

eSD® Portal: Parent View
User Guide
v. 5.3.0



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Overview

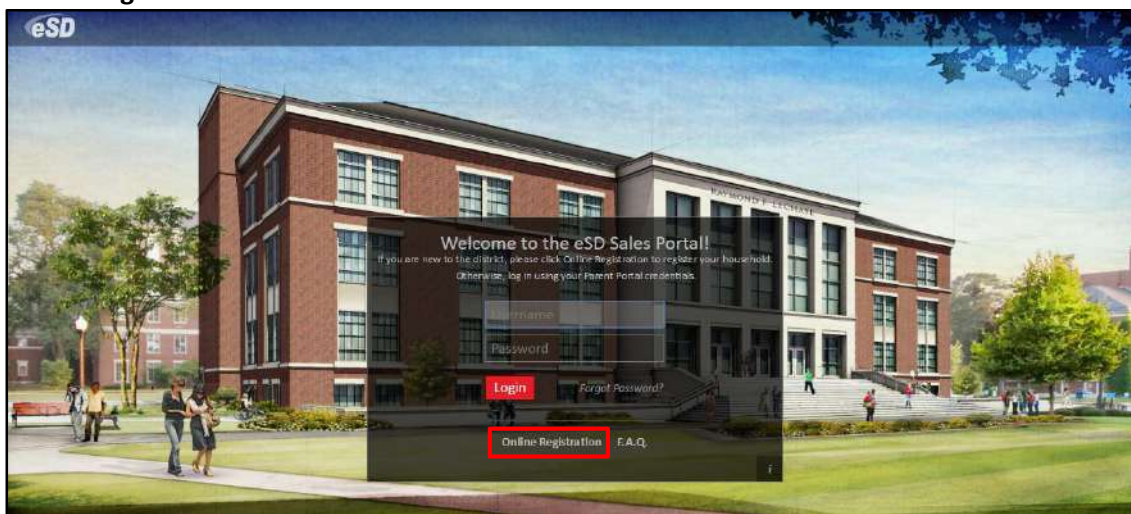
This guide provides parents/guardians with a step by step guide outlining the navigation and use of the parent portal. The eSchoolData Parent Portal is a cutting-edge communications tool designed to increase your involvement in your student's education using the power of information. The eSchoolData 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.

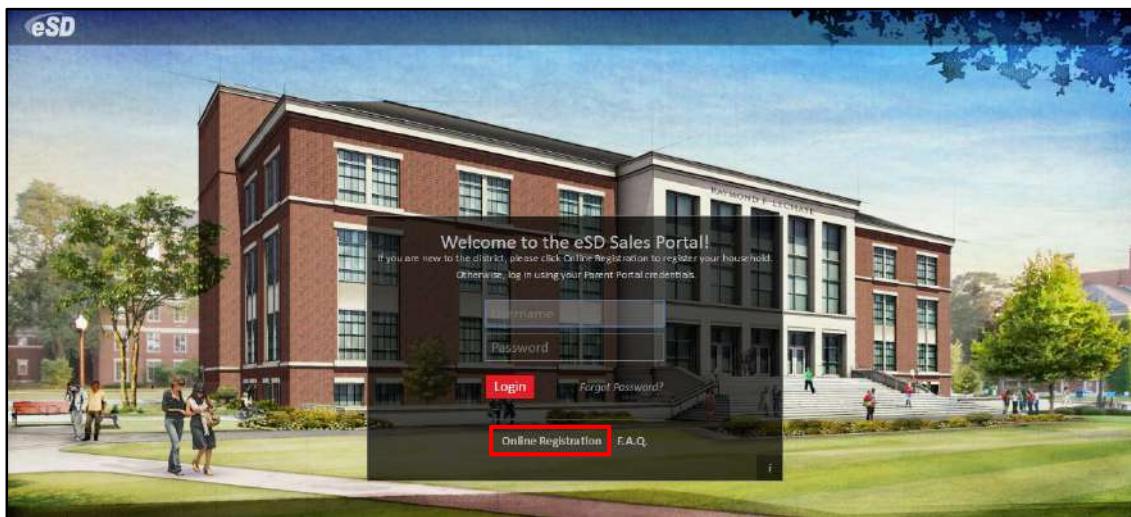
If you have been given a User ID and temporary Password by the district, please go to **Logging In** on page 11.

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 9.

Online Registration

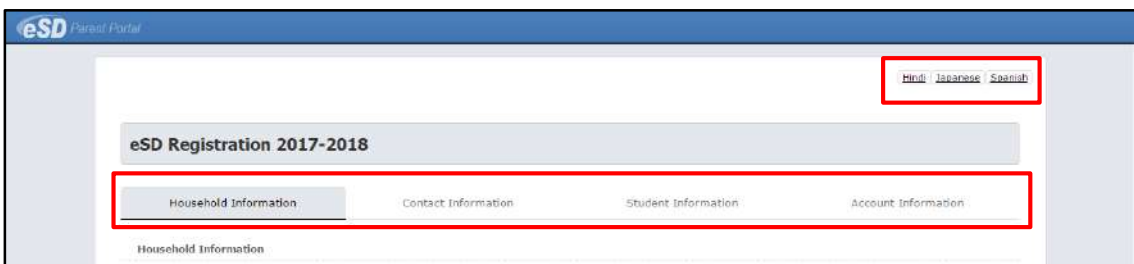
The Online Registration link is used by parents who are new to the district and need to register their students. If your students are already registered in the district but you have not been given a User ID and Password, please contact the district.

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.

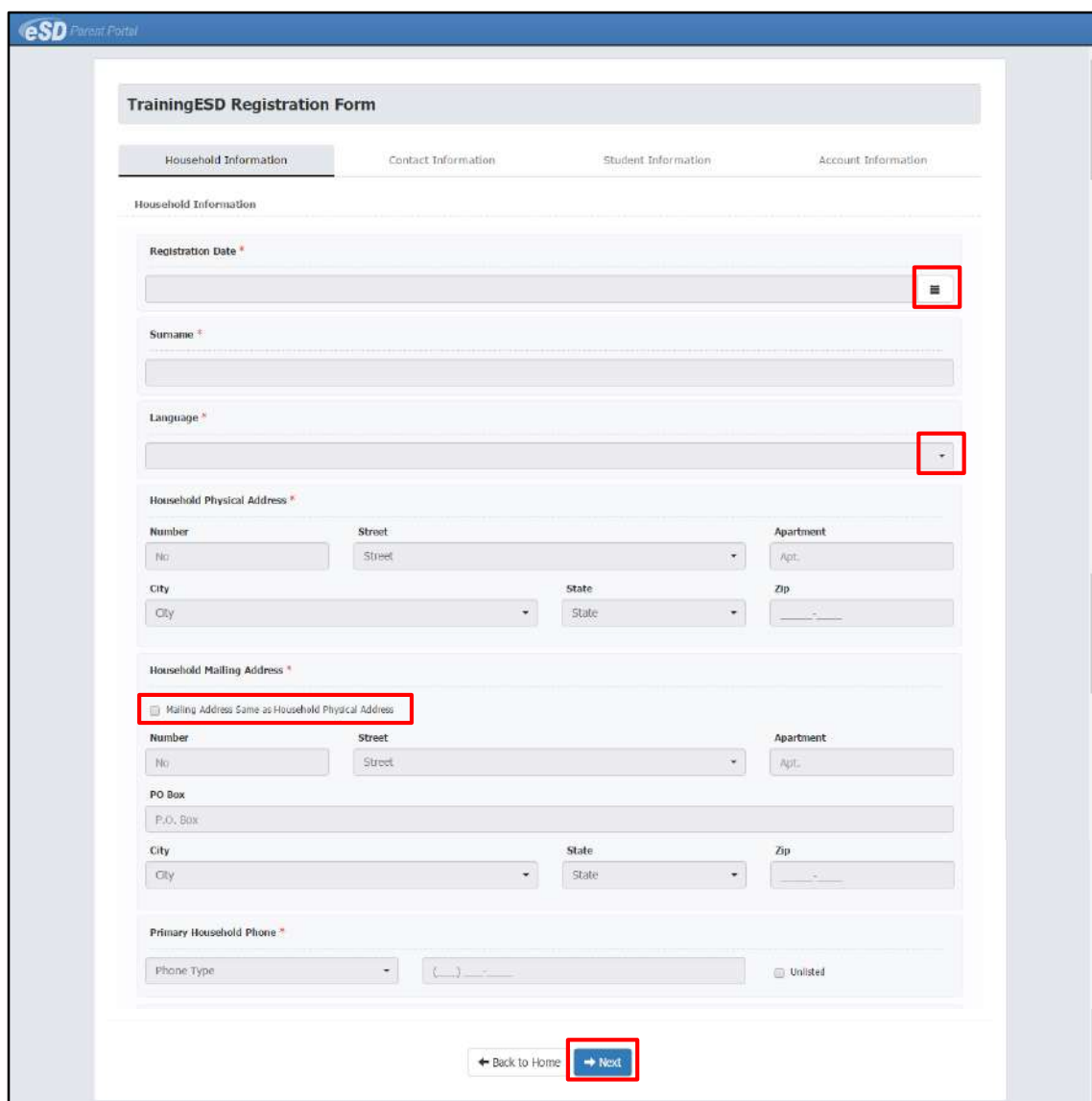
Note:

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 'TrainingESD Registration Form' with the 'Household Information' tab selected. The form contains several sections with red boxes highlighting specific elements:

- Registration Date ***: A text field with a calendar icon (highlighted with a red box).
- Surname ***: A text field.
- Language ***: A dropdown menu (highlighted with a red box).
- Household Physical Address ***: A section with fields for Number, Street, Apartment, City, State, and Zip.
- Household Mailing Address ***: A section with a checkbox labeled 'Mailing Address Same as Household Physical Address' (highlighted with a red box), and fields for Number, Street, Apartment, PO Box, City, State, and Zip.
- Primary Household Phone ***: A section with a 'Phone Type' dropdown, a phone number field, and an 'Unlisted' checkbox.
- Navigation**: At the bottom, there are 'Back to Home' and 'Next' buttons (the 'Next' button is highlighted with a red box).

Contact Information 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 or an Emergency Contact.

When finished entering all Guardians and 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 **Contact Information tab** will be pre-filled with data currently in the system.

Note:

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

Note:

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

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

For Guardian Contacts only, check **Primary** for the email address that should be used for Portal communications.

