

**eSD® Portal: Parent View  
User Guide  
v. 3.2.0**



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## Overview

This guide provides parents/guardians with a step by step guide outlining the registration process and how to navigate the portal. The eSchoolData Parent Portal is a cutting-edge communications tool designed to increase your involvement in your student's education using the power of information. The eSchoolData Parent Portal allows for instant online access to current and relevant information that will enhance your involvement with your student's academic career.

## Account Registration

Please refer to your school district's website for an existing Parent Portal Link. If your district has not created a link on the school's website, you may use the link below.

Navigate to the school district's secure site (don't forget the **S** in https):

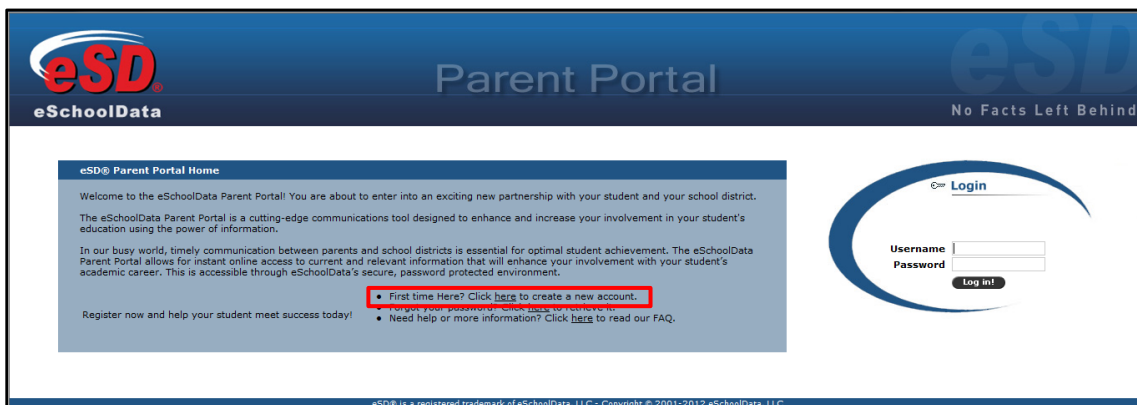
<https://parentportal.eschooldata.com/>

If your district has chosen to auto-generate parent portal accounts, generic User ID and temporary Password information will be distributed to parents/guardians. Parents/guardians will **not** be required to manually request accounts. If you have been given a User ID and temporary Password by the district, please skip to **Logging In** on page 5.

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

### Note:

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



An online **Parent Portal Registration Form** will open.

Enter the required information (indicated by a red asterisk\* before the field name) on the **Account Information** screen, then click **Create Account Information**.

**Tip:**  
Keep a record of the **Username** and **Password** that you enter. You'll need them to log in once the account is approved.

Enter the required information on the **Personal Information** screen and click **Create Personal Information**.

Complete the required information in the **Add Student** section of the **Student Information** screen and click **Add Student to the above list**. After adding your students, click **Finish Registration!**

**Note:**  
Only one student is required to verify your identity. All your students will be listed on the account when approved.

A confirmation message will display stating that the Parent Portal registration has been successful. Once the account request has been approved by the school district, an **email** will be sent from the school district to the email address listed on the registration form.

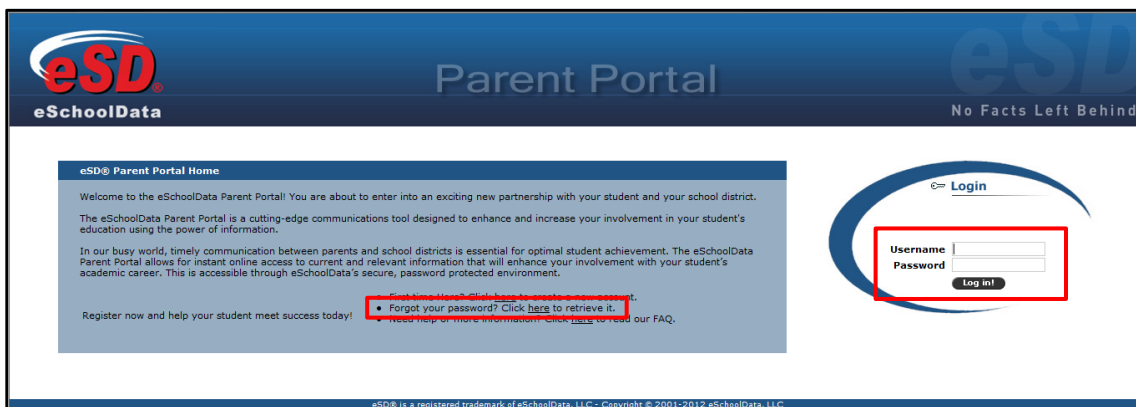
## Logging In

Once the district has approved the account request, the parent/guardian will receive an email with a link to verify the email address and activate the account. Once the email's link is clicked and the email address verified, click **Login** to login to the account using the Username and Password created at the time of registration.

