

# Welcome to Northport-East Northport's Parent Portal

In an attempt to further enhance the communication between the school and home, we are pleased to announce the opening of our Parent Portal. This new feature will allow you to securely access current information regarding your child's attendance, report cards, progress reports and schedules. It is our hope that this information will allow you to become even more informed about your child's education.

Please follow the directions below in order to register for this service.

**Log in:** <https://parentportal.eschooldata.com>

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



**Figure 1 – Creating an Account**

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.

Registration

Account Information Personal Information Student Information

STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.

\* First Name  
Middle Name  
\* Last Name  
\* Street Address  
Apartment #  
\* City  
\* State --Select--  
\* Phone - - - x

<< Back to Account Information Create Personal Information >>

**Figure 3 – Parent Portal Registration Step 2**

Your name and address must be entered exactly as they appear on school documents. Please notify the school regarding any needed changes.

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

Registration

Account Information Personal Information Student Information

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

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

ID Number	First Name	Last Name	Grade	School
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Add Student

\* ID Number \* First Name \* Last Name  
\* School --Select-- \* Grade --Select--

Add Student to the above list Clear

<< Previous Finish Registration!

Only one student is required to verify your identity.

**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.

Select KA or KP for kindergarten students.

Student ID can be found on your child’s schedule, progress report, report card and/or Nutrikids account.

Please note that it will take anywhere from two to three business days for your account to be activated.

