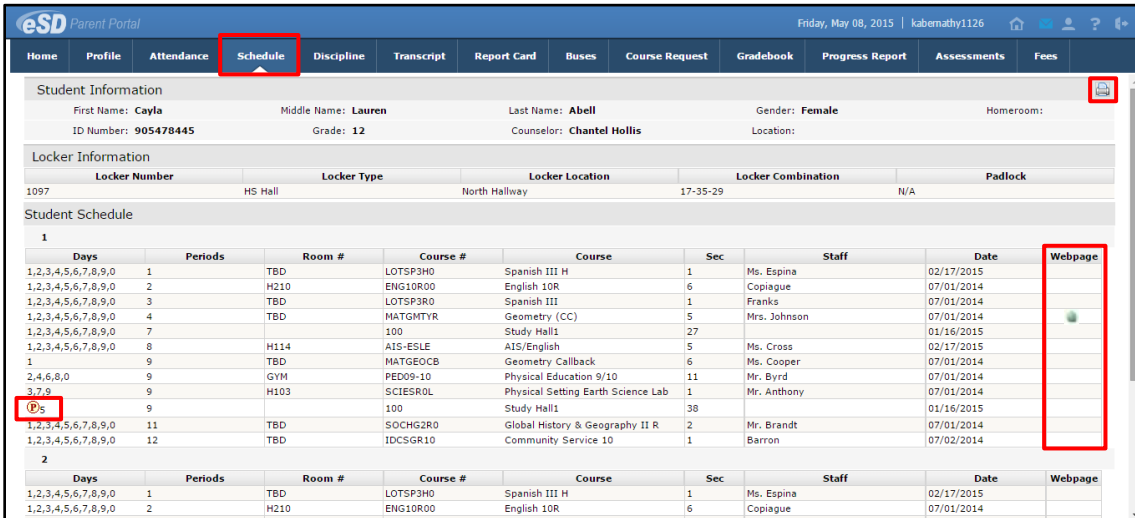
**Events**

Event	Reason	Start	End
Late Arrival	Over slept	09/14/2015-07:45AM	09/14/2015-09:00AM
Full Day(s)	Illness	09/15/2015-07:45AM	09/15/2015-07:31PM
Late Arrival	Illness	11/03/2015-07:45AM	11/03/2015-11:00AM
Full Day(s)	In School Suspension	11/04/2015-07:45AM	11/04/2015-07:31PM
Late Arrival	Missed bus	11/10/2015-07:45AM	11/10/2015-09:30AM
Full Day(s)	Illness	12/03/2015-07:45AM	12/03/2015-02:18PM
FieldTrip - CHRISTMAS SPECTACULAR	FIELD TRIP	02/01/2016-08:00AM	02/01/2016-05:00PM
Early Dismissal	Resource Room	01/20/2016-01:00PM	01/20/2016-02:18PM
Full Day(s)	Illness	01/22/2016-07:45AM	01/25/2016-02:18PM
Early Dismissal	Early Dismissal Unexcused	01/27/2016-11:00AM	01/27/2016-02:18PM
Early Dismissal	Early Dismissal Excused	01/28/2016-01:10PM	01/28/2016-02:18PM
Midday	Medically Excused	02/19/2016-01:30PM	02/19/2016-01:00PM
FieldTrip - Bush Garden	FIELD TRIP	02/23/2016-06:00AM	02/23/2016-05:00PM


\* = Unknown, A = Absent, D = Dismissed, E = Excused, P = Present, T = Tardy, U = Unexcused, NA = Non-Attendance, N/A = Not Applicable  
 Red = Absent, Yellow = Tardy, Orange = Dismissed, Green = Present, Blue = Non-Attendance, Gray = Not Applicable

## Schedule Tab

Click on the **Schedule** tab to view the student’s schedule. The **Partially Scheduled icon**  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.



Student Information


First Name: **Cayla** Middle Name: **Lauren** Last Name: **Abell** Gender: **Female** Homeroom: 

ID Number: **905478445** Grade: **12** Counselor: **Chantel Hollis** Location:

Locker Information

Locker Number	Locker Type	Locker Location	Locker Combination	Padlock
1097	HS Hall	North Hallway	17-35-29	N/A