The screenshot shows the 'Contact Information' tab in the eSD Parent Portal. The form is titled 'Contact Information 1.' and includes a 'Comments' section with a note: 'There must be at least 1 contact for a student registering. To add a contact, click on Add Contact button.' The form fields are organized into sections: 'Contact First Name', 'Contact Middle Name', and 'Contact Last Name'; 'Resides In Household' (checkbox) and 'Gender' (dropdown); 'Contact Mailing Address' (checkbox for 'Mailing Address Same as Household Mailing Address'), 'Number' (No, Street, Apartment), 'PO Box' (P.O. Box), 'City' (dropdown), 'State' (dropdown), and 'Zip'; 'Phone' (Phone Type dropdown, phone number field, and 'Add Phone' button); 'Contact Email' (Email Type dropdown, email address field, and 'Add Email' button); and 'Add Additional Contact' button. At the bottom, there are 'Previous' and 'Next' buttons. Red boxes highlight the 'Add Phone', 'Add Email', 'Add Additional Contact', and 'Next' buttons.

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 in the eSD Parent Portal. The form is for 'Student Information 1.' and includes fields for personal and contact information. The 'Next' button at the bottom is highlighted with a red box.

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** 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.

The screenshot shows the 'Account Information' tab in the eSD Parent Portal. The form contains the following elements:

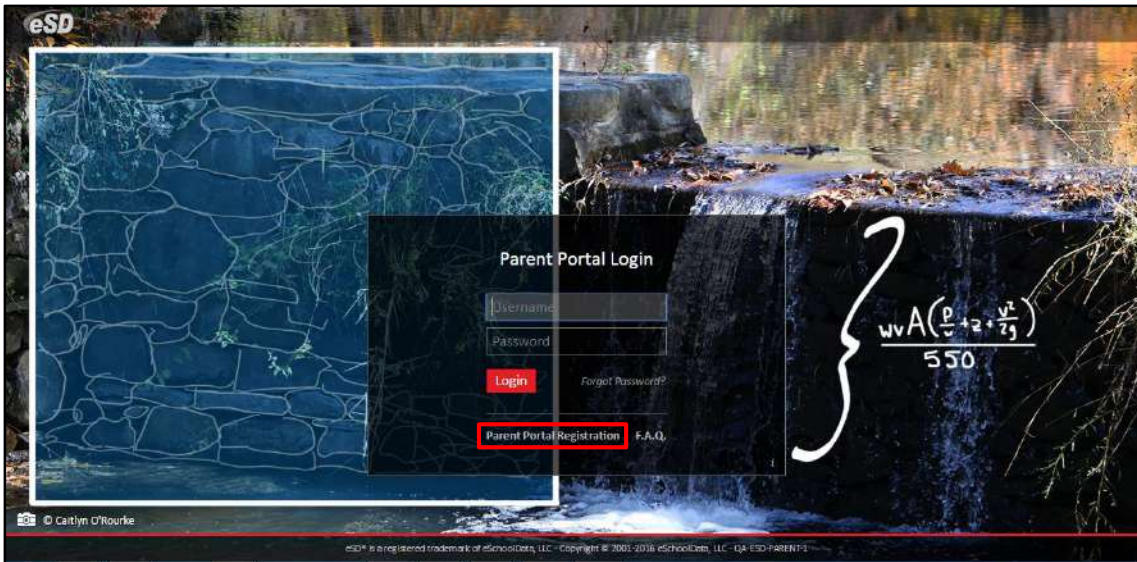
- Form Comments:** A text area with a note: "Once you submit the form, you will receive an email containing the information on how to make an appointment with the district registrar. Be sure to add esd@eschooldata.edu to your contact."
- Agreement:** A section with a red asterisk. It contains a block of placeholder text (Lorem ipsum) and a checkbox labeled "I Agree" with a red asterisk.
- Contact:** A dropdown menu with a red asterisk, currently showing "Contact".
- Signature:** A text input field with a red asterisk.
- Submit Date:** A date picker with a red asterisk.
- Navigation:** At the bottom, there are "Previous" and "Submit" buttons. The "Submit" button is highlighted with a red rectangle.

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 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 contains fields for 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 the 'Student Information' tab selected. A message 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 for ID Number, First Name, Last Name, Grade, and School. Underneath the table is the 'Add Student' section with input fields for ID Number, First Name, Last Name, School (a dropdown menu), and Grade (a dropdown menu). There are two buttons: 'Add Student to the above list' (highlighted with a red box) and 'Clear'. At the bottom right, there are two buttons: '<< Previous' and 'Finish Registration!' (highlighted with 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.

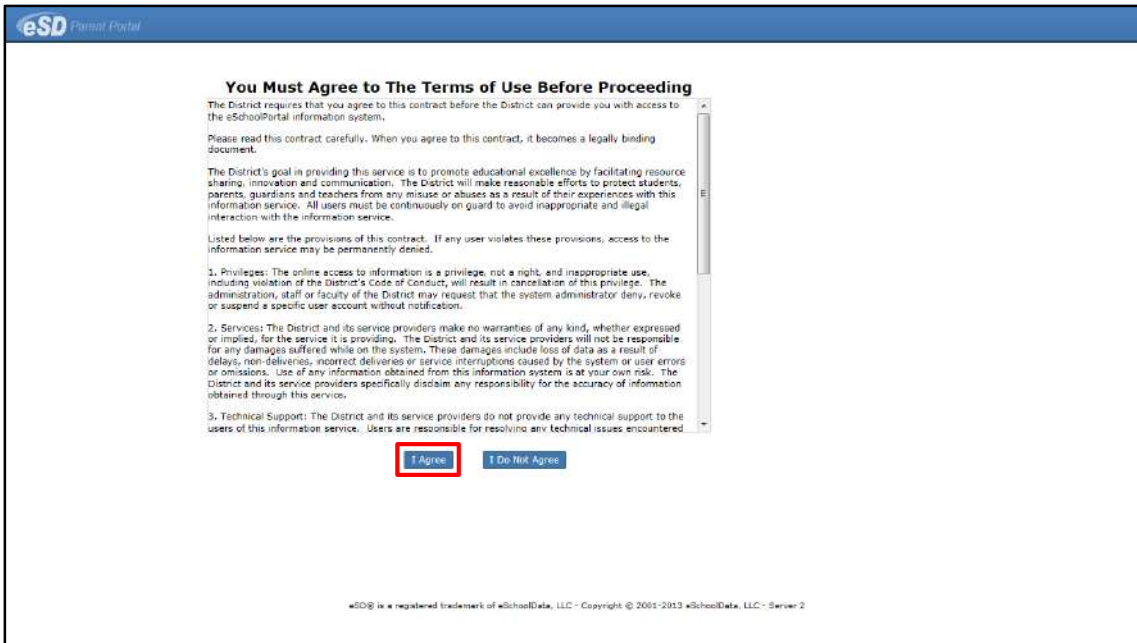
Logging In

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.



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



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.

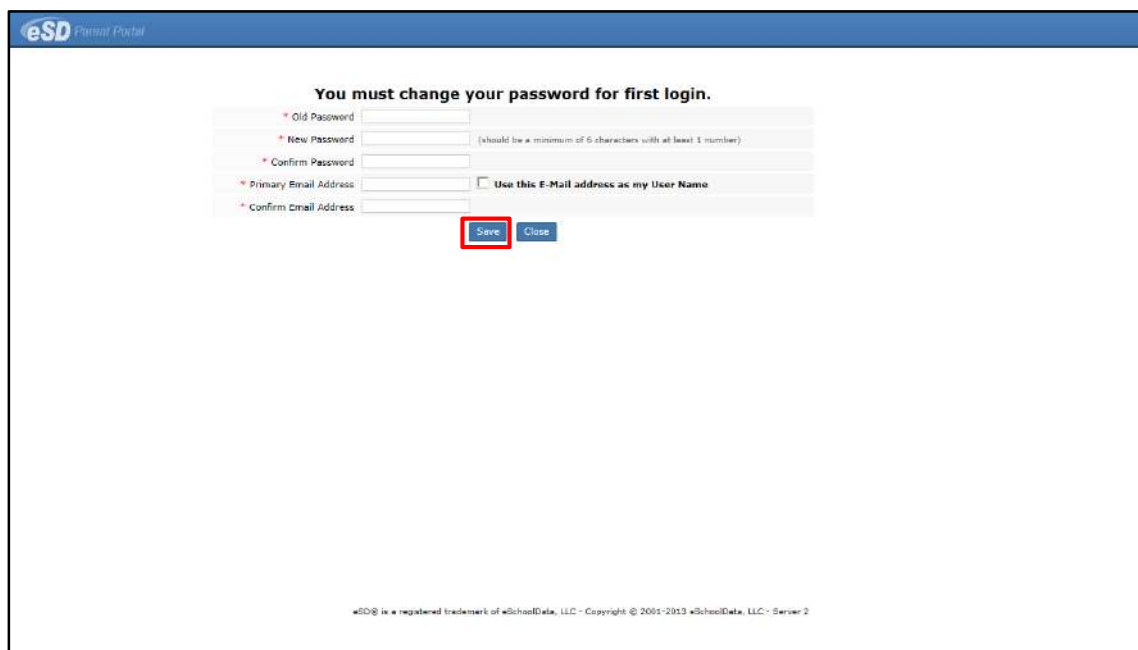
Note:

To retrieve a forgotten Password, click the "**Forgot Password?**" link.

Note:

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

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 interface with a blue header. The main content area has a white background with the text "You must change your password for first login." Below this is a form with five fields: "Old Password", "New Password" (with a note: "(should 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 two buttons: "Save" (highlighted with a red box) and "Close". The footer of the page contains the text: "eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2002-2013 eSchoolData, LLC - Server 2".

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.**



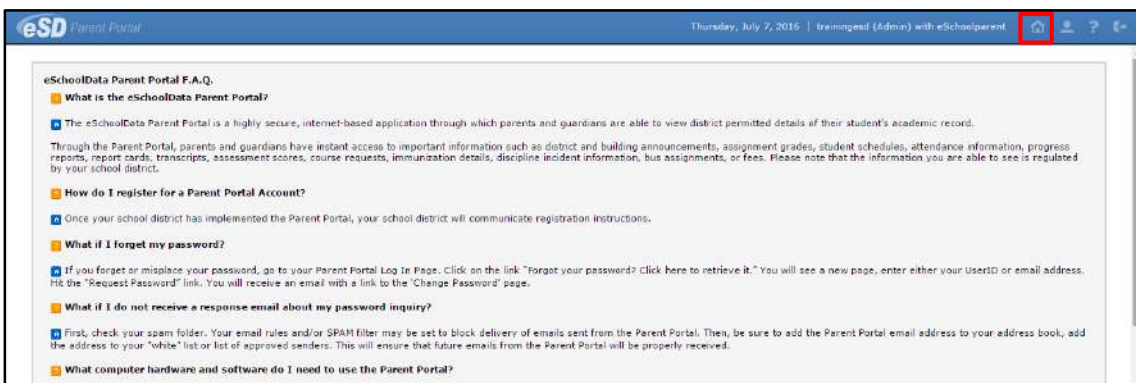
The screenshot shows the eSD Parent Portal Login screen. The background is a scenic image of a waterfall. Overlaid on the image is a dark gray login box. Inside the box, there are fields for "Username" and "Password", a "Login" button, and a "Forgot Password?" link. Below the login box, there are links for "Parent Portal Registration" and "F.A.Q." (highlighted with a red box). The footer of the page contains the text: "© Cathlyn O'Rourke" and "eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2002-2013 eSchoolData, LLC - QA-ESD-PARENT-1".

