**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. For Hawthorne Elementary School and Columbus Elementary School, refer to the letter dated June 2014 for your child’s student ID number. 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.

For assistance contact Lauren Gaudinier, Database Specialist at 914-769-5500 x5110 or lgaudinier@mtplcsd.org

**STEP 1: Create Your Account**

To access the Parent Portal, please go to the following website: [https://esdparentportal.lhric.org](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”.
Enter your (parent) information on this screen in the required fields marked with a red asterisk. Then click “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!”

You will then see this screen.
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”.

![Parent Portal Login Screen](image-url)
Read the Terms of Use. Click “I Agree”.

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.
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.

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

- 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.