Student Schedule


Days	Periods	Room #	Course #	Course	Sec	Staff	Date	Webpage
1,2,3,4,5,6,7,8,9,0	1	TBD	LOTSP3HD	Spanish III H	1	Ms. Espina	02/17/2015	
1,2,3,4,5,6,7,8,9,0	2	H210	ENG10R00	English 10R	6	Copiague	07/01/2014	
1,2,3,4,5,6,7,8,9,0	3	TBD	LOTSP3R0	Spanish III R	1	Franks	07/01/2014	
1,2,3,4,5,6,7,8,9,0	4	TBD	MATGMTYR	Geometry (CC)	5	Mrs. Johnson	07/01/2014	
1,2,3,4,5,6,7,8,9,0	7		100	Study Hall1	27		01/16/2015	
1,2,3,4,5,6,7,8,9,0	8	H114	AIS-ESLE	AIS/English	5	Ms. Cross	02/17/2015	
1	9	TBD	MATGEOCB	Geometry Callback	6	Ms. Cooper	07/01/2014	
2,4,6,8,0	9	GYM	PED09-10	Physical Education 9/10	11	Mr. Byrd	07/01/2014	
3,7,9	9	H103	SCIESR0L	Physical Setting Earth Science Lab	1	Mr. Anthony	07/01/2014	
1,2,3,4,5,6,7,8,9,0	9		100	Study Hall1	38		01/16/2015	
1,2,3,4,5,6,7,8,9,0	11	TBD	SOCHG2R0	Global History & Geography II R	2	Mr. Brandt	07/01/2014	
1,2,3,4,5,6,7,8,9,0	12	TBD	IDCSGR10	Community Service 10	1	Barron	07/02/2014	

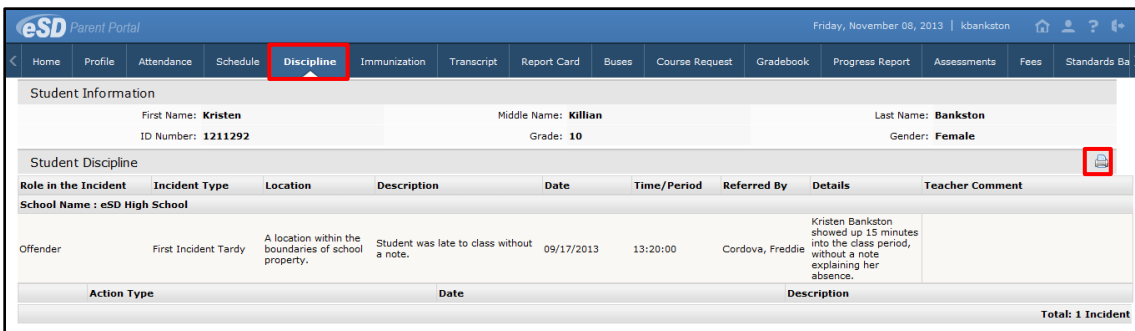
**Note:**  
If the district has opted to display a **custom-format Schedule**, the page layout may differ.

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.

**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.

## 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.



Student Information

First Name: **Kristen** Middle Name: **Killian** Last Name: **Bankston** Gender: **Female**

ID Number: **1211292** Grade: **10**

Student Discipline

Role in the Incident	Incident Type	Location	Description	Date	Time/Period	Referred By	Details	Teacher Comment
Offender	First Incident Tardy	A location within the boundaries of school property.	Student was late to class without a note.	09/17/2013	13:20:00	Cordova, Freddie	Kristen Bankston showed up 15 minutes into the class period, without a note explaining her absence.	

**Action Type** **Date** **Description**

Total: 1 Incident

## 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.

## Transcript Tab

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

Depending on the district and the browser being used, a link to the transcript may appear below the Student Information section. Click the link to view the transcript.

**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**, the page layout may differ.

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

## Report Card Tab

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

eSD Parent Portal Friday, November 08, 2013 | kbankston

Home Profile Attendance Schedule Discipline Immunization **Report Card** Buses Course Request Gradebook Progress Report Assessments Fees Standards Ba

Print

eSD High School  
Report Card: Q1 Report Card (08/23/2013 - 11/08/2013)  
127 Main Street Deer Park, NY 11729  
School Telephone No: (631) 555-9962  
eSchoolData Care, Principal

Student: Bankston, Kristen Surname: Bankston ID Number: 1211292  
Counselor: Morales, Eddie Grade: 10 Phone: 631-555-2682

Course	Q1	Q2	Q3	Q4	MT	FE	FNL CRS. GRD.	ABS. Cum. Abs.	Tardy. Cum. Tardy.	Staff
ENG10R00 English 10R	93	--	--	--	--	--	--	--	--	Ms. Dawn Sullivan
SOCGH2H0 Global History & Geography II H	87	--	--	--	--	--	--	--	--	Mrs. Cassandra Walters
MATGMTYH Geometry H	85	--	--	--	--	--	--	--	--	Mrs. Helene Wiggins
SCJESR00 Physical Setting Earth Science R	82	--	--	--	--	--	--	--	--	Mrs. Freddie Cordova
LOTEFR3H French III H	87	--	--	--	--	--	--	--	--	Ms. Estelle Fitzgerald
ARTBGPNT College Beginning Painting (SUNY)	95	--	--	--	--	--	--	--	--	Mrs. Goldie Wyatt
MUSCHOR Concert Chorus 9/10	90	--	--	--	--	--	--	--	--	Dr. Noe Farrell
PED09-10 Physical Education 9/10	Ex	--	--	--	--	--	--	--	--	Ms. Serena Roach

Assessment/Regent Exam Score  
Academic Key: 55-65  
Generated on 2013-09-10 11:48:52

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

Translations of Report Card comments will display, when available.