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.**



ID	First Name	Middle Name	Last Name	Grade	School
235360	Kelvin	W	Abernathy	9	eSD High School
235370	Rudy		Abernathy	10	eSD High School
235371	Preston	R	Abernathy	5	eSD Elementary School

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



eSchoolData Parent Portal F.A.Q.

What is the eSchoolData Parent Portal?

The eSchoolData Parent Portal is a highly secure, internet-based application through which parents and guardians are able to view district permitted details of their student's academic record.

Through the Parent Portal, parents and guardians have instant access to important information such as district and building announcements, assignment grades, student schedules, attendance information, progress reports, report cards, transcripts, assessment scores, course requests, immunization details, discipline incident information, bus assignments, or fees. Please note that the information you are able to see is regulated by your school district.

How do I register for a Parent Portal Account?

Once your school district has implemented the Parent Portal, your school district will communicate registration instructions.

What if I forget my password?


If you forget or misplace your password, go to your Parent Portal Log In Page. Click on the link "Forgot your password? Click here to retrieve it." You will see a new page, enter either your UserID or email address. Hit the "Request Password" link. You will receive an email with a link to the "Change Password" page.

What if I do not receive a response email about my password inquiry?

First, check your spam folder. Your email rules and/or SPAM filter may be set to block delivery of emails sent from the Parent Portal. Then, be sure to add the Parent Portal email address to your address book, add the address to your "white" list or list of approved senders. This will ensure that future emails from the Parent Portal will be properly received.

What computer hardware and software do I need to use the Parent Portal?





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.

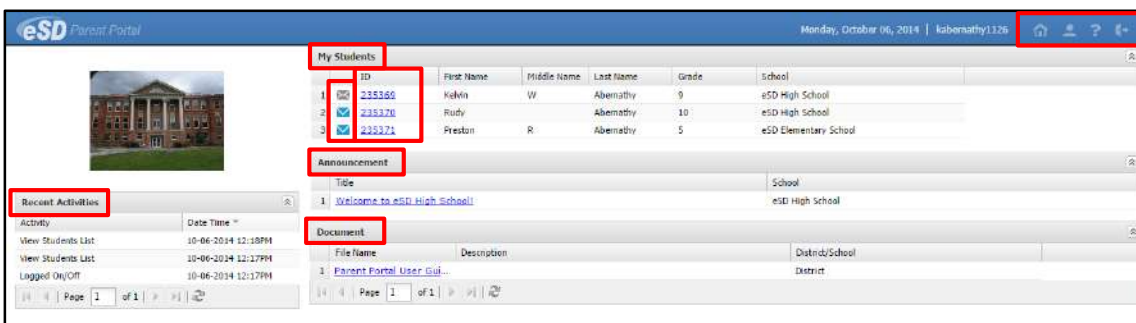
The icons at the top will NOT be available when the **F.A.Q.** is accessed from the **Login screen**.

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.



ID	First Name	Middle Name	Last Name	Grade	School
235360	Kelvin	W	Abernathy	9	eSD High School
235370	Rudy		Abernathy	10	eSD High School
235371	Preston	R	Abernathy	5	eSD Elementary School

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 21 - 33.

For more information about the **Messages Inbox**, see **Messages** on page 15.

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.

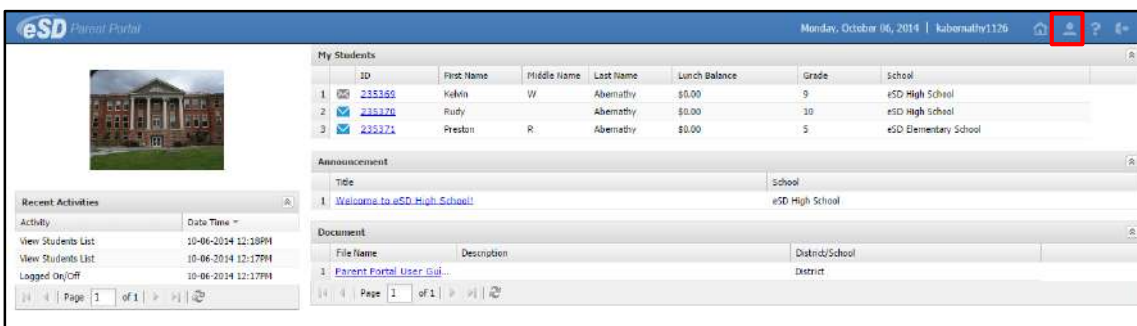


Lunch Balances also display on the applicable student's **Fees** tab (below), but are not included in the Fees **Total Balance**.





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

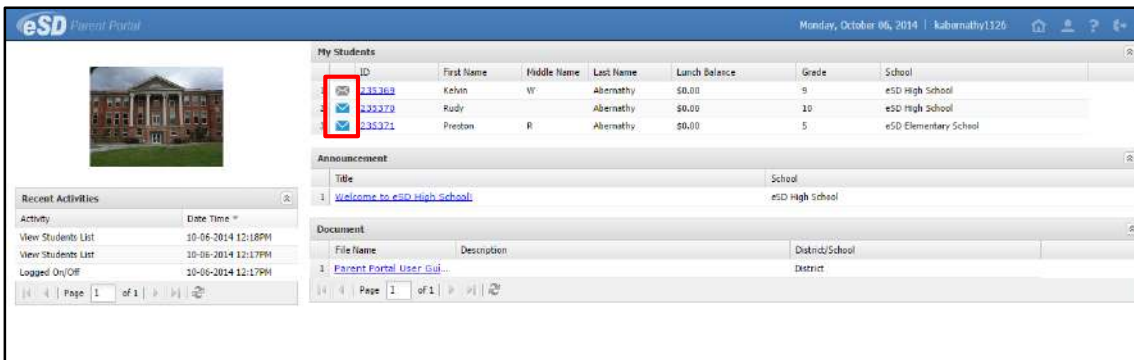
Click the **My Account** icon to update your portal account information (passwords, usernames, and primary email addresses), plus additional information as permitted by your district. For more information, see **Updating Account Info** on page 34.






Messages

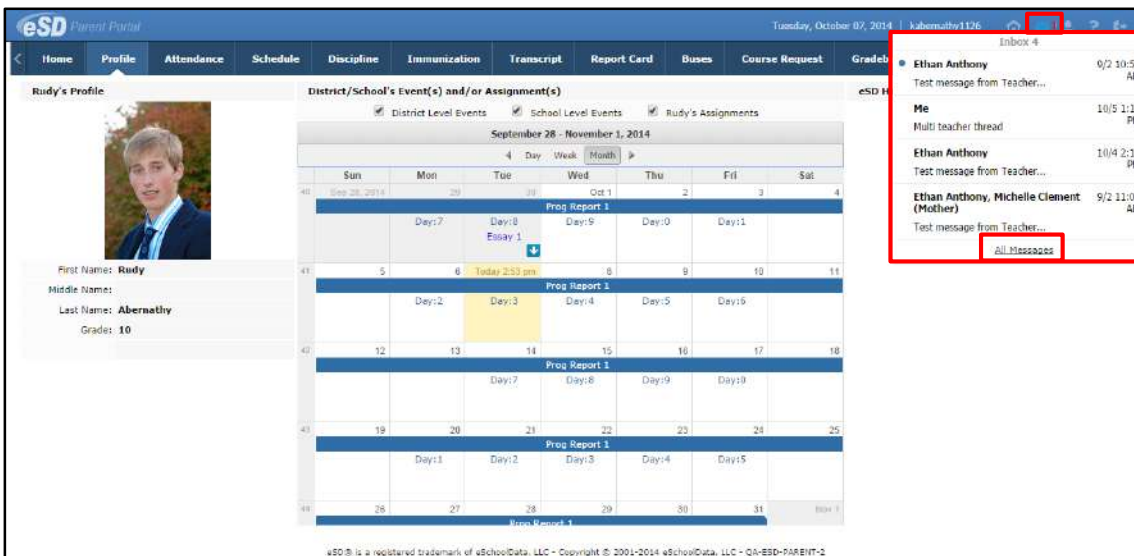
The Messages function allows parents/guardians to communicate with staff members about a specific student. Parents/guardians can access the **Messages** inbox for a student in two ways: from the **My Students** list on the Portal homepage and from the icon toolbar when viewing the student's information.

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.



The screenshot shows the eSD Parent Portal interface. At the top, there's a header with the eSD logo and the date 'Monday, October 06, 2014'. Below the header, there's a 'My Students' table. The table has columns for ID, First Name, Middle Name, Last Name, Lunch Balance, Grade, and School. Three students are listed: Kelvin W. Abernathy (Grade 9), Rudy Abernathy (Grade 10), and Preston R. Abernathy (Grade 5). The 'Messages' icon (a blue envelope) is highlighted in the top right corner of the student list table.

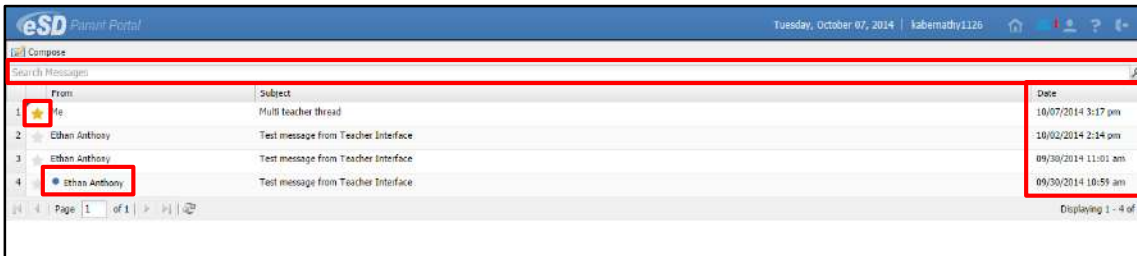
On the student information pages, the **Messages icon**  will display in the icon bar at top right, and may be followed by a red numeral to indicate the number of new messages (when applicable). Click the **Messages icon**  to view a summary of recent messages for that student, with most recent messages 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**.