## 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.

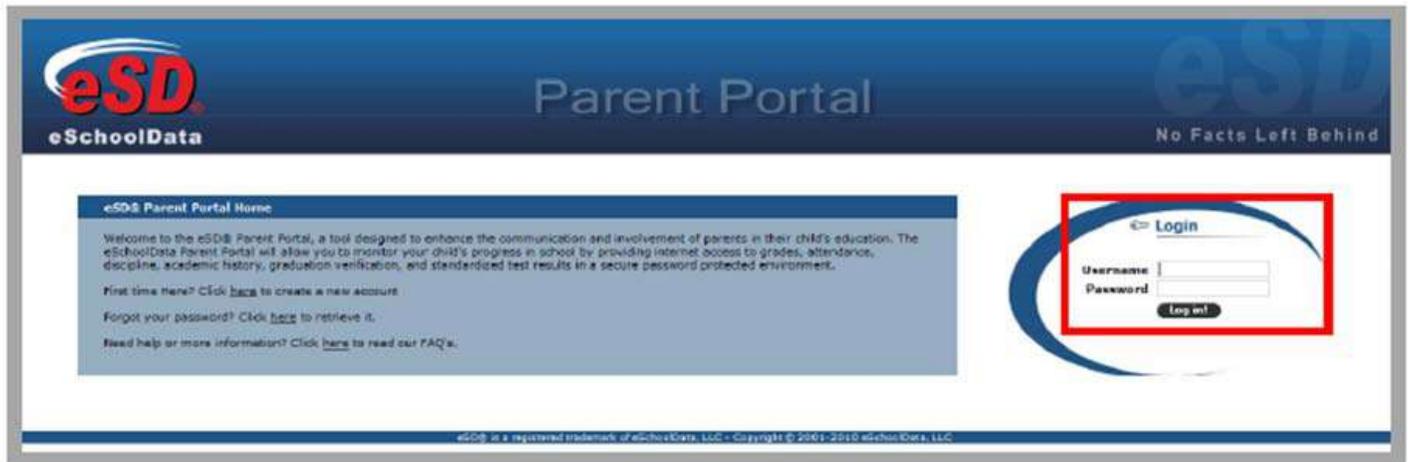


Figure 5 – Parent/Guardian Login

**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.

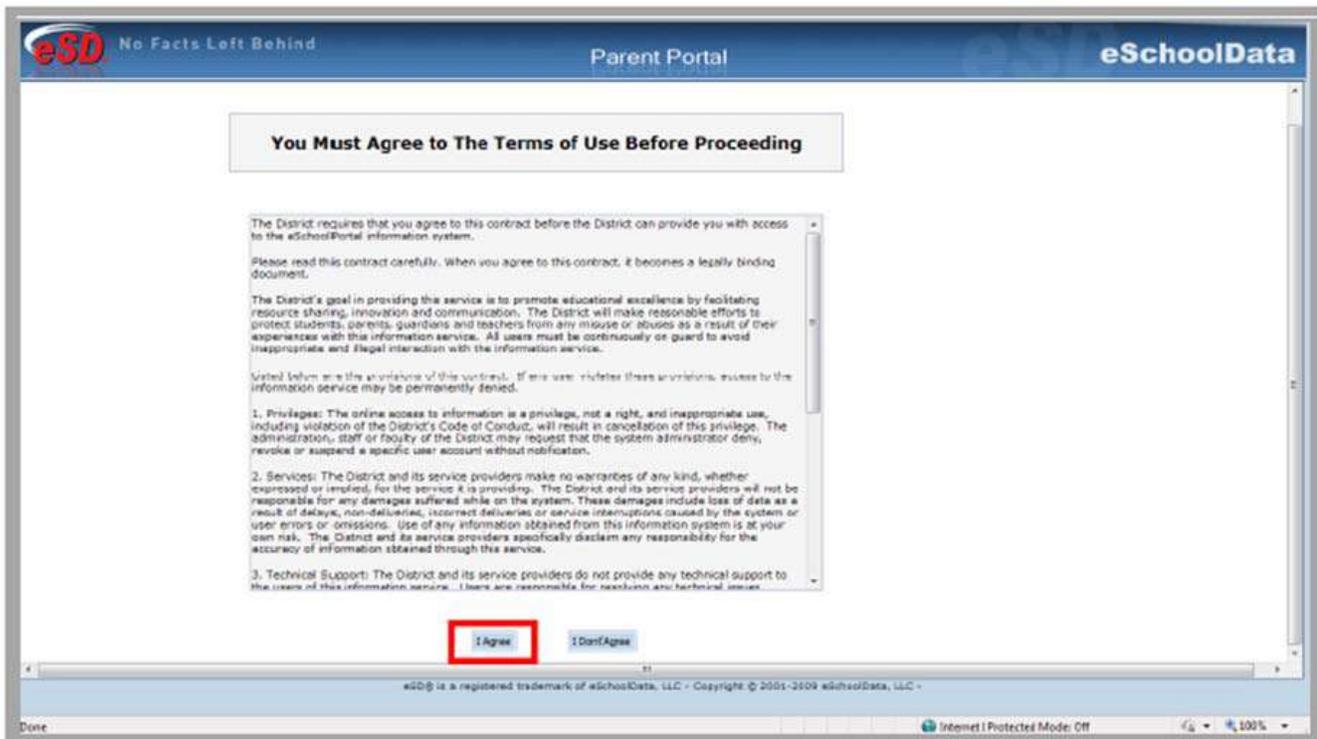
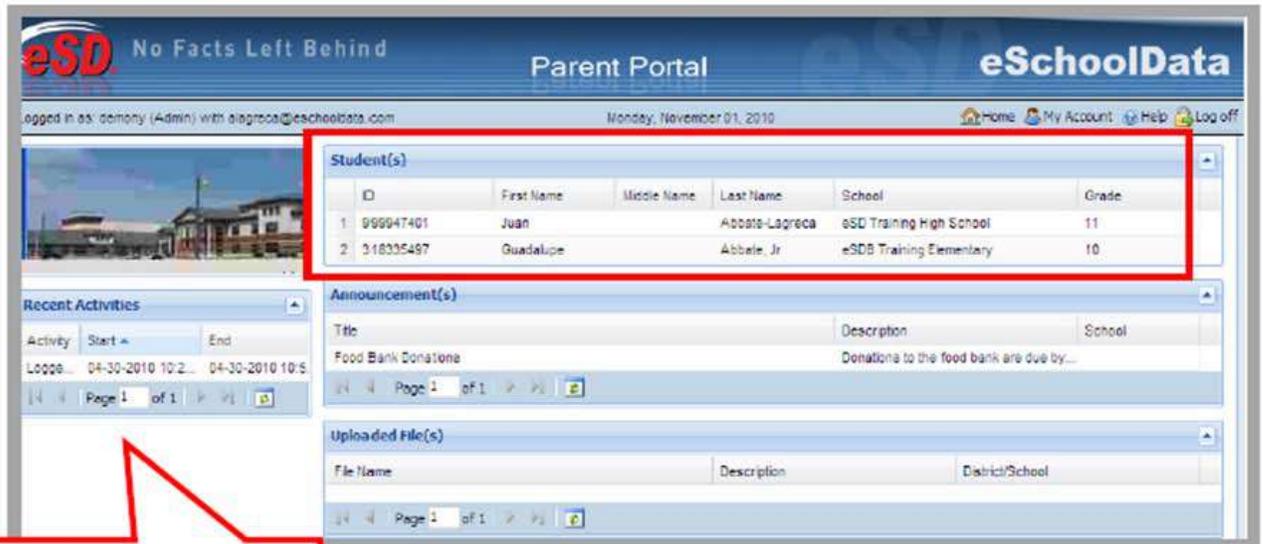