**Note:**  
If the district has opted to display a **custom-format Report Card**, the page layout may differ.

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

## Buses Tab

Click on the **Buses** tab to view the student’s bus information. Click the **Print icon** to print the student’s bus information.

eSD Parent Portal Thursday, July 7, 2016 | trainingsd (Admin) with sbasham3381

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


Student Information  
First Name: **Timmy** Middle Name: Last Name: **Basham**  
ID Number: **237565** Grade: **11** Gender: **Male**


Student Buses

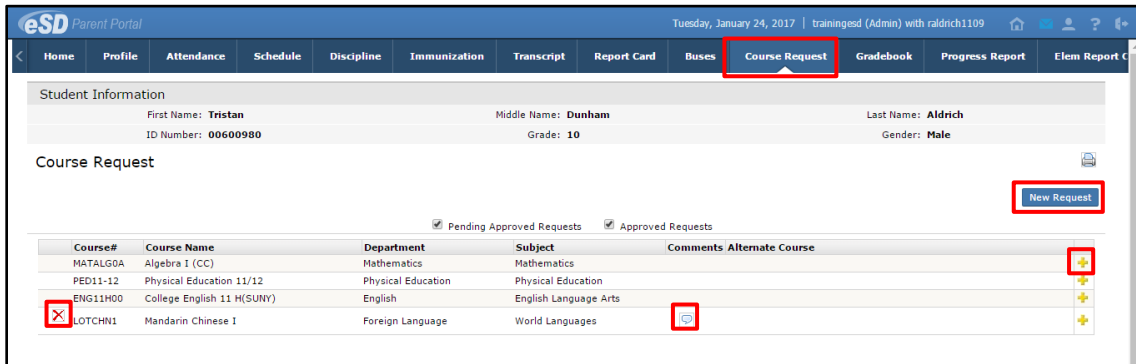
Bus Type	Bus Route	Bus Stop	Alternate Route	Reason
AM	1	55 Whitson Road 07:18	Not Specified	Not Specified
PM	1	Long Hill Rd W & Quinn Rd 14:54	Not Specified	Not Specified

**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. When enabled, parents/guardians will be able to enter Alternate Course Requests by clicking the **Add Alternate Course Request icon** .




Student Information  
 First Name: **Tristan** Middle Name: **Dunham** Last Name: **Aldrich**  
 ID Number: **00600980** Grade: **10** Gender: **Male**


Course Request

Pending Approved Requests  Approved Requests


Course#	Course Name	Department	Subject	Comments/Alternate Course
MATALG0A	Algebra I (CC)	Mathematics	Mathematics	
PED11-12	Physical Education 11/12	Physical Education	Physical Education	
ENG11H00	College English 11 H(SUNY)	English	English Language Arts	
LOTCHN1	Mandarin Chinese I	Foreign Language	World Languages	

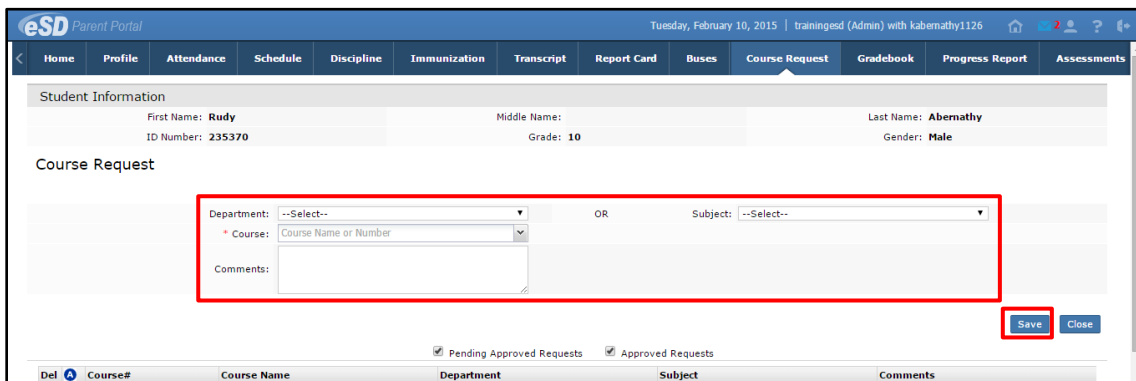
**Note:**  
Existing Course Requests are sorted by Course Number.

**Note:**  
Parents can **Delete**  Course Requests that they (or their child) entered, UNTIL the requests are approved.

Click the **Comments icon**  to view and/or enter a Comment.

