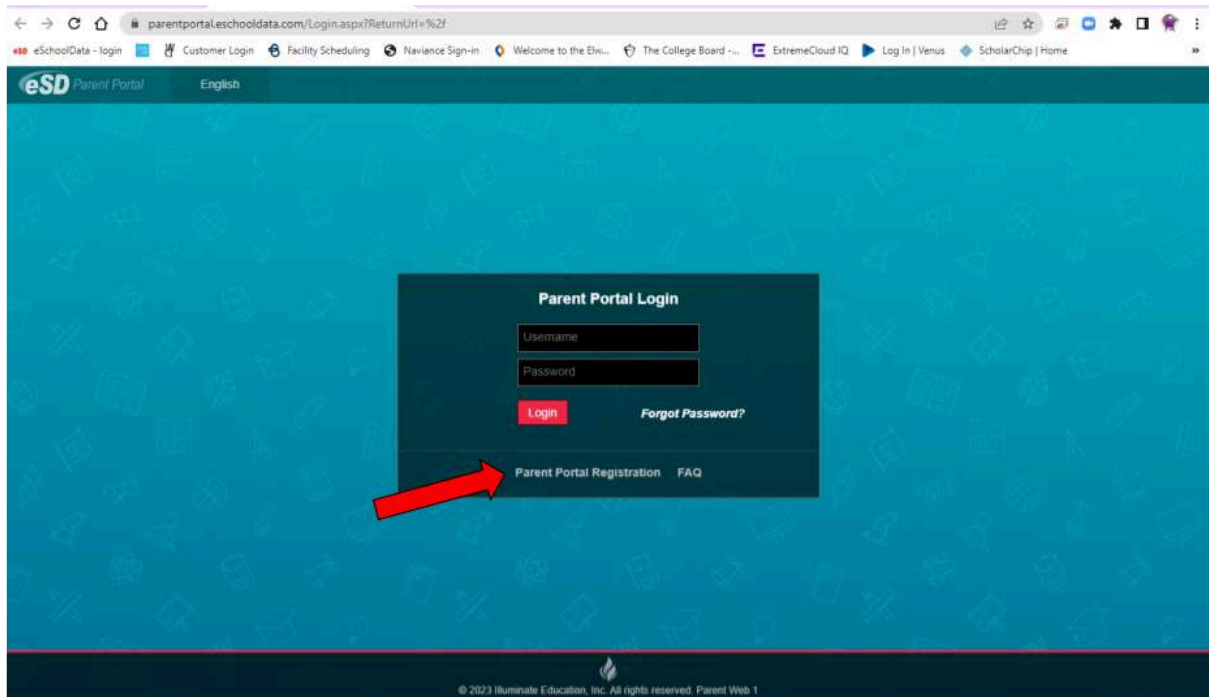


## Parents Guide to the Portal

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

### Portal Registration

1. Choose “First time Here? Click [here](#) to create an new account”  
Follow the directions and submit.  
After the account is approved and activated the parent can sign in to see their child’s data.



2. Enter the required information (indicated by a red asterisk\* before the field name) on the Account Information screen, then click Create Account Information.

A screenshot of the 'Registration' form, specifically 'STEP 1: Please enter your parent portal login information below.' The form is divided into three tabs: 'Account Information', 'Personal Information', and 'Student Information'. The 'Account Information' tab is active. The form contains several fields with red asterisks indicating required information: 'School District' (with a dropdown menu), 'Username' (with a note: 'This is what you will use to login to the portal. You can change at any time from within the portal.'), 'Email Address' (with a note: 'Your email address can be updated at any time from within the portal. If you forget your password the account reset information will be sent to this account.'), 'Confirm Email Address', 'Password' (with a note: 'Should be a minimum of 6 characters with at least 1 number.'), 'Confirm Password', 'Authentication Question' (with a dropdown menu), and 'Authentication Answer'. A red box highlights the 'Create Account Information' button at the bottom right. The footer text reads: 'eSD is a registered trademark of eSchoolData, LLC - Copyright © 2016-2023 eSchoolData, LLC - Server 2'.

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

The screenshot shows the 'eSD Parent Portal' header and a 'Registration' section. It has three tabs: 'Account Information', 'Personal Information' (selected), and 'Student Information'. Below the tabs, a message states: '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 fields include: First Name, Middle Name, Last Name, Street Address, Apartment #, City, State (dropdown), ZIP Code, and Phone. At the bottom right, there are two buttons: 'Back to Account Information' and 'Create Personal Information >>' (highlighted with a red box). A footer note reads: 'eSD® is a registered trademark of edSchoolData, LLC - Copyright © 2005-2013 edSchoolData, LLC - Server 2'.

4. 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.

The screenshot shows the 'eSD Parent Portal' header and a 'Registration' section. It has three tabs: 'Account Information', 'Personal Information', and 'Student Information' (selected). Below the tabs, a message states: 'STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.' There 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' section with form 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), 'Close', and 'Finish Registration!' (highlighted with a red box). A 'Previous' button is also visible. A footer note reads: 'eSD® is a registered trademark of edSchoolData, LLC - Copyright © 2005-2013 edSchoolData, LLC - Server 2'.

