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Chapter

23.1

eSD[®] Parent Portal Parent/Guardian View

This chapter 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 and relevant information that will enhance your involvement with your student's academic career.

eSchoolData User Guide

eSD[®] Parent Portal- Parent/Guardian View

Account Registration

Please refer to the school districts website for an existing Parent Portal Link. If your district has not created a link associated to the schools website you may use the link located below.

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

Go to the North Salem district website: www.northsalemsschools.org



Go to the MS/HS page

In the column on the left, click Parent Portal.

To establish a parental/guardian portal account, click on the home page where it says "First time Here? Click [here](#) to create a new account."



eSD® Parent Portal Home

Welcome to the eSchoolData Parent Portal! You are about to enter into an exciting new partnership with your student and your school district.

The eSchoolData Parent Portal is a cutting-edge communications tool designed to enhance and increase your involvement in your student's education using the power of information.

In our busy world, timely communication between parents and school districts is essential for optimal student achievement. The eSchoolData Parent Portal allows for instant online access to current and relevant information that will enhance your involvement with your student's academic career. This is accessible through eSchoolData's secure, password protected environment.

- First time Here? Click [here](#) to create a new account.
- Forgot your password? Click [here](#) to retrieve it.
- Need help or more information? Click [here](#) to read our FAQ.

Register now and help your student meet success today!



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Enter the required information on the Account Information Screen, click the "Create Account Information" button at the bottom of the screen.

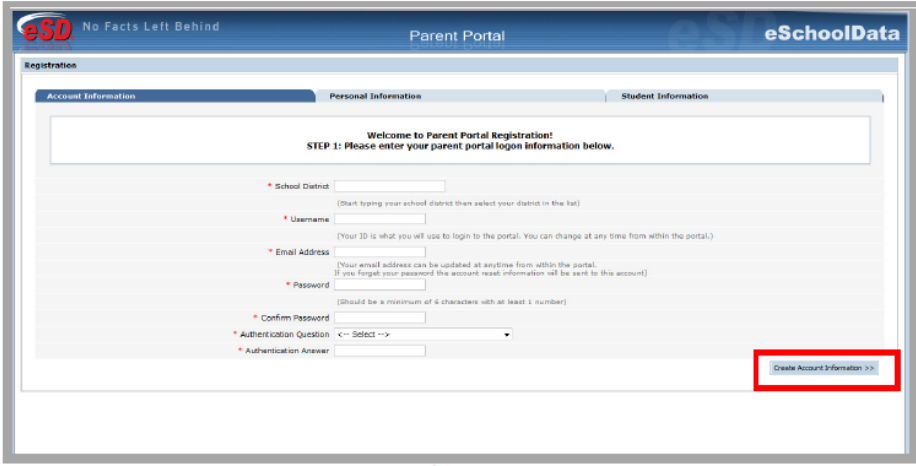


Figure 2 – Parent Portal Registration Step 1

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

The screenshot shows the 'Parent Portal' interface for 'eSchoolData'. The 'Registration' section is active, with 'Personal Information' selected. A message box states: 'STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.' Below this are input fields for: First Name, Middle Name, Last Name, Street Address, Apartment #, City, State (dropdown), 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.

Figure 3 - Parent Portal Registration Step 2

Complete the required information on the Student Information Screen, click "Add Student to the above list" when finished, click the "Finish Registration!" button.

The screenshot shows the 'Student Information' screen. A message box states: 'STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.' Below this is a table titled 'My Student(s)' with columns: ID Number, First Name, Last Name, Grade, and School. Below the table is an 'Add Student' form with fields for ID Number, First Name, Last Name, School (dropdown), and Grade (dropdown). A red box highlights the 'Add Student to the above list' button. A red callout box points to the 'Add Student' form with the text: 'Only one student is required to verify your identity.' At the bottom right, there are two buttons: '<< Previous' and 'Finish Registration!', with the latter highlighted by a red box.

Figure 4 - Parent Portal Registration Step 3

A confirmation message will display stating that the Parent Portal registration has been successful. An **email will be sent** from the school district to the parent/guardian's email once the account request has been approved.