### New Course Request/Alternate Course 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 (New Course Requests only). Click **Save** to add the request.



Student Information  
 First Name: **Rudy** Middle Name: Last Name: **Abernathy**  
 ID Number: **235370** Grade: **10** Gender: **Male**

Course Request

Department: **--Select--** OR Subject: **--Select--**

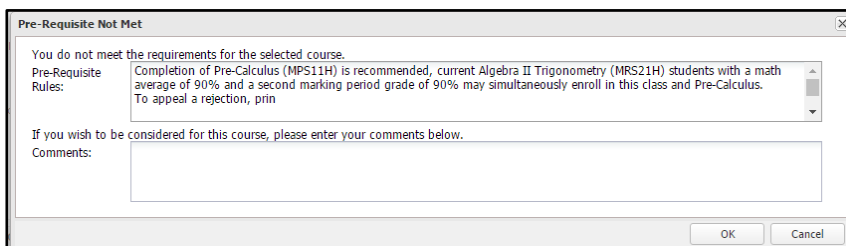
\* Course: **Course Name or Number**

Comments:

**Save** **Close**

**Note:**  
The list of **Courses** is sorted by **Course Number**.

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.



**Pre-Requisite Not Met**

You do not meet the requirements for the selected course.

Pre-Requisite Rules: Completion of Pre-Calculus (MPS11H) is recommended, current Algebra II Trigonometry (MRS21H) students with a math average of 90% and a second marking period grade of 90% may simultaneously enroll in this class and Pre-Calculus. To appeal a rejection, print

If you wish to be considered for this course, please enter your comments below.

Comments:

**OK** **Cancel**

## 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.

**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.

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 and/or by **Missing Assignments Only** (click **Go** to activate the Date Range/Missing Assignments filters).

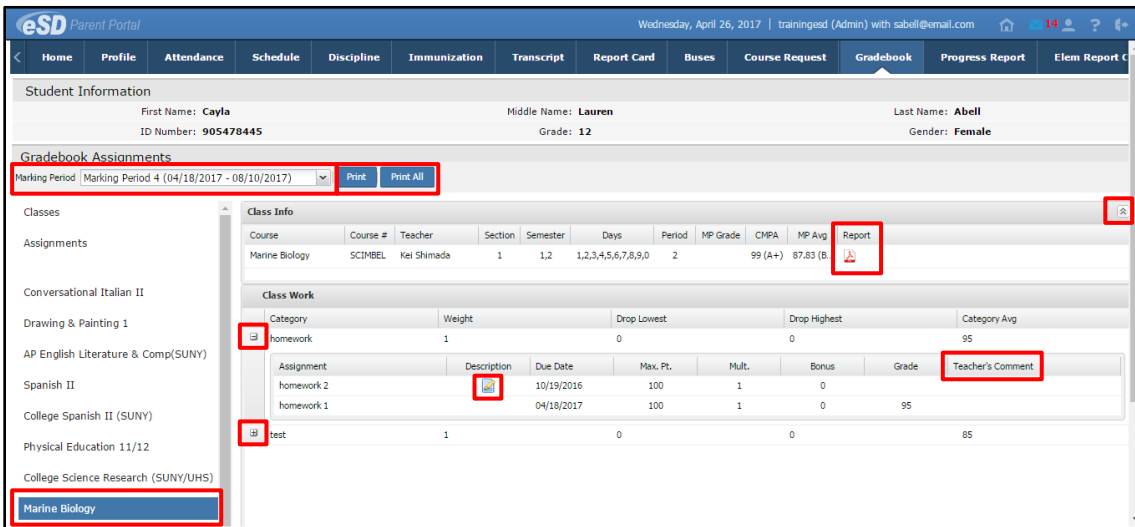
Hover over a column header and click the **Menu icon** ▼ to open the menu. Users can sort by that column (ascending or descending) and change the displayed columns.

