

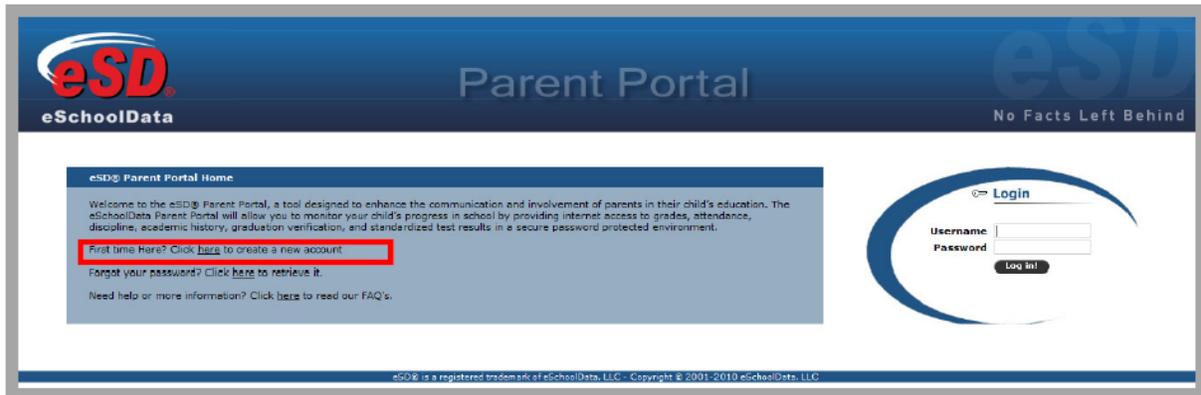
# Welcome to Northport-East Northport's Parent Portal

In an attempt to further enhance the communication between the school and home, we are pleased to announce the opening of our Parent Portal. This new feature will allow you to securely access current information regarding your child's attendance, report cards, progress reports and schedules. It is our hope that this information will allow you to become even more informed about your child's education.

Please follow the directions below in order to register for this service.

**Log In:** <https://parentportal.eschooldata.com/>

To establish a parental/guardian portal account, click on the home page where it says **"First time Here? Click [here](#) to create a new account."**



**Figure 1 – Creating an Account**

Enter the required information on the Account Information Screen, click the "Create Account Information" button at the bottom of the screen.

The screenshot shows the 'Parent Portal' registration interface. At the top, there is a header with the eSD logo and 'No Facts Left Behind' on the left, and 'Parent Portal' and 'eSchoolData' on the right. Below the header, there are three tabs: 'Account Information', 'Personal Information', and 'Student Information'. The 'Account Information' tab is selected. The main content area contains a message: 'Welcome to Parent Portal Registration! STEP 1: Please enter your parent portal login information below.' Below this message are several form fields, each with a red asterisk indicating a required field: 'School District' (with a dropdown arrow), 'Username', 'Email Address', 'Password', 'Confirm Password', 'Authentication Question' (with a dropdown arrow), and 'Authentication Answer'. A red box highlights the 'Create Account Information >>' button at the bottom right of the form.

Figure 2 – Parent Portal Registration Step 1

Enter the required information on the Personal Information Screen and click the "Create Personal Information" button.

The screenshot shows the 'Parent Portal' registration interface, now on the 'Personal Information' tab. The header and navigation tabs are the same as in Figure 2. The main content area contains a message: 'STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.' Below this message are several form fields, each with a red asterisk indicating a required field: 'First Name', 'Middle Name', 'Last Name', 'Street Address', 'Apartment #', 'City', 'State' (with a dropdown arrow), and 'Phone'. A red box highlights the 'Create Personal Information >>' button at the bottom right of the form.

Figure 3 - Parent Portal Registration Step 2

Your name and address must be entered exactly as they appear on school documents. Please notify the school regarding any needed changes.

Complete the required information on the Student Information Screen, click "Add Student to the above list" when finished, click the "Finish Registration!" button.

