

LOGIN Instructions

**eSD® Portal: Parent View
User Guide
v. 3.9.0**



Overview

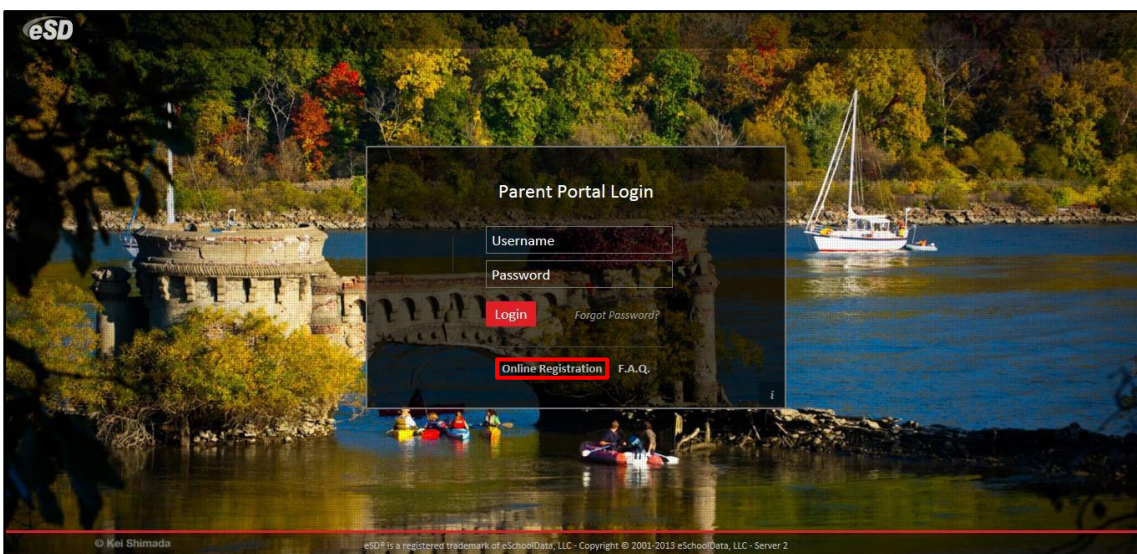
This guide provides parents/guardians with a step by step guide outlining the registration process and how to navigate the portal. The eSchoolData Parent Portal is a cutting-edge communications tool designed to increase your involvement in your student's education using the power of information. The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

Account Registration

Navigate to the school district's secure site (don't forget the **S** in https):

<https://esdparentportal.lhric.org>

To request a parent/guardian portal account, click the link on the home page where it says "Online Registration."



An online **Parent Portal Registration Form** will open.

Note:
The photo displayed on the **Parent Portal Login page** may change with the seasons.

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

Registration

Account Information Personal Information Student Information

Welcome to Parent Portal Registration!
STEP 1: Please enter your parent portal login information below.

* School District
(Start typing your school district then select your district in the list)

* Username
(Your ID is what you will use to login to the portal. You can change at any time from within the portal.)

* Email Address
(Your email address can be updated at anytime from within the portal. If you forget your password the account reset information will be sent to this account)

* Confirm Email Address

* Password
(Should be a minimum of 6 characters with at least 1 number)

* Confirm Password

* Authentication Question <-- Select -->

* Authentication Answer

Create Account Information >>

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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**.

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--

* ZIP Code

* Phone - - x

<< Back to Account Information **Create Personal Information >>**

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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.