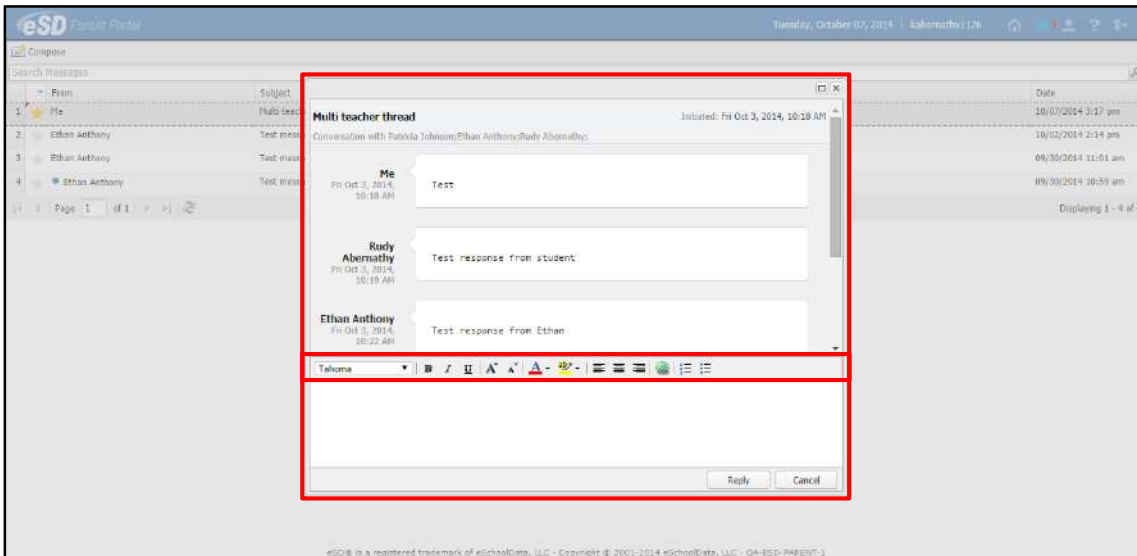
The screenshot shows the eSD Parent Portal interface for a student's profile. The student's name is Rudy Abernathy, Grade 10. The 'Messages' icon (a blue envelope) is highlighted in the top right corner of the page. The 'Messages' dropdown menu is open, showing a list of messages. The messages are listed with the sender's name, the subject, and the time. The 'All Messages' link is highlighted at the bottom of the dropdown menu.

Messages Inbox

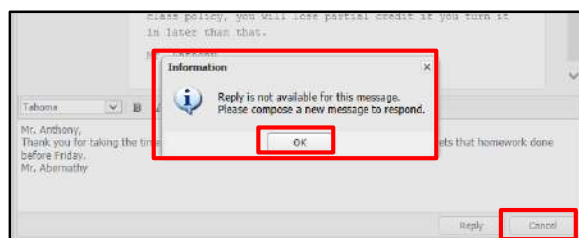
The **Messages Inbox** displays all messages related to the selected student, from the most recent to the oldest. The **New Thread icon** ● will display on each unread message. Click the **Favorite icon** ★ to bookmark a message thread. Type a search term in the **Search Messages field** and click the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



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**.

Note:

The **Editor toolbar** allows users to customize the text appearance, insert a [link](#), and/or create lists.

Note:

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

Tip:

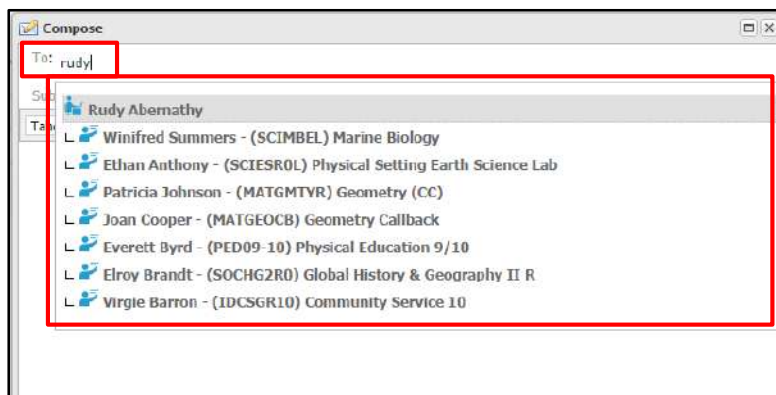
Copy the text of your reply before clicking **Cancel**, and then paste it into the new message window.

New Message

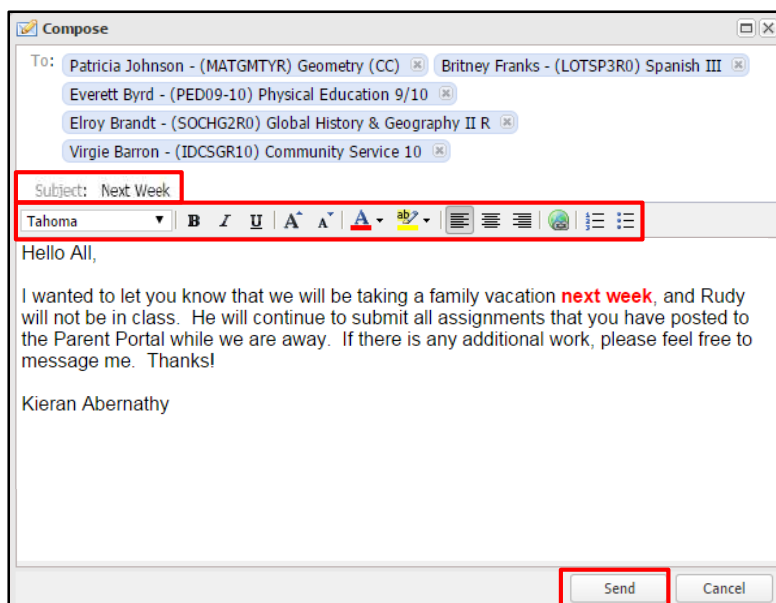
From the **Messages Inbox**, click **Compose** to create a new message.



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.

The screenshot shows the eSD Parent Portal interface. The top navigation bar includes links for Home, Profile, Attendance, Schedule, Discipline, Transcript, Report Card, Buses, Course Request, Gradebook, Progress Report, Assessments, and Fees. The main content area displays 'Rudy's Profile' with a student photo and personal information: First Name: Rudy, Middle Name: , Last Name: Abernathy, Grade: 10. A red box highlights the 'Contact Verification' button. To the right, there is a calendar for April 26 - June 6, 2015, showing school events and assignments.

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.)

The screenshot shows the eSD Parent Portal interface for the 'Contacts' section. The 'Student Information' section includes fields for First Name (Janis), Last Name (Addison), Id Number (235440), and Cell Phone. The 'Household Information' section includes a Surname (Addison), Phone (631-555-9690), and checkboxes for Unlisted, Is Cell Phone, and Update All Linked Records. The 'Guardian Information' section includes fields for First Name (Joan), Last Name (Addison), Gender (Female), Relationship (Mother), Contact Priority (1), and Mailing Address (201 Schrade Road Albany, NY 30113-1412). The 'Phone Information' section includes a table with columns for Phone No, Phone Ext, Phone Type, Unlisted, Phone Priority, Attendance Phone, and Description. The 'Email Information' section is also visible.

Note:

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



Note:

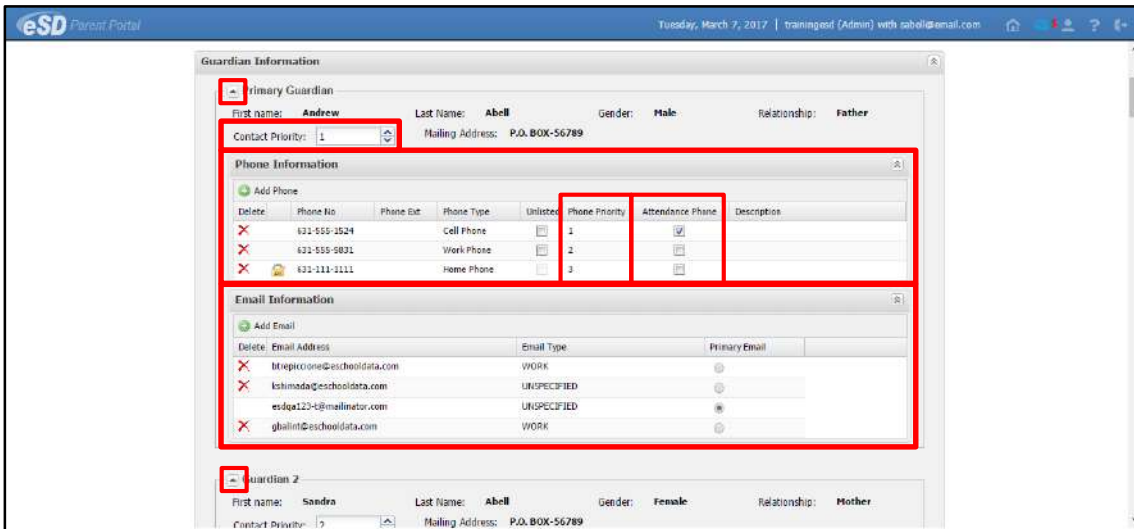
Custodial guardians living OUTSIDE the Household can update only the **Student Information** and their personal **Guardian Information** and **Employer Information** sections.

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.



Guardian Information

Primary Guardian

First Name: Andrew Last Name: Abell Gender: Male Relationship: Father

Contact Priority: 1 Mailing Address: P.O. BOX-56789

Phone Information

Delete	Phone No	Phone Ext	Phone Type	Unlisted	Phone Priority	Attendance Phone	Description
	621-555-2524		Cell Phone	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	
	621-555-9831		Work Phone	<input type="checkbox"/>	2	<input type="checkbox"/>	
	621-111-1111		Home Phone	<input type="checkbox"/>	3	<input type="checkbox"/>	

Email Information

Delete	Email Address	Email Type	Primary Email
	btrepcoone@eschooldata.com	WORK	<input type="radio"/>
	tschimada@eschooldata.com	UNSPECIFIED	<input type="radio"/>
	esdqa123-t@mailinator.com	UNSPECIFIED	<input checked="" type="radio"/>
	ghallin@eschooldata.com	WORK	<input type="radio"/>

Guardian 2

First Name: Sandra Last Name: Abell Gender: Female Relationship: Mother

Contact Priority: 2 Mailing Address: P.O. BOX-56789

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.