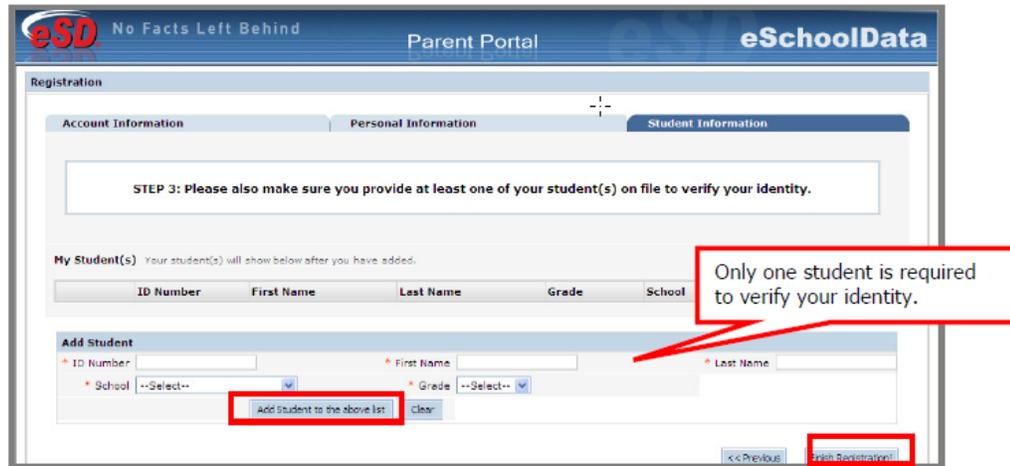


Figure 4 - Parent Portal Registration Step 3

A confirmation message will display stating that the Parent Portal registration has been successful. An **email will be sent** from the school district to the parent/guardian's email once the account request has been approved.

Select KA or KP for kindergarten students.

Student ID can be found on your child's schedule, progress report, report card and/or Nutrkids account.

Please note that it will take anywhere from two to three business days for your account to be activated.

## Logging In

Once the district has approved the account request, the parent/guardian will receive an email which will provide a link to activate the account. Once the link is clicked, parents/guardians can now **Login** using the Username and Password that was created at the time of registration.

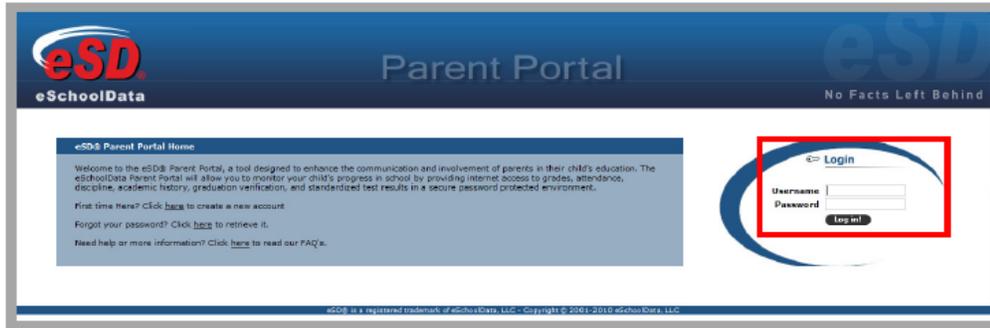


Figure 5 – Parent/Guardian Login

**NOTE:** The eSD® Parent Portal is best viewed using Internet Explorer 7 or Internet Explorer 8 and 9 in compatibility mode.

## eSchoolData User Guide

### eSD® Parent Portal– Parent/Guardian View

Upon first log on, the District terms and conditions disclaimer should be read. Click the **"I Agree"** button at the bottom of the Agreement. Parents/Guardians will be prompted to agree to District terms each time the terms are amended.

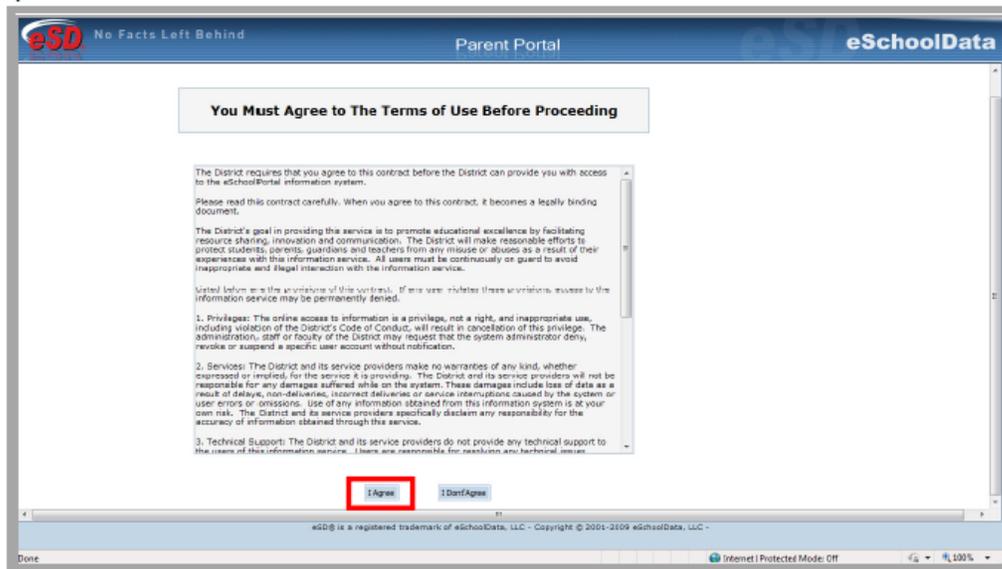
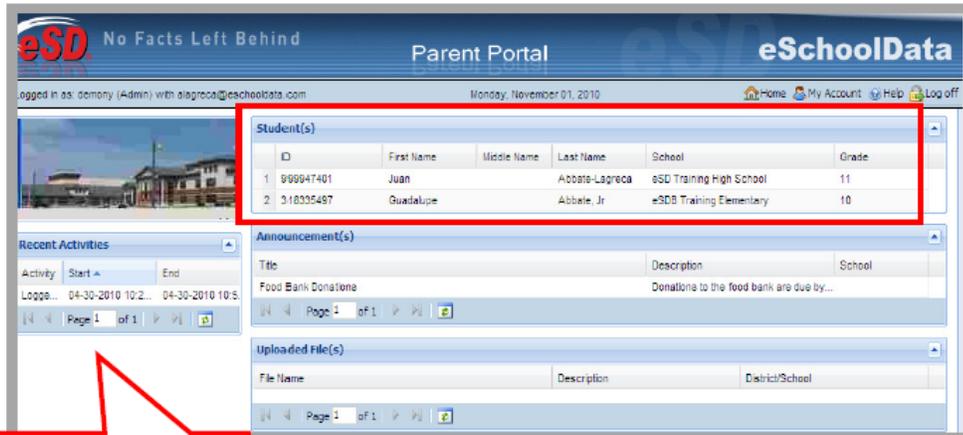