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

Add Student

* ID Number

* School --Select--

* First Name

* Grade --Select--

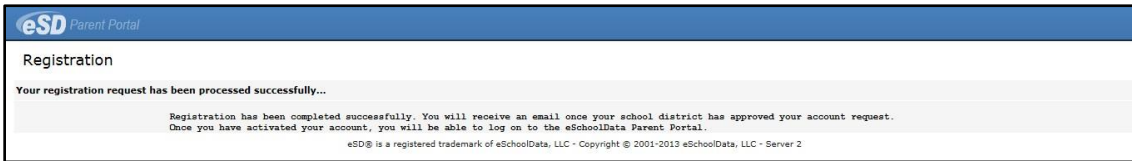
* Last Name

Add Student to the above list **Clear**

<< Previous **Finish Registration!**

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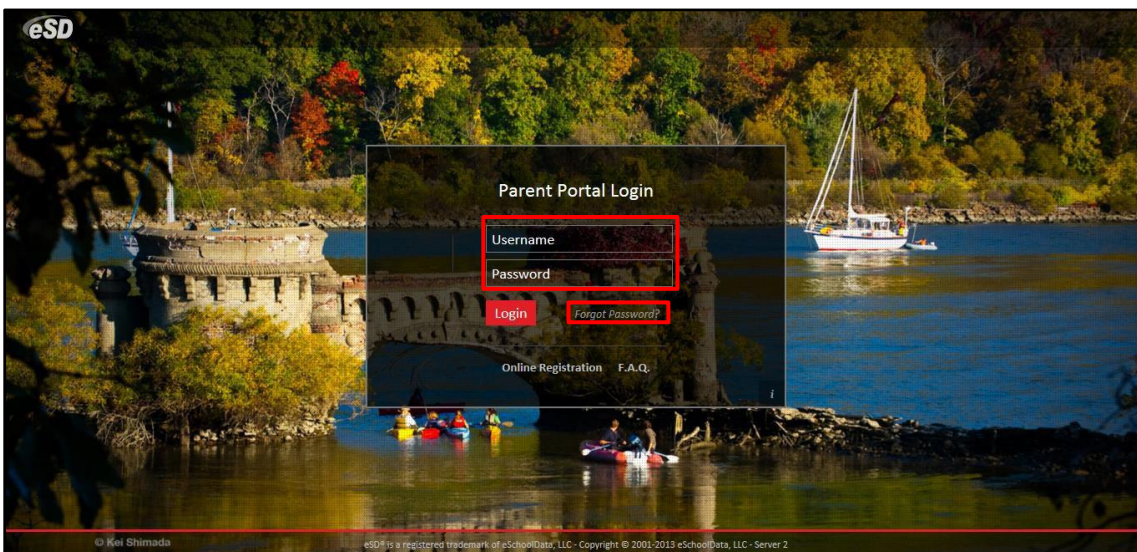
A confirmation message will display stating that the Parent Portal registration has been successful. Once the account request has been approved by the school district, an **email** will be sent from the school district to the email address listed on the registration form.



Logging In

Once the district has approved the account request, the parent/guardian will receive an email with a link to verify the email address and activate the account. Once the email's link is clicked and the email address verified, click **Login** to login to the account using the Username and Password created at the time of registration.

Note:
To retrieve a forgotten Password, click the link where it says "**Forgot Password?**"



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

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

eSD Parent Portal

You Must Agree to The Terms of Use Before Proceeding

The District requires that you agree to this contract before the District can provide you with access to the eSchoolPortal information system.

Please read this contract carefully. When you agree to this contract, it becomes a legally binding document.

The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. The District will make reasonable efforts to protect students, parents, guardians and teachers from any misuse or abuses as a result of their experiences with this information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be permanently denied.

1. Privileges: The online access to information is a privilege, not a right, and inappropriate use, including violation of the District's Code of Conduct, will result in cancellation of this privilege. The administration, staff or faculty of the District may request that the system administrator deny, revoke or suspend a specific user account without notification.
2. Services: The District and its service providers make no warranties of any kind, whether expressed or implied, for the service it is providing. The District and its service providers will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, incorrect deliveries or service interruptions caused by the system or user errors or omissions. Use of any information obtained from this information system is at your own risk. The District and its service providers specifically disclaim any responsibility for the accuracy of information obtained through this service.
3. Technical Support: The District and its service providers do not provide any technical support to the users of this information service. Users are responsible for resolving any technical issues encountered.

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Users will also have the option to **Use this E-Mail address as my User Name**. Click **Save** when finished.

eSD Parent Portal

You must change your password for first login.

* Old Password

* New Password (should be a minimum of 6 characters with at least 1 number)

* Confirm Password

* Primary Email Address Use this E-Mail address as my User Name

* Confirm Email Address

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