If the district has chosen to auto-generate parent portal accounts, the User ID and temporary Password provided by the district should be used to login for the first time.

### Note:

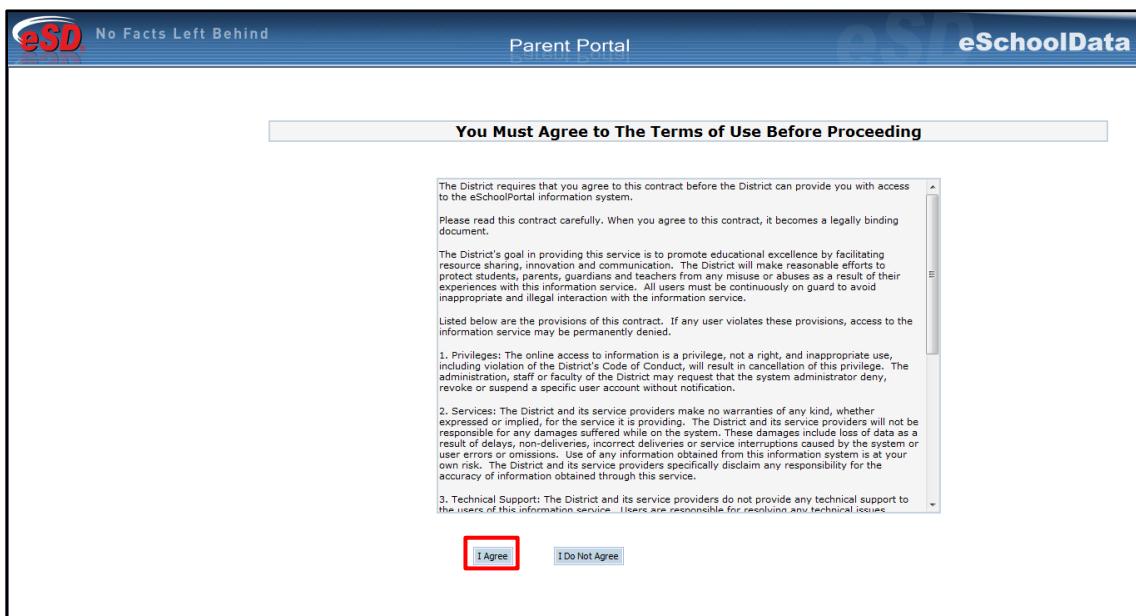
To retrieve a forgotten Password, click the link where it says "**Forgot your password? Click here to retrieve it.**"



Upon first login, the District's **Terms of Use** should be read. Click **I Agree** at the bottom of the Agreement to proceed further.

### Note:

Parents/Guardians will be prompted to Agree to the District's **Terms of Use** each time the Terms are amended.



If the account has been auto-generated by the district, users will be required to establish a new **Password** and enter a **Primary Email Address** after agreeing to the Terms of Use. Users will also have the option to **Use this E-Mail address as my User Name**. Click **Save** when finished.

**You must change your password for first login.**

\* Old Password

\* New Password  (should be a minimum of 6 characters with at least 1 number)

\* Confirm Password

\* Primary Email Address   Use this E-Mail address as my User Name

\* Confirm Email Address

**Save**

## Getting Help

Users can get help both before and after logging in to the eSD® Parent Portal. From the Login screen, click the link where it says **“Need help or more information? Click here to read our FAQ.”** to access the **eSchoolData Parent Portal F.A.Q.**

**eSD® Parent Portal Home**

Welcome to the eSchoolData Parent Portal! You are about to enter into an exciting new partnership with your student and your school district. The eSchoolData Parent Portal is a cutting-edge communications tool designed to enhance and increase your involvement in your student's education using the power of information.

In our busy world, timely communication between parents and school districts is essential for optimal student achievement. The eSchoolData Parent Portal allows for instant online access to current and relevant information that will enhance your involvement with your student's academic career. This is accessible through eSchoolData's secure, password protected environment.

Register now and help your student meet success today!