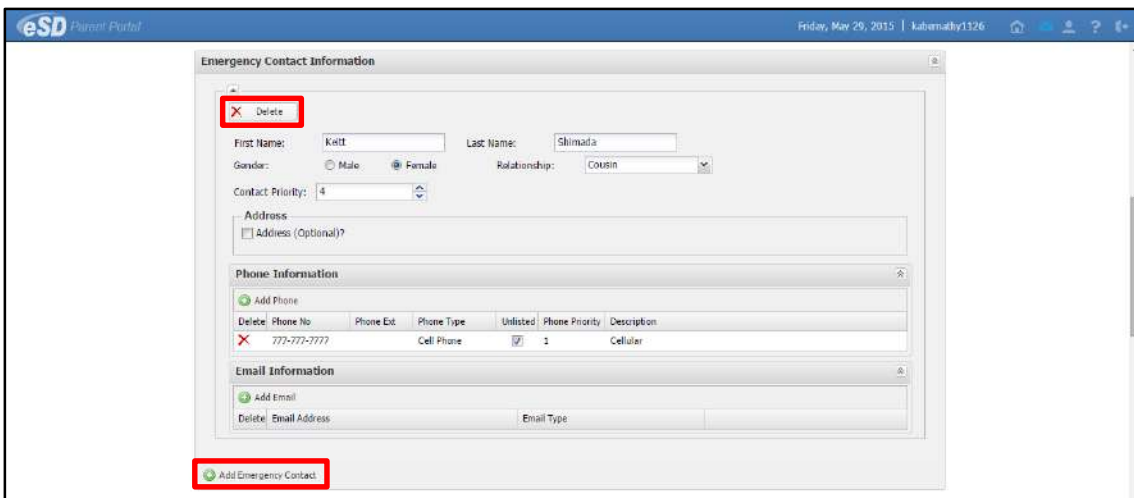
Phone Extensions can include up to five (5) digits.

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

Note:

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).



Emergency Contact Information

Delete

First Name: Kelt Last Name: Shimada

Gender: ☐ Male ☒ Female Relationship: Cousin

Contact Priority: 4

Address: ☐ Address (Optional)?

Phone Information

Delete	Phone No	Phone Ext	Phone Type	Unlisted	Phone Priority	Description
	777-777-7777		Cell Phone	<input checked="" type="checkbox"/>	1	Cellular

Email Information

Add Email

Delete Email Address Email Type

Add Emergency Contact

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.



Address

☒ Address (Optional)? ☐ Same as Student Household?

Address: 45 Apartment:

Street: Hawthorn Place

P.O. Box:

City: Buchanan

State: New York Zip Code: 30113

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).

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®.

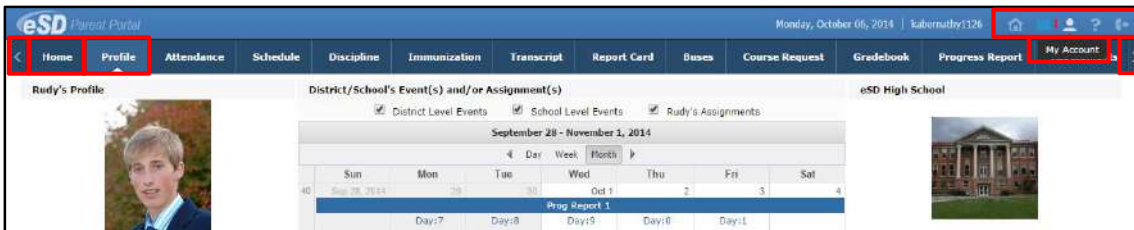
Note:
The **Additional Information** section is displayed ONLY if enabled by the district.

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.



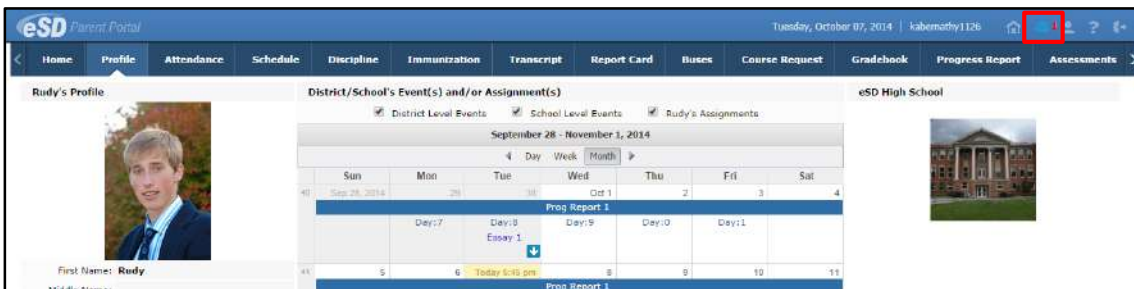
Tip:

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.

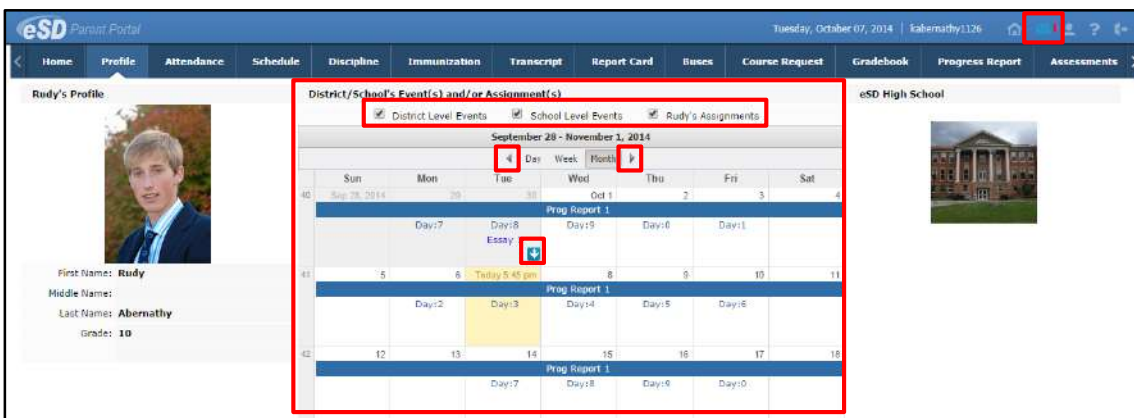


Note:

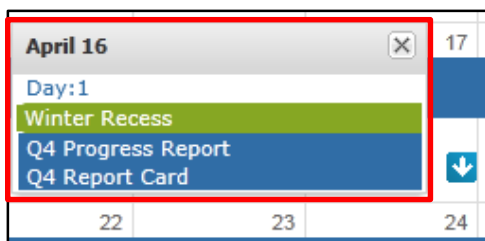
For more information about the **Messages icon**, see **Messages** on page 15.

Calendar

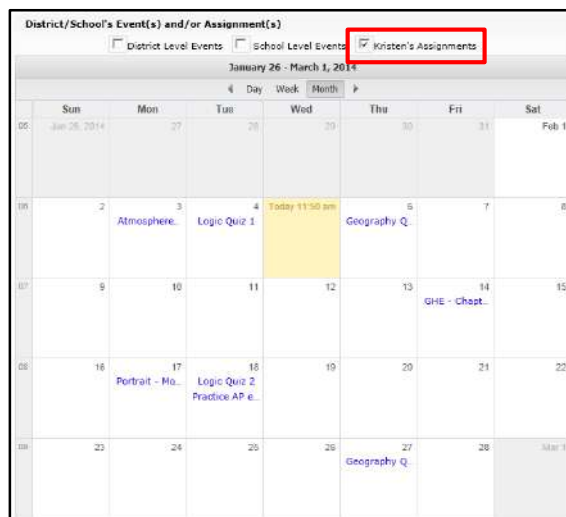
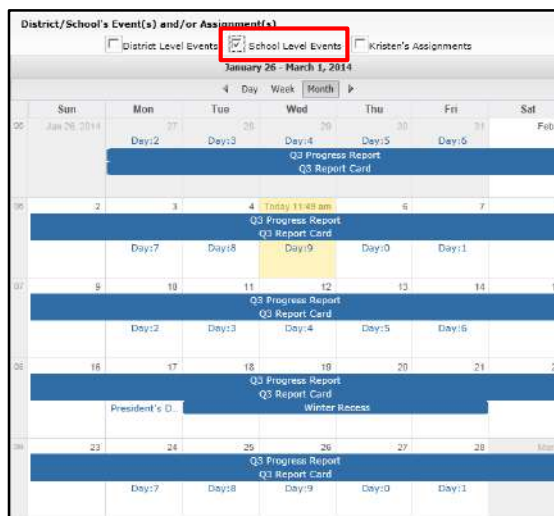
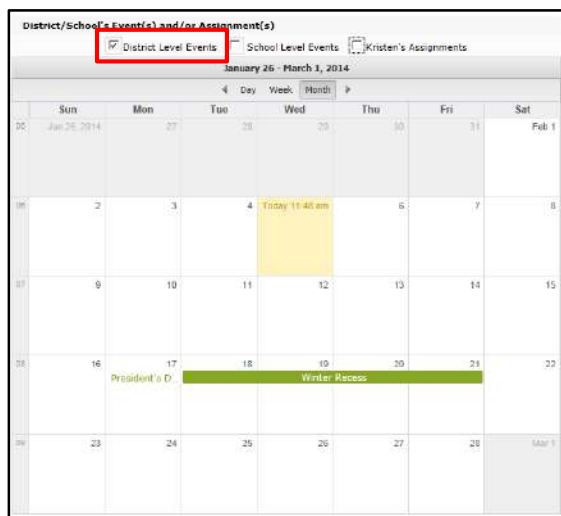
By default, the calendar displays the current Month, and all District Level and School Level Events along with the selected child's Assignments. Click the **Forward** and **Back** arrows to display another date range. If there are more events on a calendar date than can be displayed, that date box will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



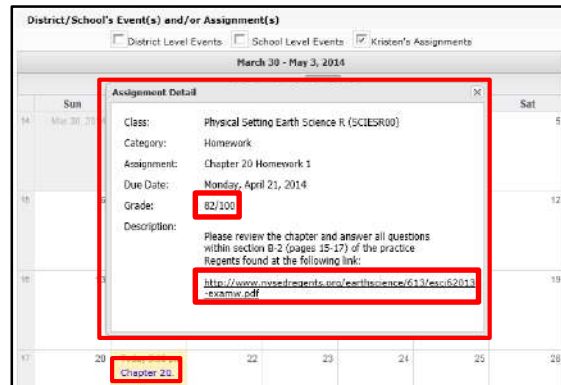
Click the **More Events icon**  to open the Events box.



