PARENT PORTAL TUTORIAL

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1ST EMAIL

• The first email that you receive from portal@eSped will contain the website link that you go to, to view the document.

• It also contains your user name.

RECEIVING AN EMAIL FROM PORTAL@ESPED

porta	l@esped.com	Nov 16 (1 day ago)	+		
to jill.	aitken 💌				
Dear	Shelley Moore,				
This a Scho	automated email is to notify you that Susan Aitken has s ol student through the district's Parent Portal. You may r	shared a document concerning your Bear Creek El retrieve this document by logging into the website b	ementa below:		
Webs Userr	ite: <u>https://cambridge.esped.com/portal</u> name: j <u>ill.aitken@gcisd.net</u>				
Instru	Instructions for accessing, reviewing, and electronically signing the document are available via a link at that site.				
Than	k You.				
Note: Porta	If you do not remember your password, click the "Forg	got your password?" link on the login screen of the	Parent		

2ND EMAIL

- This email will immediately follow the 1st and it also has the website link.
- Your temporary password is found in this email.

2ND EMAIL FROM PORTAL@ESPED

2	portal@esped.com Nov 16 (1 day	ago)	*				
	to jill.aitken 💌						
	Dear Shelley Moore,						
	This email is to notify you that a document sharing portal account has been created for you by the Bear Creek Elementary School. The Parent Portal provides school staff with a secure means of delivering important documents regarding your student(s).						
	Each time a document is shared, you will receive an email notification. To retrieve documents from the portal, please visit the website listed below and provide the requested login information.						
	Website: https://cambridge.esped.com/portal Password: 00890211						
	You may change this initial password after logging in.						
	Thank You.						

ACCESSING THE DOCUMENT

- To access the document, click on the website link and enter the username and password they have sent you.
- After you have gotten logged in, be sure and change the password.
 Please choose something that you will remember, as this will become the password that you will need to use each time you receive an email.

CHANGING YOUR PASSWORD

jill.a Wel	aitken@gcisd.net [lcome to the eStar]	Logout Change My Passwor Parent Portal	d			
Use Secure	this Web Page to review d with 2048-bit Encryption all my documents Show	and sign documents the sc	hool has provid	led for you. Id sign I≪ First ≪ Prev Next ► Last ►I Docum	nents: 🕥 1 -	2 of 2
	Requires a Signature	Your Student(s)		Documents for you to Review	Date	School Comments
		1America, Captain	Review	FIE: Determination, FIE: Specific Learning Disabilities, FIE: Speech Impairment	11/16/17 12:09 PM	
2.	🖒 Signed, Thank you	Auto Archive - eStar Full ARD - Full ARD 11/1 with Supplements, R20 Schedule of Services		11/16/17 11:57 AM	Please review.	

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DOCUMENTS THAT YOU WILL RECEIVE

- Notice of Meeting please print, sign the signature page and return it prior to the meeting. It can be returned electronically with signature or returned to school.
- ARD and FIE/ASSESMENT Documentation
- Consents to be printed, signed and returned
- Progress Reports