Figure 6 – Terms and Conditions

## Navigating the Portal

With a successful login, the portal account holder can view district and building announcements and access any documents that have been uploaded by the district or building. **Click on the student's name to view student specific information.**



Parents/Guardians have the ability to view a log of their recent activities.

Figure 8 – Accessing Students

## Updating Account Info

Parents/guardians can update account information at any time, by clicking on the "My Account" icon and then clicking on "Update Account Info" tab. From this screen, passwords, usernames, and primary email addresses can be changed. Simply enter the new information in one or all of these categories, when finished "Update Account Information" button.

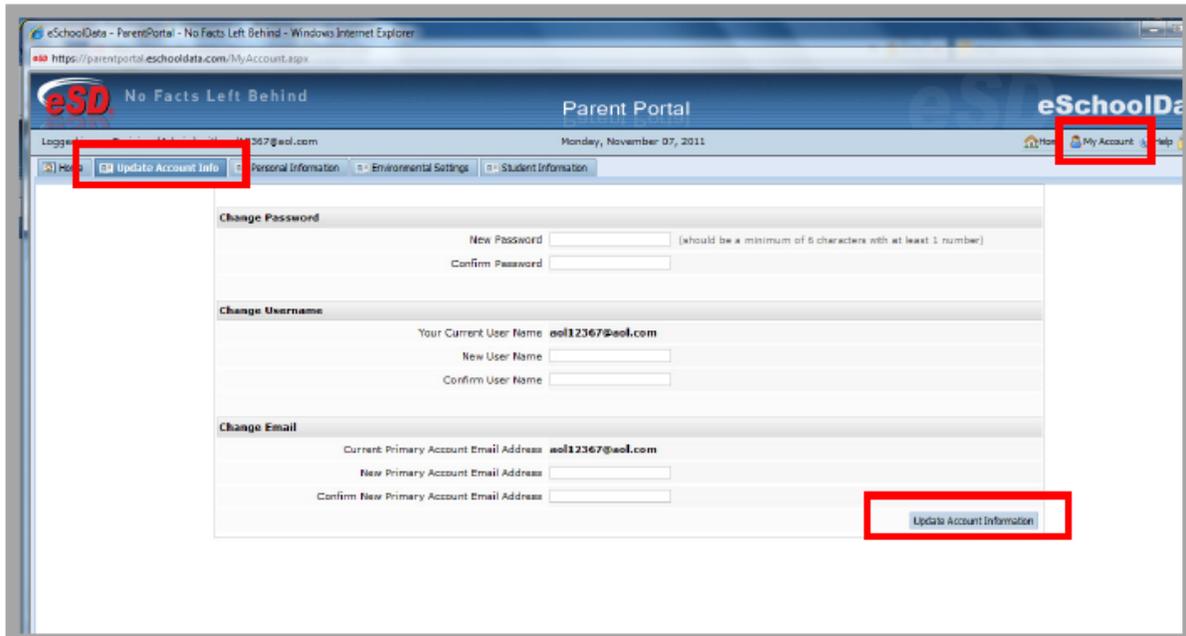


Figure 26 – Update Account Info Tab