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).



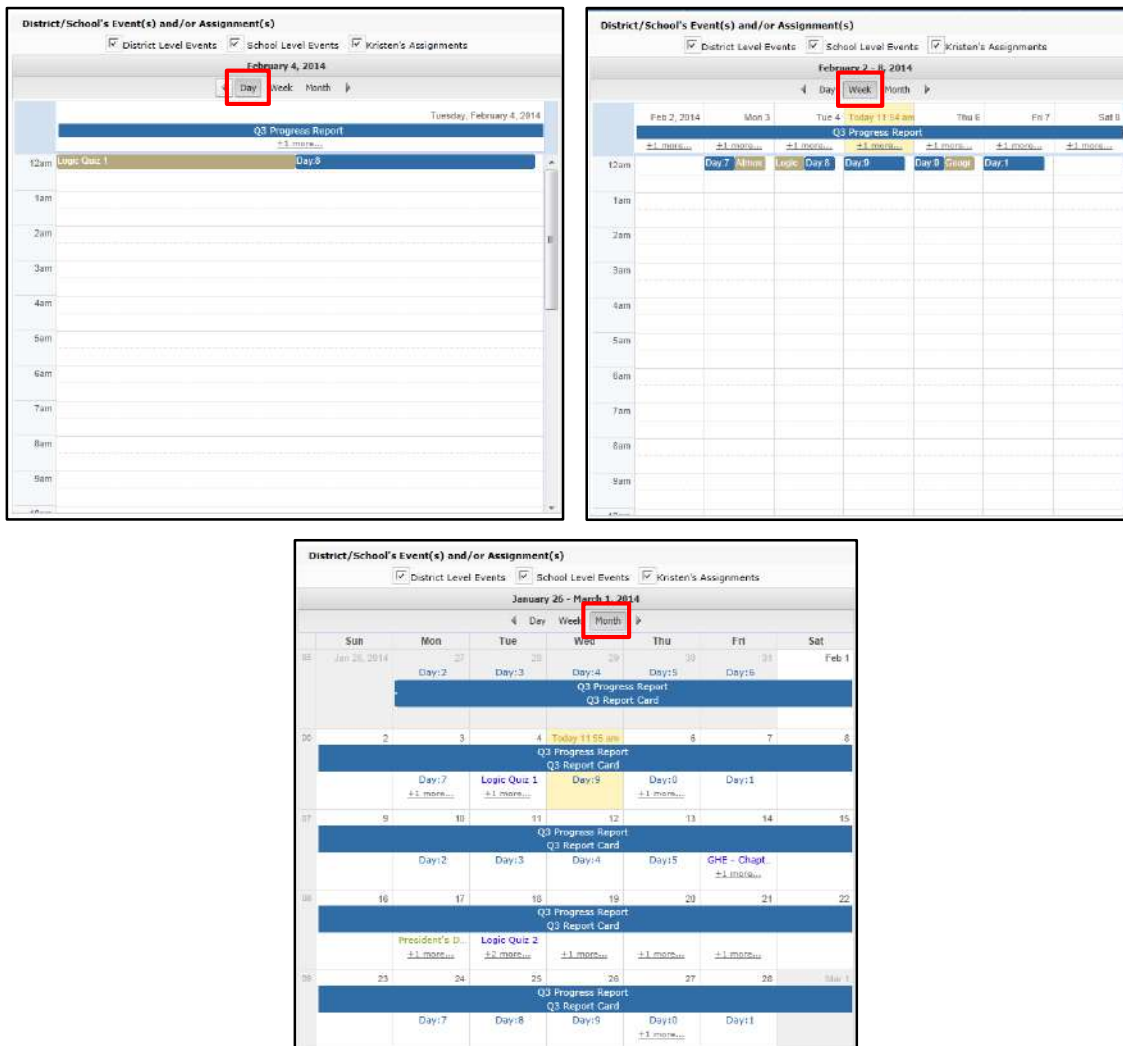
Click on an Assignment to open the **Assignment Details** window. The Grade (if shown) will display as **Earned/Possible Points**. The description of the Assignment may contain a hyperlinked URL, if included by the teacher.





Note:

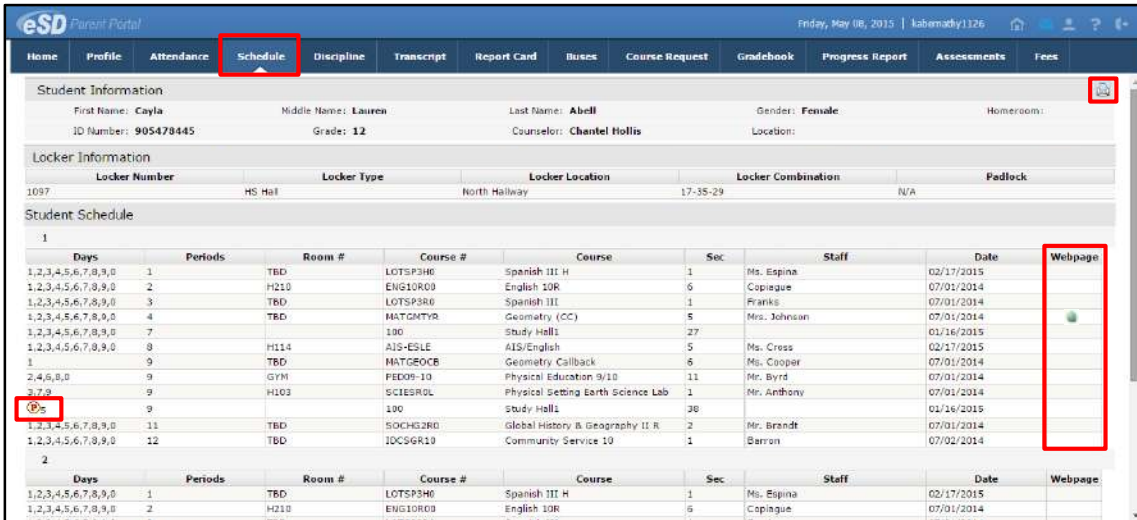
For more information about a specific assignment, open the **Gradebook** tab.

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



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: Laureen Last Name: Abell Gender: Female Homeroom: 1097
 ID Number: 905478445 Grade: 12 Counselor: Chantel Hollis Location:

Locker Information

Locker Number	Locker Type	Locker Location	Locker Combination	Pedlock
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	LOTSP3H6	Spanish III: H	1	Ms. Espina	02/17/2015	
1,2,3,4,5,6,7,8,9,0	2	H210	ENG10R08	English 10R	6	Copague	07/01/2014	
1,2,3,4,5,6,7,8,9,0	3	TBD	LOTSP3R6	Spanish III	1	Franks	07/01/2014	
1,2,3,4,5,6,7,8,9,0	4	TBD	MATCMTYR	Geometry (CC)	8	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. Cress	02/17/2015	
1	9	TBD	MATGEOCB	Geometry Callback	6	Ms. Cooper	07/01/2014	
2,4,6,8,0	9	GYM	FED09-10	Physical Education 9/10	11	Mr. Byrd	07/01/2014	
3,7,9	9	H103	SCIESROL	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	30		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	IDCSGR19	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

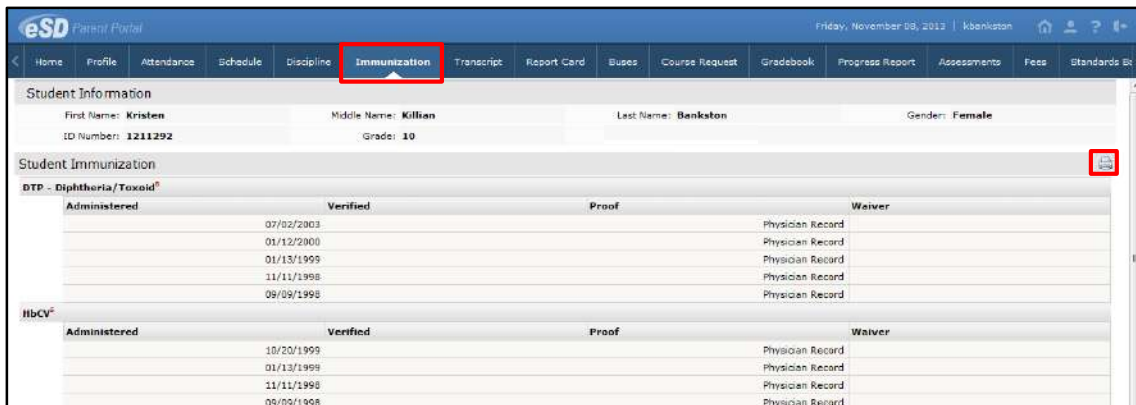
Role in the Incident	Incident Type	Location	Description	Date	Time/Period	Referred By	Details	Teacher Comment
Offender	First Incident Tardy	A location within the boundaries of school property.	Student was late to class without a note.	09/17/2013	13:20:00	Cordova, Freddie	Kristen Bankston showed up 15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



Student Information

First Name: Kristen Middle Name: Killian Last Name: Bankston Gender: Female
ID Number: 1211292 Grade: 10

Student Immunization

DTP - Diphtheria/Tetanus

Administered	Verified	Proof	Waiver
07/02/2003			Physician Record
01/12/2000			Physician Record
01/13/1999			Physician Record
11/11/1998			Physician Record
09/09/1998			Physician Record

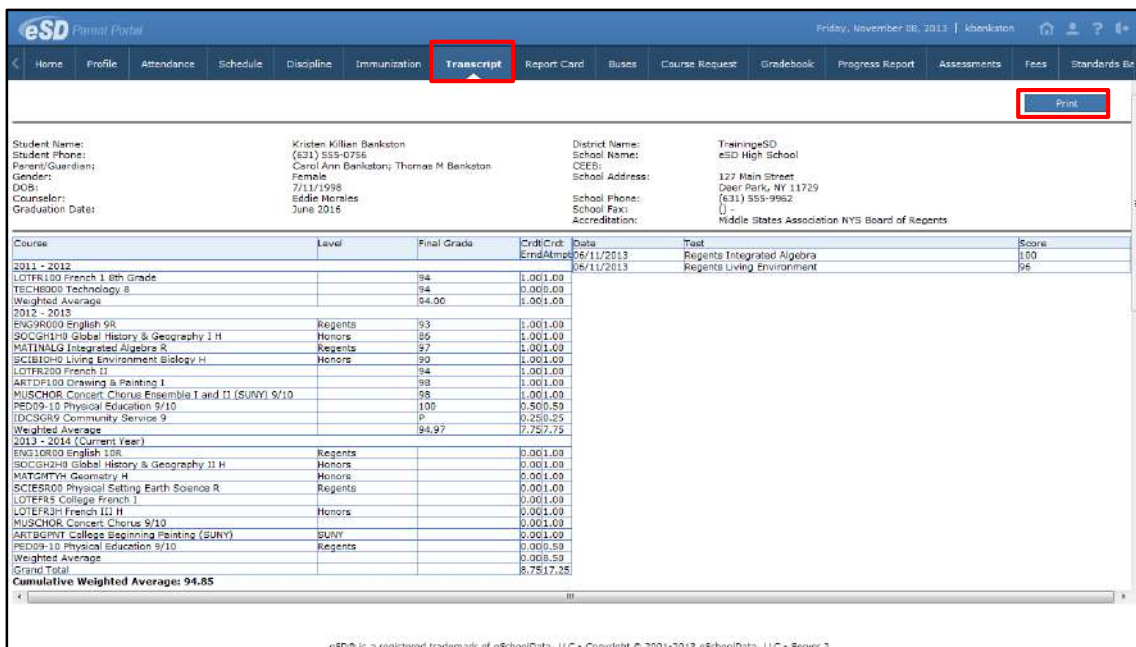
HibCV

Administered	Verified	Proof	Waiver
10/20/1999			Physician Record
01/13/1999			Physician Record
11/11/1998			Physician Record
09/09/1998			Physician Record

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.