Figure 6 – Terms and Conditions

## 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.**



The screenshot shows the Parent Portal interface. At the top, it says "eSD No Facts Left Behind" and "eSchoolData". The user is logged in as "demony (Admin)" with email "adagrcos@eschooldata.com" on Monday, November 01, 2010. A red box highlights the "Student(s)" table, which contains the following data:

	ID	First Name	Middle Name	Last Name	School	Grade
1	999947401	Juan		Abbate-Lagrega	eSD Training High School	11
2	318335487	Guadalupe		Abbate, Jr	eSDB Training Elementary	10

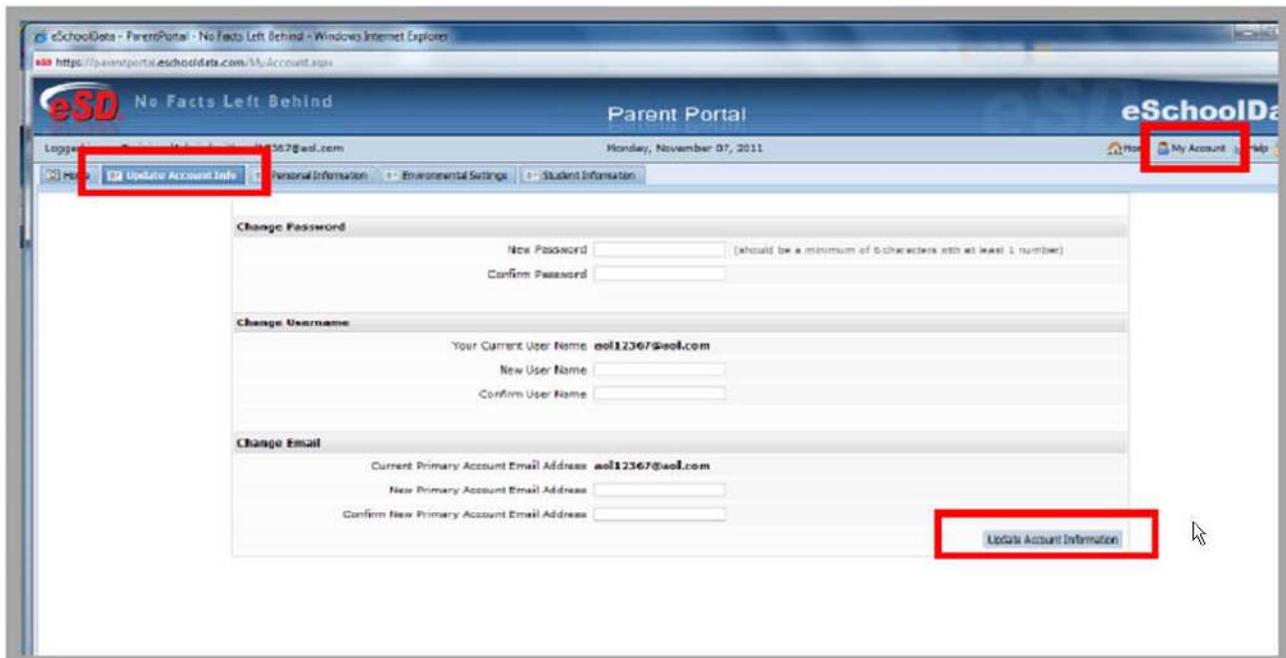
Below the student list, there are sections for "Recent Activities", "Announcement(s)", and "Uploaded File(s)". A red arrow points from a text box to the "Recent Activities" section.

Parents/Guardians have the ability to view a log of their recent activities.

Figure 8 – Accessing Students

## Updating Account Info

Parents/guardians can update account information at any time, by clicking on the  **"My Account"** icon and then clicking on **"Update Account Info"** tab. From this screen, passwords, usernames, and primary email addresses can be changed. Simply enter the new information in one or all of these categories, when finished **"Update Account Information"** button.



The screenshot shows the "Update Account Info" page. The "Update Account Info" tab is highlighted with a red box. The page contains three sections: "Change Password", "Change Username", and "Change Email". Each section has input fields for the new information. The "Update Account Information" button at the bottom right is also highlighted with a red box.

Figure 9 – Updating Account Info