**Note:**  
The **From/To Dates** default to the selected Marking Period's Start/End Dates.

**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**.

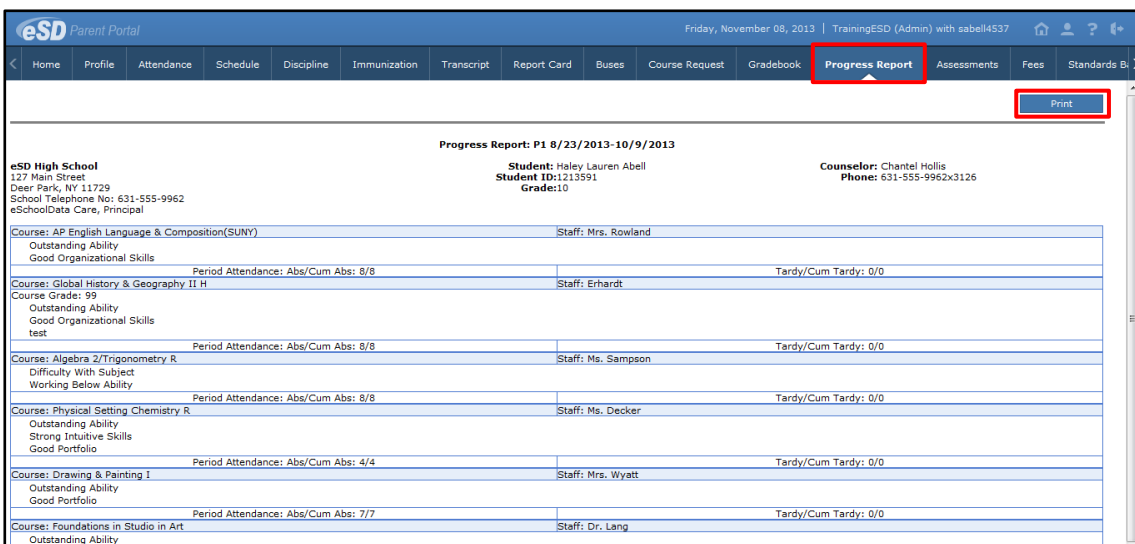
**Note:**  
Users can **Collapse** or **Expand** the **Class Info** section.

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.




**Note:**  
Progress Reports will be published to the Portal at the school district's discretion.

Translations of Progress Report comments will display, when available.

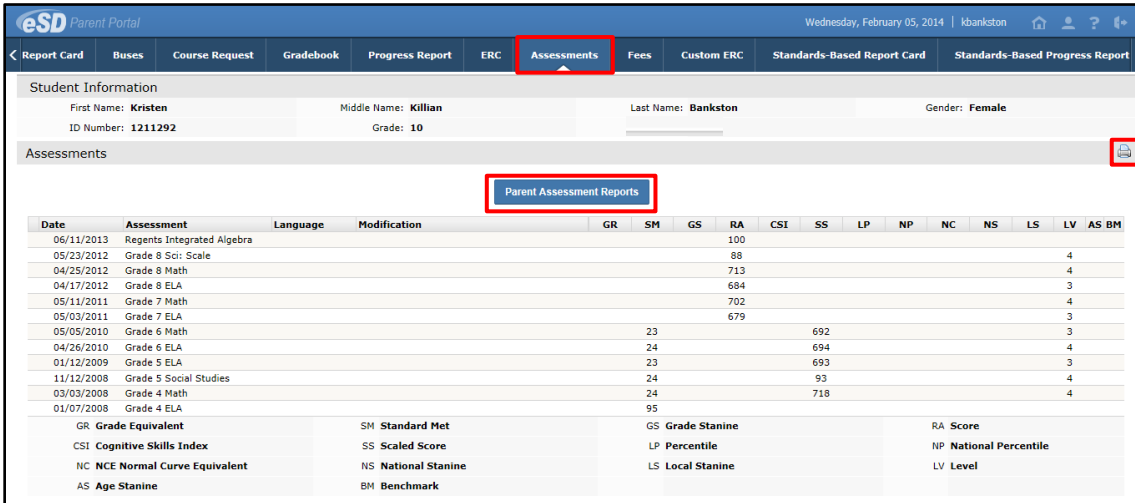
If the district has opted to display a **custom-format Progress Report**, the page layout may differ.

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

## 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:** Assessments will be published to the Portal at the school district’s discretion.



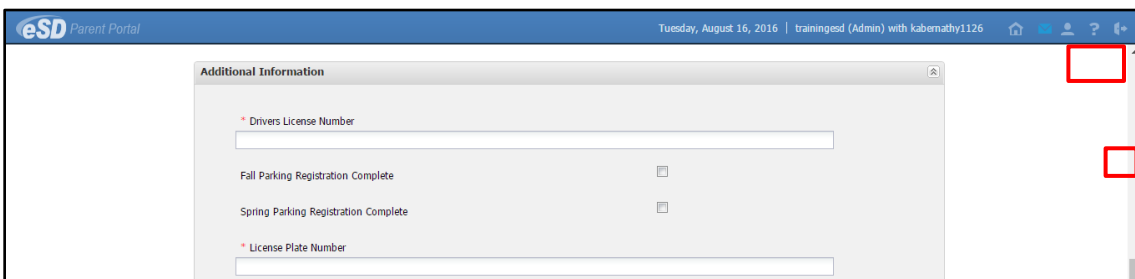
Date	Assessment	Language	Modification	GR	SM	GS	RA	CSI	SS	LP	NP	NC	NS	LS	LV	AS	BM
06/11/2013	Regents Integrated Algebra						100										
05/23/2012	Grade 8 Sci: Scale						88								4		
04/25/2012	Grade 8 Math						713								4		
04/17/2012	Grade 8 ELA						684								3		
05/11/2011	Grade 7 Math						702								4		
05/03/2011	Grade 7 ELA						679								3		
05/05/2010	Grade 6 Math				23				692						3		
04/26/2010	Grade 6 ELA				24				694						4		
01/12/2009	Grade 5 ELA				23				693						3		
11/12/2008	Grade 5 Social Studies				24				93						4		
03/03/2008	Grade 4 Math				24				718						4		
01/07/2008	Grade 4 ELA				95												