Student Information

Student Name: Kristen Killian Bankston District Name: TrainingSD
Student Phone: (831) 555-0756 School Name: eSD High School
Parent/Guardian: Carol Ann Bankston/Thomas M Bankston School Address: 127 Main Street
Gender: Female School Phone: (831) 555-9952
DOB: 7/11/1998 School Fax: (831) 555-9952
Counselor: Eddie Morales Accreditation: Middle States Association NYS Board of Regents
Graduation Date: June 2016

Course	Level	Final Grade	Credit/Credit Equivalent	Date	Test	Score
2011 - 2012				06/11/2013	Regents Integrated Algebra	100
LOTEFR100 French I 8th Grade		94	1.001.00	06/11/2013	Regents Living Environment	95
TECH8000 Technology 8		94	0.000.00			
Weighted Average		94.00	1.001.00			
2012 - 2013						
ENG06000 English 9R	Regents	93	1.001.00			
SOCGH1H0 Global History & Geography I H	Honors	85	1.001.00			
MATINALG Integrated Algebra R	Regents	97	1.001.00			
SCIEB0H0 Living Environment Biology H	Honors	90	1.001.00			
LOTEFR200 French II	Honors	94	1.001.00			
ARTDP100 Drawing & Painting I		98	1.001.00			
MUSCHOR Concert Chorus Ensemble I and II (SUNY) 9/10		98	1.001.00			
PE09-10 Physical Education 9/10		100	0.500.50			
DCSG09 Community Service 9		0	0.250.25			
Weighted Average		94.97	7.757.75			
2013 - 2014 (Current Year)						
ENG08000 English 10R	Regents		0.001.00			
SOCGH2H0 Global History & Geography II H	Honors		0.001.00			
MATGMTH Geometry H	Honors		0.001.00			
SCIE5000 Physical Science Earth Science R	Regents		0.001.00			
LOTEFR3H French III H	Honors		0.001.00			
MUSCHOR Concert Chorus 9/10			0.001.00			
ARTDPHNT College Beginning Painting (SUNY)			0.001.00			
PE09-10 Physical Education 9/10	Regents		0.000.50			
Weighted Average			0.000.50			
Grand Total			8.7517.25			
Cumulative Weighted Average: 94.85						

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.

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.

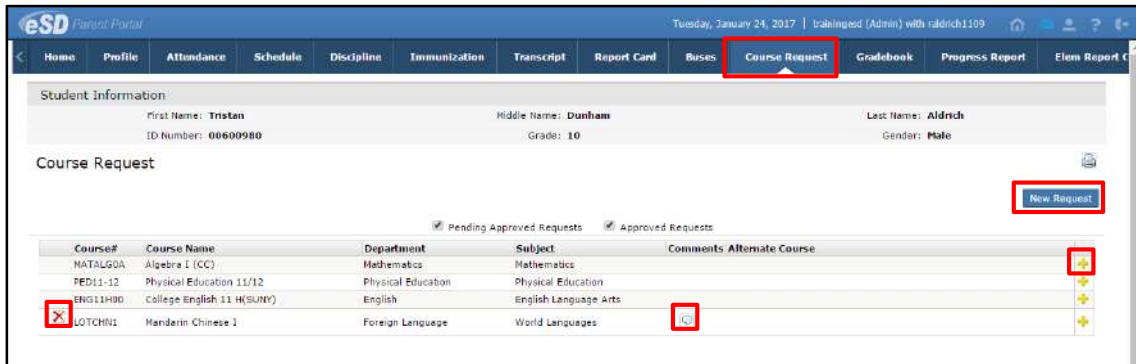
Note:

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** .




Note:


Existing Course Requests are sorted by Course Number.

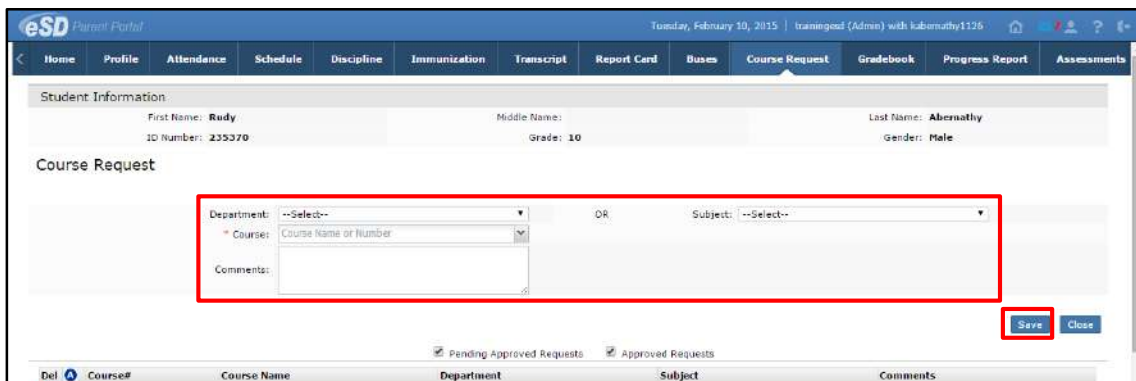
Note:

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

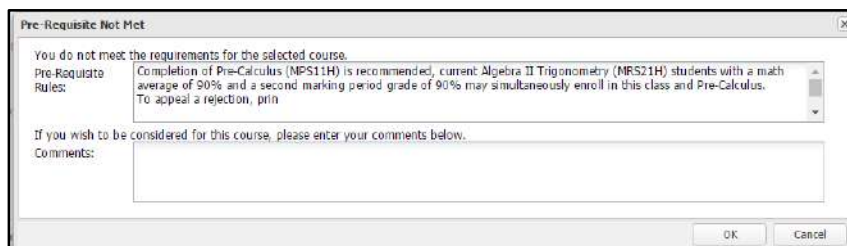
Open the **Course menu**  to select a course from the list, or type the **Course Name** or **Number** into the **Course** field. Use the **Department** or **Subject** field to narrow the list of available courses. Comments can be added if desired (New Course Requests only). Click **Save** to add the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



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.



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 (click **Go** after selecting the **From/To** dates).

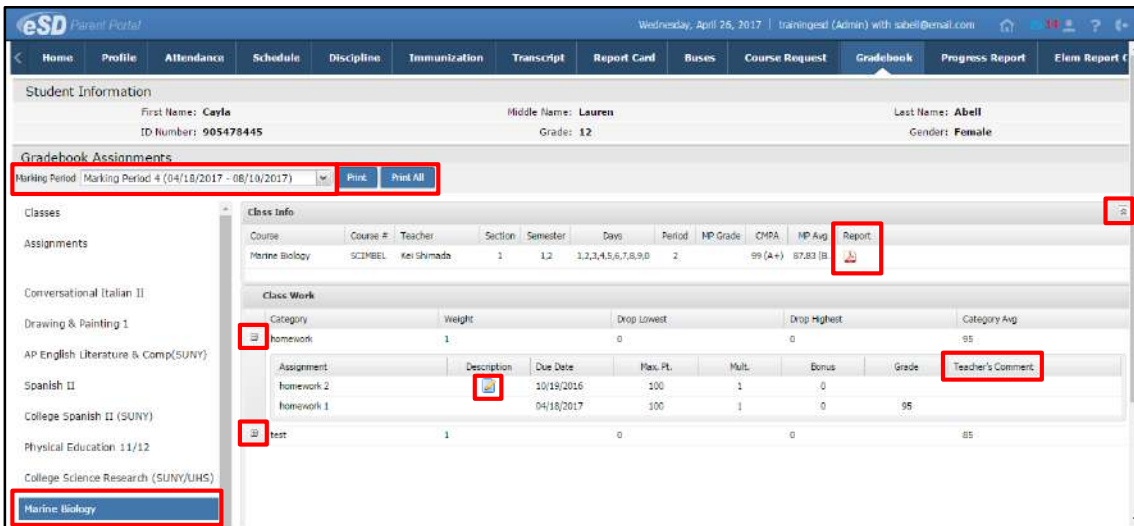
Hover over a column header and click the **Menu icon** ▼ to open the menu. Users can sort by that column (ascending or descending) and change the displayed columns.

Note:

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:

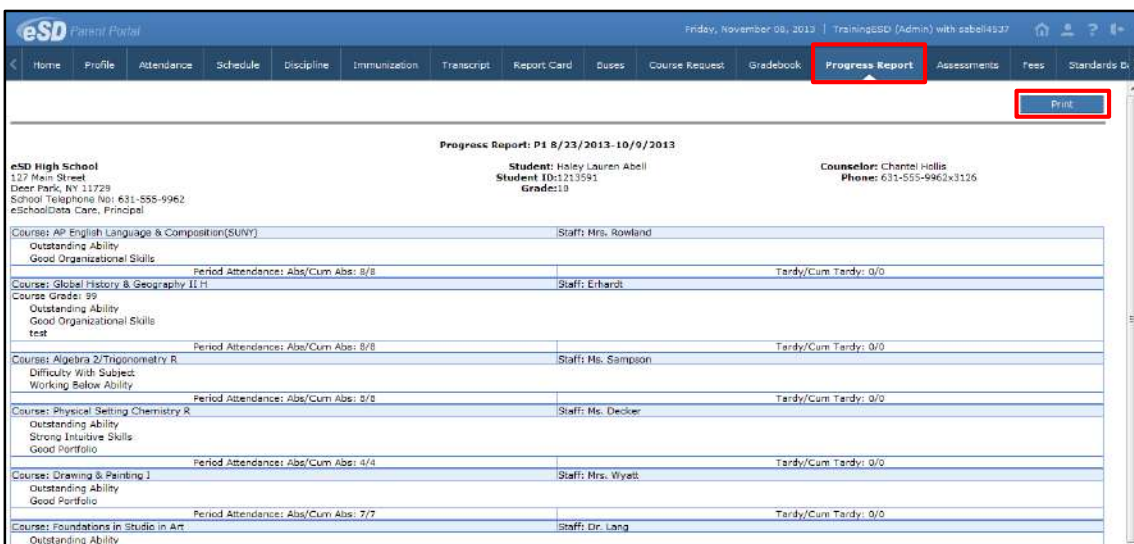
Users can **Collapse**  or **Expand**  the **Class Info** section.