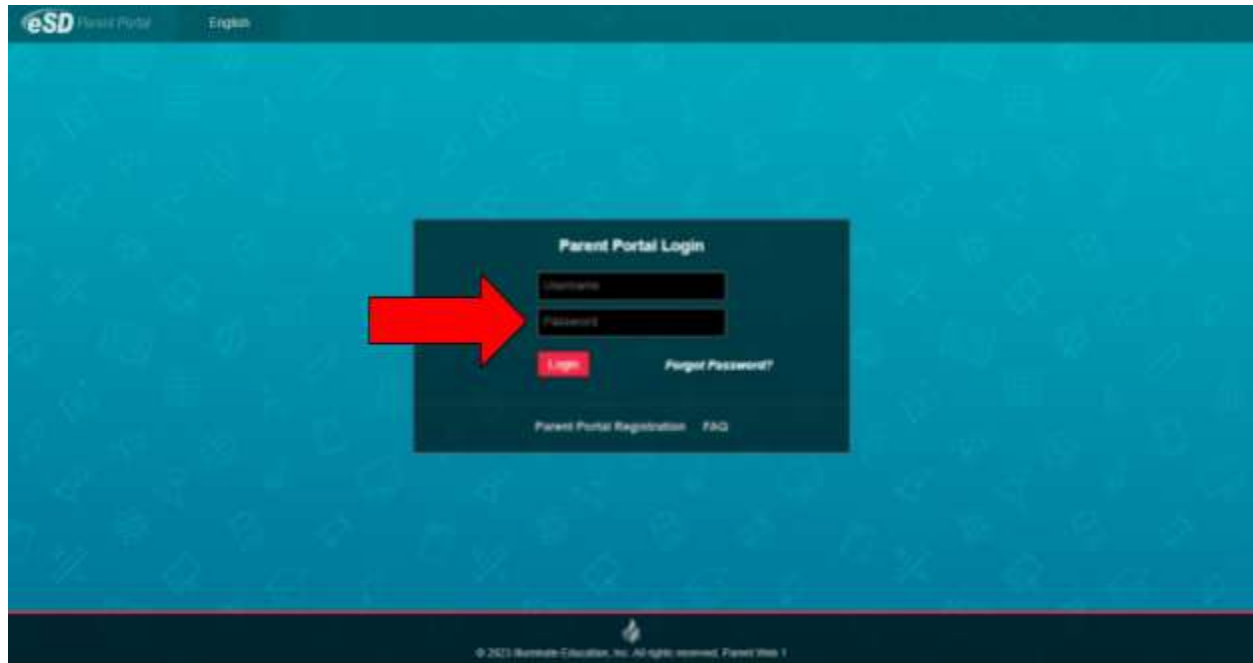
5. A confirmation message will display stating that the Parent Portal registration has been successful. Once the account request has been approved by the school district, an email will be sent from the school district to the email address listed on the registration form.

The screenshot shows the 'eSD Parent Portal' header and a 'Registration' section. A message states: 'Your registration request has been processed successfully...'. Below this, it says: '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 edSchoolData Parent Portal.' A footer note reads: 'eSD® is a registered trademark of edSchoolData, LLC - Copyright © 2005-2013 edSchoolData, LLC - Server 2'.

6. The account approval email will contain their User ID and a temporary Password, along with a link to activate the account. Follow the next steps to login.

## Logging In

- Once 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.



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



9. 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' login page with a message: 'You must change your password for first login.' Below this is a form with the following fields: 'Old Password', 'New Password' (with a note: '(Must be a minimum of 6 characters with at least 1 number)'), 'Confirm Password', 'Primary Email Address', and 'Confirm Email Address'. There is a checkbox labeled 'Use this E-Mail address as my User Name'. At the bottom of the form are 'Save' and 'Close' buttons. The 'Save' button is highlighted with a red box. At the very bottom of the page, there is a small copyright notice: 'eSD® is a registered trademark of elwoodData, LLC - Copyright © 2010-2012 elwoodData, LLC - Version 2'.

10. 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.

The screenshot shows the 'eSD Parent Portal' homepage. At the top right, it says 'Welcome, October 06, 2014 | kabaner0113'. Below this is a navigation bar with icons for Home, My Account, Help, and Logout. The main content area is divided into several sections: 'My Students' (a table of students), 'Announcement' (a list of announcements), 'Recent Activities' (a log of activities), and 'Document' (a list of documents). The 'My Students' table has columns for 'First Name', 'Middle Name', 'Last Name', 'Grade', and 'School'. The 'Announcement' section has a 'Title' column and a 'School' column. The 'Recent Activities' section has an 'Activity' column and a 'Date Time' column. The 'Document' section has a 'File Name' column and a 'Description' column. The 'My Students' table is highlighted with a red box. The 'Announcement' section is highlighted with a red box. The 'Recent Activities' section is highlighted with a red box. The 'Document' section is highlighted with a red box. The 'My Students' table contains the following data:

First Name	Middle Name	Last Name	Grade	School
Enon	W	Alenaby	9	eSD High School
Fady		Alenaby	10	eSD High School
Wadon	A	Alenaby	5	eSD Elementary School

***If you need assistance with establishing your account, you may email [info@elwood.k12.ny.us](mailto:info@elwood.k12.ny.us), or call the technology department at 266-5400 x6283.***