**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

## 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.



**Additional Information**

\* Drivers License Number

Fall Parking Registration Complete

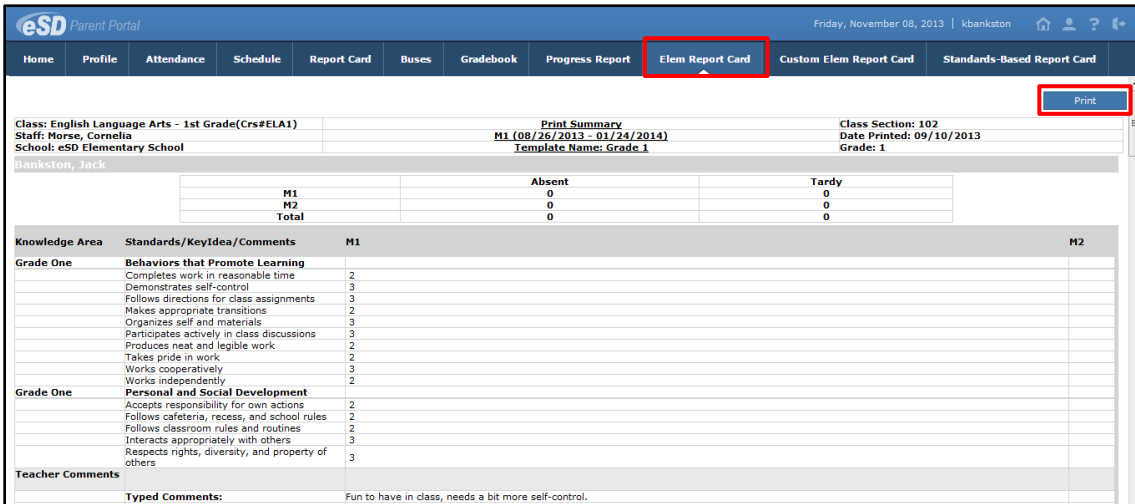
Spring Parking Registration Complete

\* License Plate Number



## 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.



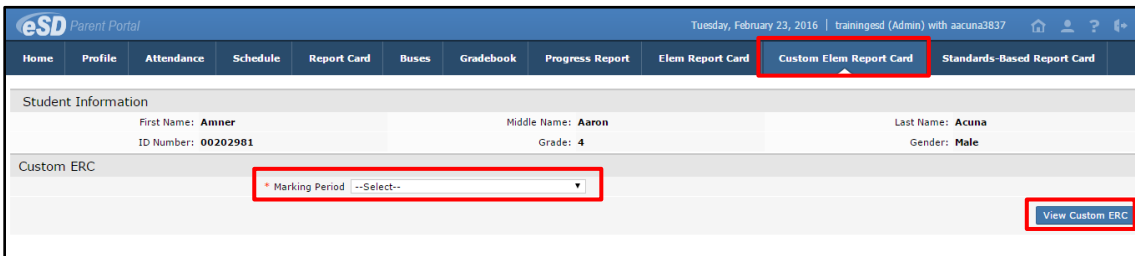
**Note:**  
Elementary Report Cards will be published to the Portal at the school district’s discretion.

**Note:**  
If the district has opted to display a **custom-format Elem Report Card**, the page layout may differ.

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

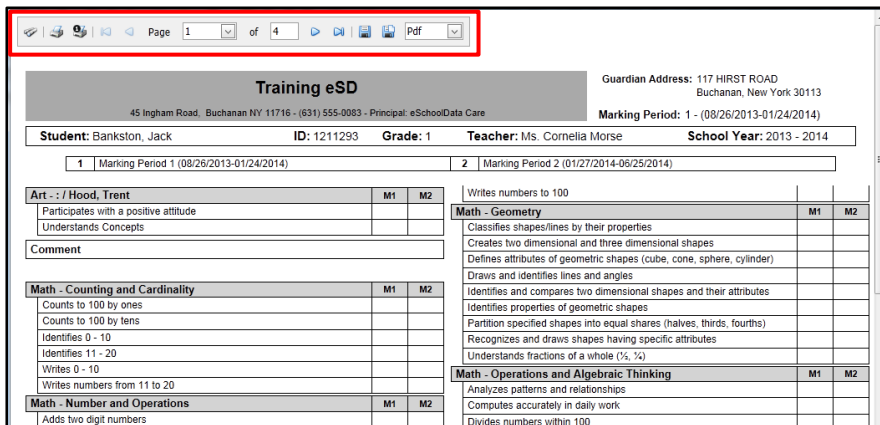
## Custom Elem Report Card Tab

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.



