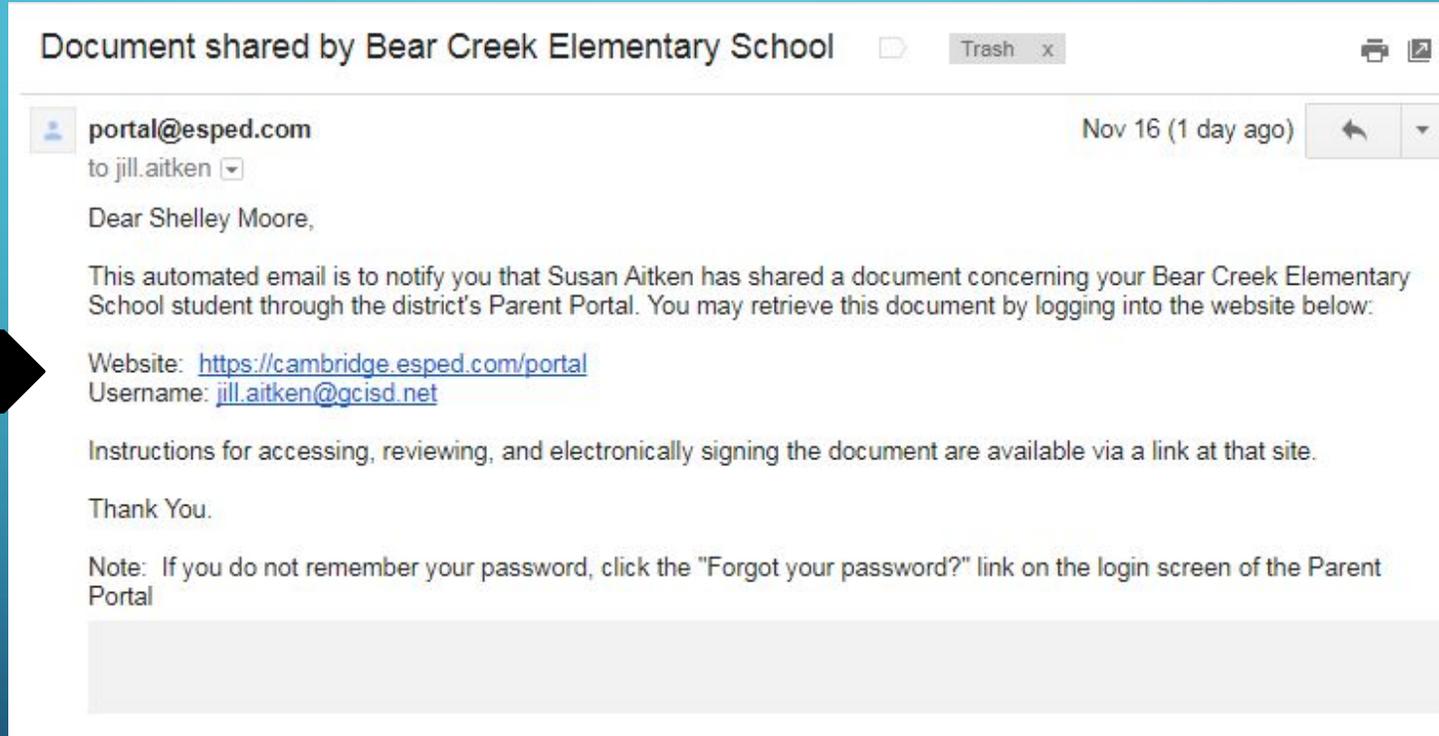# PARENT PORTAL TUTORIAL

1ST EMAIL

- The first email that you receive from portal@eSped will contain the website link that you go to, to view the document.
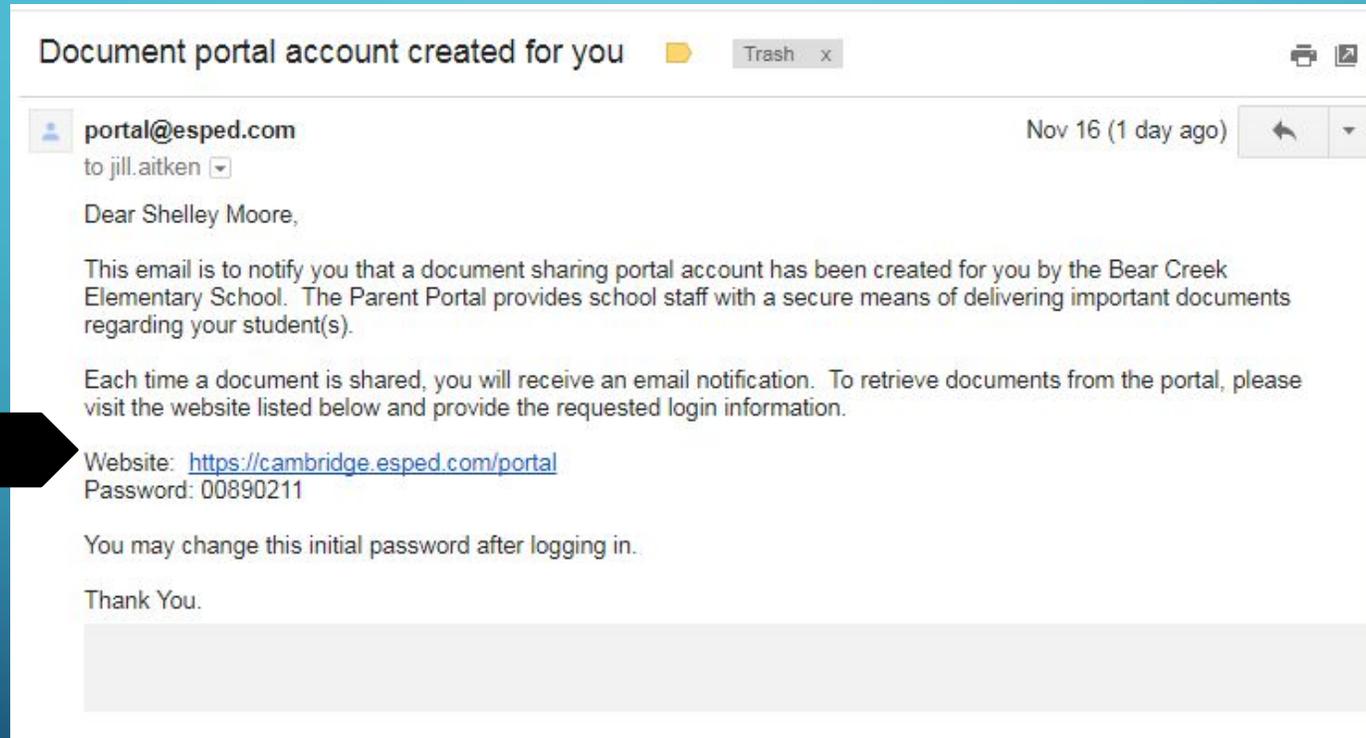
- It also contains your user name.

RECEIVING AN EMAIL FROM PORTAL@ESPED

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

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

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