

Parent Portal Sign-Up and Log In Instructions

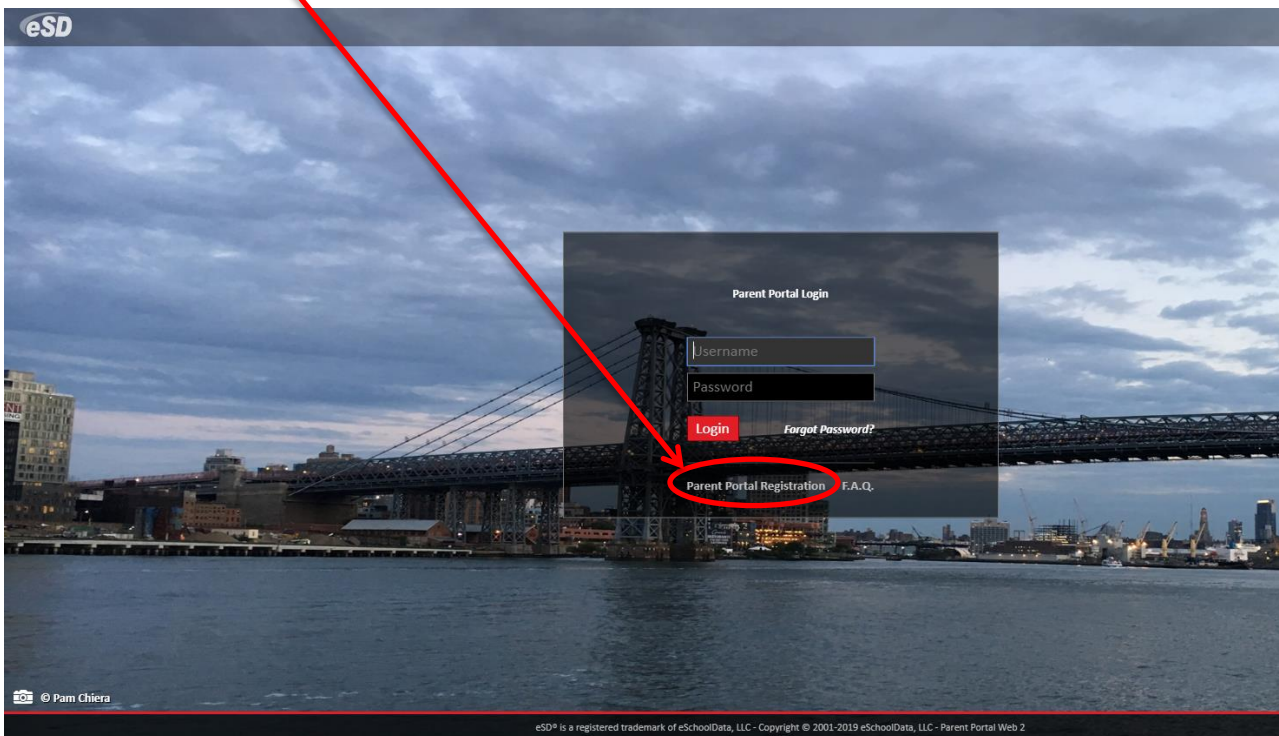
Important: You will need your child's student ID number to sign up for the Parent Portal. If you are new to the school district and do not have your child's student ID number, call his or her school building to obtain that information. If no one is available then try the person below.

For assistance contact Jim Jung, Database Specialist at 914-769-5500 x5109 or jjung@mtplcsd.org

STEP 1: Create Your Account

To access the Parent Portal, please go to the following website: <https://esdparentportal.lhric.org>

Click "Online Registration".



Enter the required fields marked with a red asterisk. Write down your username and password and store it in a secure place. This information will not be sent to you in your confirmation email. Click "Create Account Information".

Welcome to Parent Portal Registration!

STEP 1: Please enter your parent portal logon 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 >>](#)

Enter your (parent) information on this screen in the required fields marked with a red asterisk. Then click "Create Personal 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

* ZIP Code

* Phone - - x

[<< Back to Account Information](#) [Create Personal Information >>](#)

Enter information for your child. Click "Add Student to the above list. Repeat these steps to add another child, if applicable. When you are done adding students, click "Finish Registration!"

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 * Grade

[Add Student to the above list](#) [Clear](#)

[<< Previous](#) [Finish Registration!](#)

You will then see this screen.

Registration

Your registration request has been processed successfully...

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.

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STEP 2: Log in to Parent Portal