## 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.

**eSD Elementary School**  
 3 Gingerbread Lane  
 Clintondale New York 11716  
 Tel: 631-218-5280  
 Principal: Yadira Ritchie  
 School Year: 2013 - 2014  
 Marking Period: MP1

Student: Delinda Mullis  
 ID: 00002453  
 Grade: 4  
 Homeroom: 117  
 Guardian: Regis Mullis  
 134 Main Street  
 Central Islip NY 11722

Teacher: Mr. Montes      Grade 4      Section: 117      Room: 117

Scheduling Year: 2013 - 2014					
Marking Period	Dates				
MP1	09/09/2013-11/09/2013				
MP2	11/12/2013-01/24/2014				
MP3	01/27/2014-04/04/2014				
MP4	04/07/2014-06/27/2014				
Attendance					
Attendance/Marking Period	MP1	MP2	MP3	MP4	Total
Days Absent	0	0	0	0	0
Days Unexcused Absent	0	0	0	0	0
Days Tardy	0	0	0	0	0

Print Teacher Name \_\_\_\_\_  
 Teacher Signature \_\_\_\_\_  
 Date \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Guardian Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**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.

**eSD Elementary School**  
 3 Gingerbread Lane  
 Clintondale New York 11716  
 Tel: 631-218-5280  
 Principal: Yadira Ritchie  
 School Year: 2013 - 2014  
 Marking Period: PR2

Student: Delinda Mullis  
 ID: 00002453  
 Grade: 4  
 Homeroom: 117  
 Guardian: Regis Mullis  
 134 Main Street  
 Central Islip NY 11722

Teacher: Mr. Montes      Grade 4      Section: 117      Room: 117

Scheduling Year: 2013 - 2014	
Marking Period	Dates
PR1	09/09/2013-10/11/2013
PR2	11/12/2013-12/13/2013
PR3	01/27/2014-02/28/2014
PR4	04/07/2014-05/09/2014

Print Teacher Name \_\_\_\_\_  
 Teacher Signature \_\_\_\_\_  
 Date \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Guardian Signature \_\_\_\_\_  
 Date \_\_\_\_\_

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

## 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 Address** 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 a different email address as the **Current Primary Account Email Address** and the appropriate **Email Type** for that address, OR enter the **New Primary Account Email Address** and select the **Email Type** for the new email address.

An error message will be presented if the New Primary Account Email Address is already used within the district as another person's Primary Account Email Address.

#### Note:

The **Primary Email Address** is the email address to which “**Forgot Password?**” emails, and other Portal communications, will be sent.


An error message will be generated if the **Primary Email Address** is already being used for another account as a **User Name** or a **Primary Email Address**.

#### Note:

**Username** is restricted to max 254 characters and **Password** is restricted to max 50 characters.

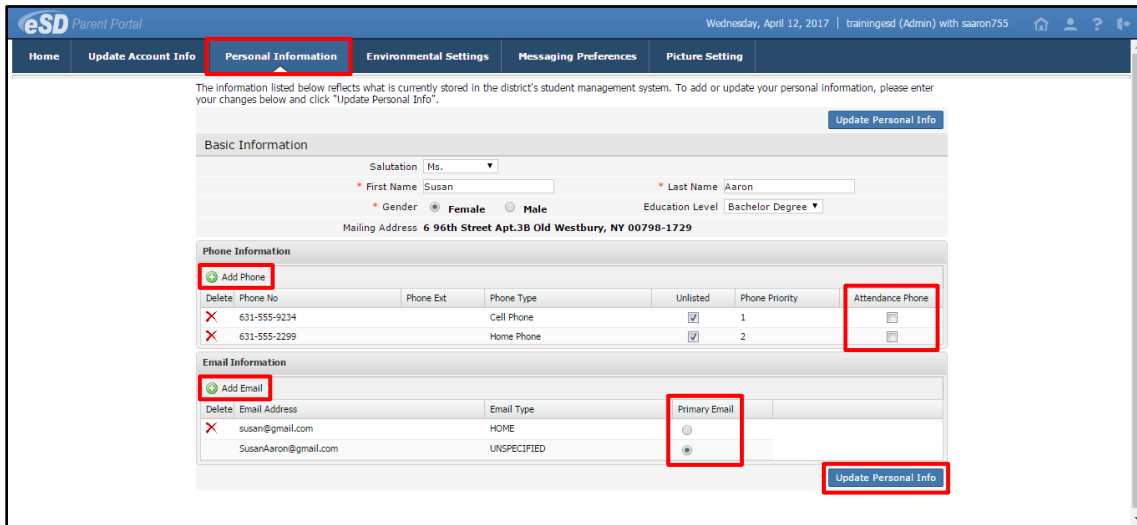
The **Username** CANNOT include any of the following characters:  
!@#\$\$%^&\*()+=][-<>?