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.

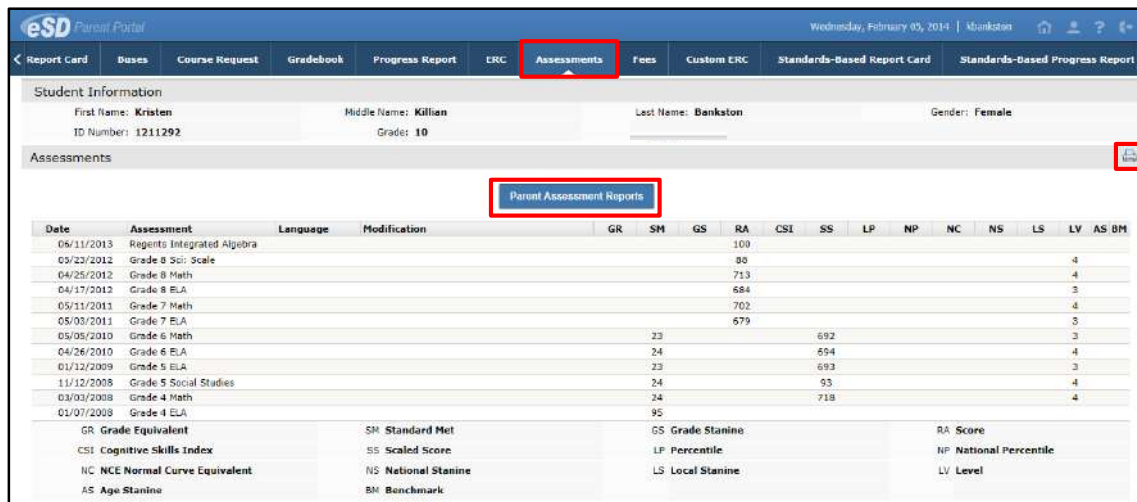
Translations of Progress Report comments will display, when available.

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.



Student Information

First Name: Kristen Middle Name: Killian Last Name: Bankston Gender: Female
ID Number: 1211292 Grade: 10

Assessments

Parent Assessment Reports


Date	Assessment	Language	Modification	GR	SH	GS	RA	CS1	SS	LP	NP	NC	NS	LS	LV	AS	BM
06/11/2013	Regents Integrated Algebra						100										
09/23/2012	Grade 8 Sci. Scale						80								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														3		
05/05/2010	Grade 6 Math						579			692					3		
04/26/2010	Grade 6 ELA					23				694					4		
01/12/2009	Grade 5 ELA					23				693					3		
11/12/2008	Grade 5 Social Studies					24				63					4		
03/03/2008	Grade 4 Math					24				718					4		
01/07/2008	Grade 4 ELA					95											

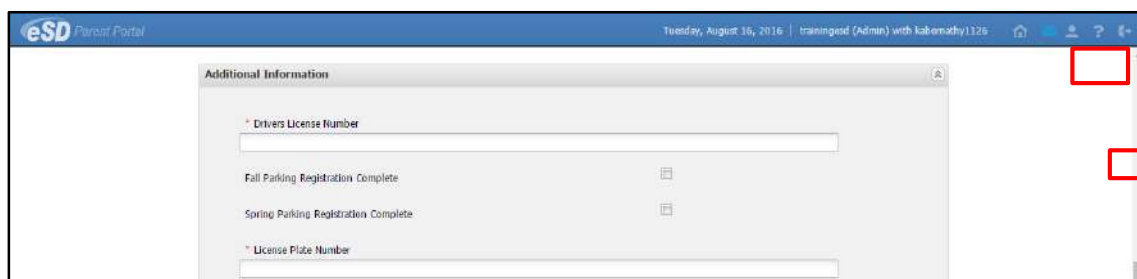
GR Grade Equivalent SH Standard Met GS Grade Stanine RA Score
CS1 Cognitive Skills Index SS Scaled Score LP Percentile NP National Percentile
NC NCE Normal Curve Equivalent NS National Stanine LS Local Stanine LV Level
AS Age Stanine BM Benchmark

Note:

Assessments will be published to the Portal at the school district's discretion.

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.



Additional Information

* Drivers License Number

Fall Parking Registration Complete

Spring Parking Registration Complete

* License Plate Number

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.

Class: English Language Arts - 1st Grade(Crs#ELA1)
 Staff: Morse, Cornelia
 School: eSD Elementary School
 Bankston, Jack

Print Summary
 M1 (08/26/2013 - 01/24/2014)
 Template Name: Grade 1

Class Section: 102
 Date Printed: 09/10/2013
 Grade: 1

	M1	M2	Absent	Tardy
Total	0	0	0	0

Knowledge Area	Standards/Keyidea/Comments	M1	M2
Grade One	Behaviors that Promote Learning		
	Completes work in reasonable time	2	
	Demonstrates self-control	3	
	Follows directions for class assignments	3	
	Makes appropriate transitions	2	
	Organizes self and materials	3	
	Participates actively in class discussions	3	
	Produces neat and legible work	2	
	Takes pride in work	2	
	Works cooperatively	3	
	Works independently	2	
Grade One	Personal and Social Development		
	Accepts responsibility for own actions	2	
	Follows cafeteria, recess, and school rules	2	
	Follows classroom rules and routines	2	
	Interacts appropriately with others	3	
	Respects rights, diversity, and property of others	3	
Teacher Comments	Typed Comments: Fun to have in class, needs a bit more self-control.		

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**.

Student Information
 First Name: **Amner** Middle Name: **Aaron** Last Name: **Acuna**
 ID Number: **00202981** Grade: **4** Gender: **Male**

Custom ERC
 * Marking Period: --Select--

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.

Training eSD
 45 Ingham Road, Buchanan NY 11716 : (815) 555-9003 - Principal: eSchoolData Care

Guardian Address: 117 HIRST ROAD
 Buchanan, New York 20113

Marking Period: 1 - (08/26/2013-01/24/2014)

Student: Bankston, Jack ID: 1211293 Grade: 1 Teacher: Mrs. Cornelia Morse School Year: 2013 - 2014

1 Marking Period 1 (08/26/2013-01/24/2014)	2 Marking Period 2 (01/27/2014-05/29/2014)
Art - / Hood, Trent Participates with a positive attitude Understands Concepts Comment Math - Counting and Cardinality Counts to 100 by ones Counts to 100 by tens Identifies 0 - 10 Identifies 11 - 20 Writes 0 - 10 Writes numbers from 11 to 20 Math - Number and Operations Adds two digit numbers	Writes numbers to 100 Math - Geometry Classifies shapes/lines by their properties Creates two dimensional and three dimensional shapes Defines attributes of geometric shapes (cube, cone, sphere, cylinder) Draws and identifies lines and angles Identifies and compares two dimensional shapes and their attributes Identifies properties of geometric shapes Partition specified shapes into equal shares (halves, thirds, fourths) Recognizes and draws shapes having specific attributes Understands fractions of a whole (1/2, 1/4) Math - Operations and Algebraic Thinking Analyzes patterns and relationships Computes accurately in daily work Divides numbers within 100

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
Cintotdale New York 11716
Tel: 631-218-5280
Principal: Yodra 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	09/09/2013-11/08/2013
MP2	11/12/2013-01/24/2014
MP3	01/27/2014-04/04/2014
MP4	04/07/2014-06/27/2014

Print Teacher Name: _____
Teacher Signature: _____
Date: _____
Print Name: _____
Guardian Signature: _____
Date: _____

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

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
Cintotdale New York 11716
Tel: 631-218-5280
Principal: Yodra 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: _____

Attendance/Marking Period	PR1	PR2	PR3	PR4	Total
Days Absent	0	0	0	0	0
Days Unexcused Absent	0	0	0	0	0
Days Tardy	0	0	0	0	0

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

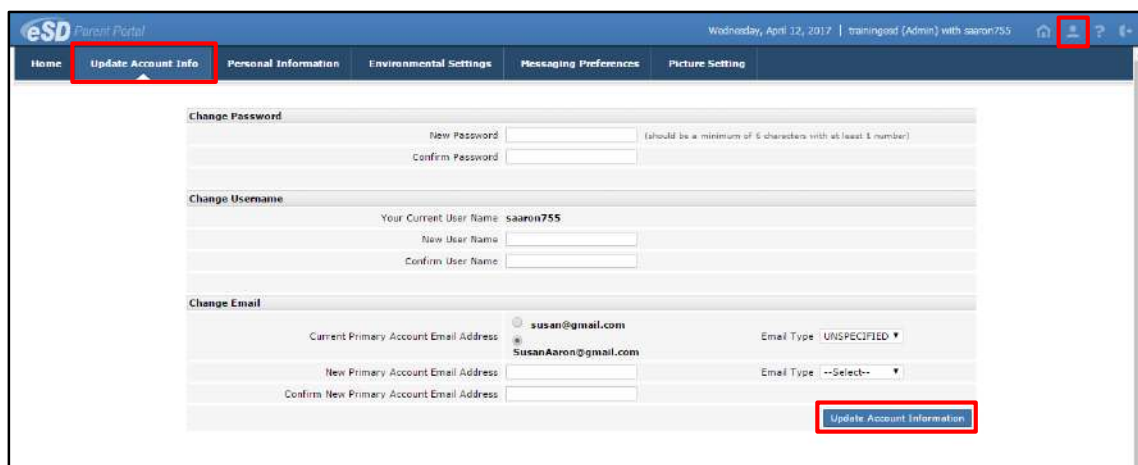
From here, **Passwords**, **Usernames**, and **Primary Email Address** can be changed. Enter the new information in one or all of these categories, and click **Update Account Information** when finished.

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.



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:

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.