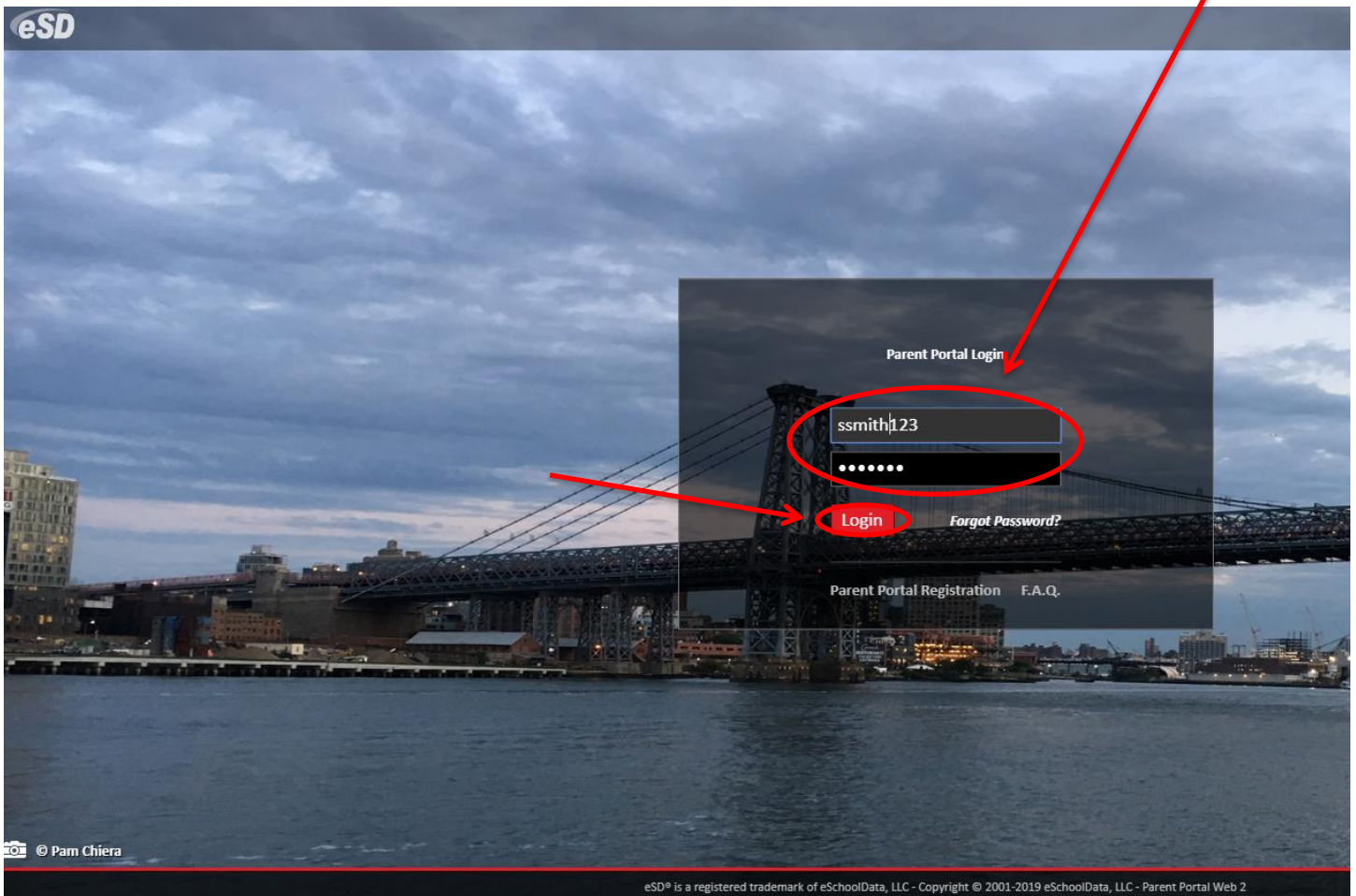
Once your account has been approved by the system administrator, you will receive the following email from noreply@eschooldata.com:

Congratulations NAME,

Your eSchoolData Parent Portal application request has been approved by your school administrator. You will need to activate your account by logging into the Parent Portal by clicking the link below.

Activation Link: [LINK](#)

Click the link contained in the email. You will be brought back to the Parent Portal login screen. Enter the username and password you set up in your online registration in Step 1. Then click "Login".



Read the Terms of Use. Click "I Agree".

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 when trying to access this system.

[I Agree](#)

[I Do Not Agree](#)

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You will see your last login on the left. Your child(ren) will be listed on the right. Announcements and Documents (if any) will be posted on this screen. To view a student's information, click their student ID number, in blue.

eSD Parent Portal Wednesday, June 11, 2014

My Student

ID	First Name	Middle Name	Last Name	Grade	School
1 009951925	Stacy		Smith	K	Hawthorne Elementary School

Recent Activities

Activity	Date Time
View Students List	06-11-2014 1:55PM
Logged On/Off	06-11-2014 1:55PM

Page 1 of 1

Announcement

Title	School
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Document

File Name	Description	District/School
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You will be brought to the Profile page. This screen displays calendar events at the district and school level. You will also see your student's information on the left.

This will be the only information displayed for your students during the summer while school is not in session. Progress Reports will be posted to the portal after the marking period ends, and a menu on the top bar of the screen will display when these become available.

eSD Parent Portal Wednesday, June 11, 2014 | ssmith123

Home Profile

Stacy's Profile

no photo

First Name: **Stacy**
Middle Name:
Last Name: **Smith**
Grade: **K**
Location:
Counselor:

District/School's Event(s) and/or Assignment(s)

District Level Events School Level Events Stacy's Assignments

June 1 - July 5, 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23 Jun 1, 2014	Day:1	Day:2	Day:3	Day:4	Day:5	7
24 8	Day:6	Day:1	Today 1:55 pm Day:2	Day:3	Day:4	14
25 15	Day:5	Day:6	Day:1	Day:2	Day:3	21
26 22	Day:4	Day:5	Day:6	Day:1	Day:2	28
27 29	30	Jul 1	2	3	4	5

Hawthorne Elementary School

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The top right corner of your screen will always display menu choices.

Wednesday, June 11, 2014 | ssmith123

Home Account Help Logout

This button will take you back to your Home screen, where you can choose the student you would like to view.

Click here to access your account information or change your password.

Click here for the Help menu.

Click here to Logout.