### 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.

**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:**

In the **Education Level** selections, **OT** = Other, and **US** = Unspecified.

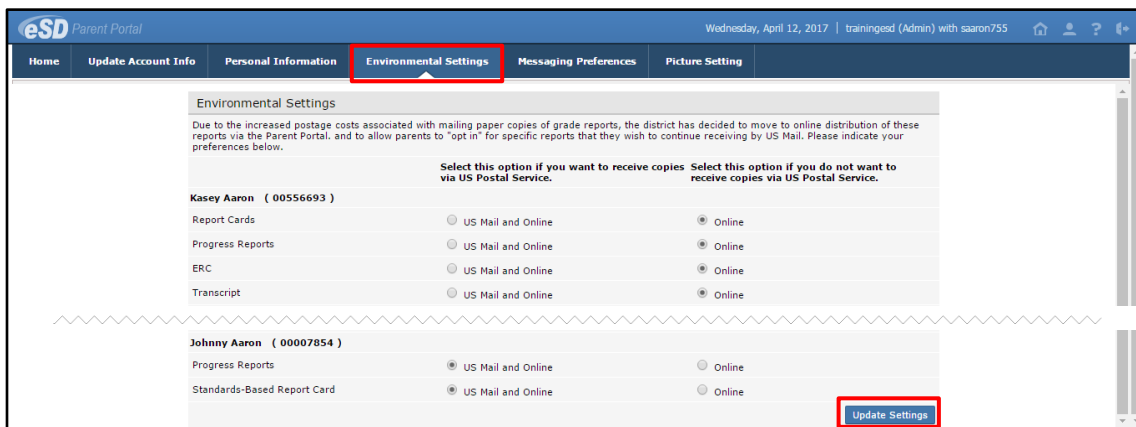
Guardians can specify the phone to be used for **Attendance** calls.

Guardians cannot **Edit** or **Delete** the email address marked as **Primary Email**. Use the **Update Account Info** tab to change the **Primary Email Address**.

### 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.

For each student, parents/guardians can select which available grade reporting documents they wish to receive as paper mailings. Click **Update Settings** when finished.



### Messaging Preferences

When enabled by your district, the **Messaging Preferences** tab allows parents to subscribe to email alerts, and set the email formats and delivery schedules.

The **Messaging 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, Messaging Only

### 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.

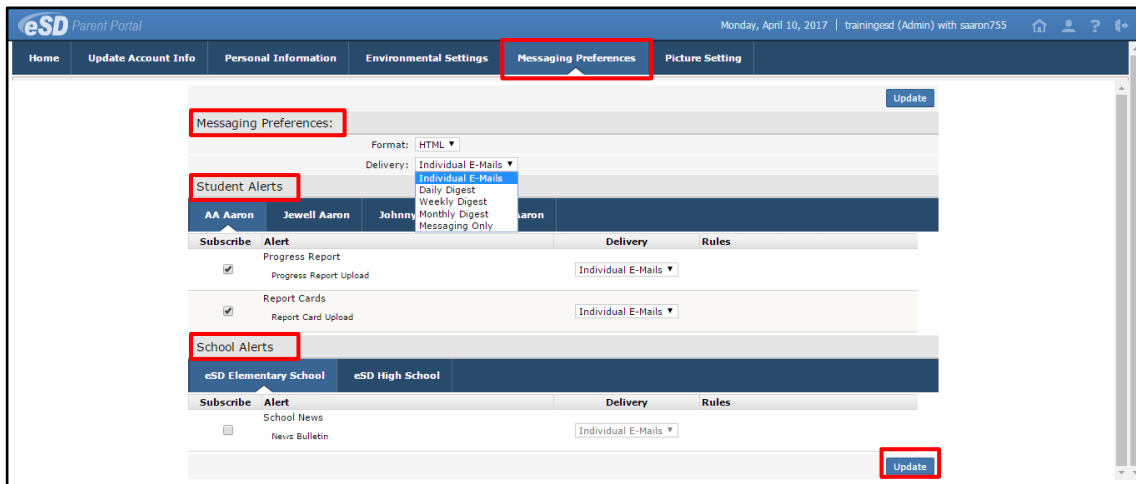
**Subscribe:** Check to receive alert, uncheck to stop.

**Delivery:** Select the applicable schedule, if different from the **Preferences** selection.

**Note:**  
**Digests** are compilations of emails, delivered daily, weekly, or monthly.

The district may restrict **Delivery** options to **Messaging Only**, which delivers all **email alerts** to the parent's **Messages Inbox ONLY**.

Emails related to **Portal Account status** and **Online Registration applications** will be delivered to the specified **Primary Email address**.



### 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.