Logging In

Once the district has approved the account request, the parent/guardian will receive an email which will provide a link to activate the account. Once the link is clicked, parents/guardians can now **Login** using the Username and Password that was created at the time of registration.

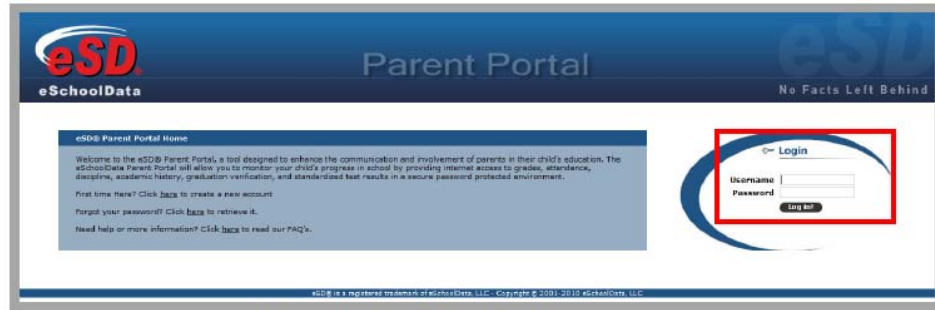


Figure 5 – Parent/Guardian Login

NOTE: The eSD® Parent Portal is best viewed using Internet Explorer 7 or Internet Explorer 8 and 9 in compatibility mode.

Upon first log on, the District terms and conditions disclaimer should be read. Click the **"I Agree"** button at the bottom of the Agreement. Parents/Guardians will be prompted to agree to District terms each time the terms are amended.

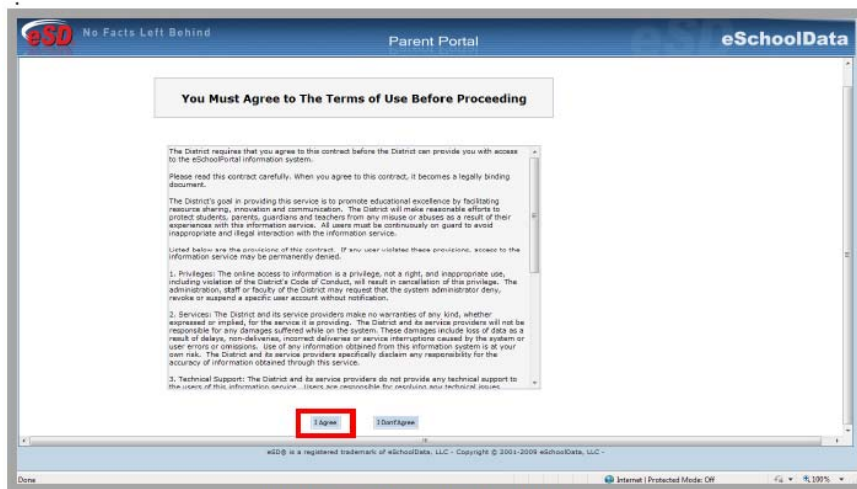


Figure 6 – Terms and Conditions

Navigating the Portal

With a successful login, the portal account holder can view district and building announcements and access any documents that have been uploaded by the district or building. **Click on the student's name to view student specific information.**

ID	First Name	Middle Name	Last Name	School	Grade
1	Juan		Abbato-Lagrea	eSD Training High School	11
2	Guadalupe		Abbato, Jr	eSD Training Elementary	10

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

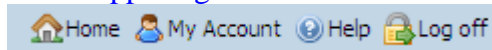
Title	Description	School
Food Bank Donations	Donations to the food bank are due by...	

File Name	Description	District/School
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Parents/Guardians have the ability to view a log of their recent activities.

Figure 8 – Accessing Students

From the individual student's screen, parents can click on the tabs to see the latest Progress Report and Report card, as well as the student's schedule. Clicking on the icons on the upper right



allows parents to change login or password (My Account) or to check Frequently Asked Questions (Help). Parents can also get help with the Parent Portal by contacting Dr. Lynda Vincent at 914-669-5414 ext. 2158.