- First time Here? Click [here](#) to create a new account.
- [Forgot your password? Click here to reset it.](#)
- **Need help or more information? Click [here](#) to read our FAQ.**

**Login**

Username

Password

**Log in!**

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Once logged in to your Portal account, click the **Help** button in the upper right corner of the Parent Portal screens to access the **eSchoolData Parent Portal F.A.Q.**

**Parent Portal**

Logged in as: patmartin Wednesday, November 14, 2012 Home My Account **Help** Log off

**Student(s)**

ID	First Name	Middle Name	Last Name	School	Grade
1 600004	Evo		Aaronson	Training High School	10
2 600003	Ely		Aaronson	Training Middle School	6

**Announcement(s)**

Title	School
Meet the Teacher Night	Training High Sc...
Welcome to the portal	Training High Sc...
Midterm review sessions	District

**Uploaded File(s)**

File Name	Description	District/School
Parent Portal User Guide		Training High School

**Recent Activities**

Activity	Start	End
Logged On/Off	11-14-2012 4:1...	11-14-2012 4:3...
View Students List	11-14-2012 4:1...	11-14-2012 4:3...

The **F.A.Q.** provides portal account holders with answers to commonly asked questions.

**eSchoolData Parent Portal F.A.Q.**

**What is the eSchoolData Parent Portal?**

The eSchoolData Parent Portal is a highly secure, internet-based application through which parents and guardians are able to view district permitted details of their student's academic record.

Through the Parent Portal, parents and guardians have instant access to important information such as district and building announcements, assignment grades, student schedules, attendance information, progress reports, report cards, transcripts, assessment scores, course requests, immunization details, discipline incident information, bus assignments, or fees. Please note that the information you are able to see is regulated by your school district.

**How do I register for a Parent Portal Account?**

Once your school district has implemented the Parent Portal, your school district will communicate registration instructions.

**What if I forget my password?**

If you forget or misplace your password, go to your Parent Portal Log In Page. Click on the link "Forgot your password? Click here to retrieve it." You will see a new page, enter either your UserID or email address. Hit the "Request Password" link. You will receive an email with a link to the "Change Password" page.

**What if I do not receive a response email about my password inquiry?**

First, check your spam folder. Your email rules and/or SPAM filter may be set to block delivery of emails sent from the Parent Portal. Then, be sure to add the Parent Portal email address to your address book, add the address to your "white" list or list of approved senders. This will ensure that future emails from the Parent Portal will be properly received.

**What computer hardware and software do I need to use the Parent Portal?**

To effectively access your Parent Portal account, you need a Macintosh (OS X) or Windows PC (Windows 2000 Pro or XP Pro) with an internet connection.

For a Mac, we recommend using Safari 3.4 or 4.0.4.

For a Windows PC, we recommend using Internet Explorer 7.0 or higher. Download IE for free at [www.microsoft.com](http://www.microsoft.com).

We also recommend having Adobe Acrobat Reader™. This PDF reader is available for free download at [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html).

**How can I change the email address associated to my Parent Portal account?**

The email address associated with your account can be changed by clicking on the "My Account" icon on your personal home page. Then, click "Update Account Info" from the tabs on the left and enter your new email address. Click "Save."

**Who is eligible to register for a Parent Portal account?**

Only parents and guardians of currently enrolled students who are also flagged to receive correspondence are eligible to register for an eSchoolData Parent Portal account.

**Where can I access the eSchoolData Parent Portal from?**

You can access the eSchoolData Parent Portal from anywhere you have access to a computer and internet access.

**When are progress reports and report cards posted on the Parent Portal? How often is the data updated?**

This varies by district. Check with your school's Parent Portal administrator.

**What if I think there is incorrect information displayed on the Parent Portal?**

Contact your school and/or your student's teacher to discuss any discrepancies.

**Who can I talk to regarding attendance related issues?**

Call the Attendance Office at your student's school.

[Click here to Login](#)

[Click here to Register](#)

## Navigating the Portal

A successful login displays the Portal Homepage, which allows the portal account holder to see a list of their **Student(s)**, view district/school **Announcement(s)** and access any district/school **Uploaded File(s)**. On the left side of the screen, Parents/Guardians can view a log of their **Recent Activities**.

**Student(s)**

ID	First Name	Middle Name	Last Name	School	Grade
1 600004	Evo		Aaronson	Training High School	10
2 600003	Ely		Aaronson	Training Middle School	6

**Announcement(s)**

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**Uploaded File(s)**

File Name	Description	District/School
Parent Portal User Guide		Training High School

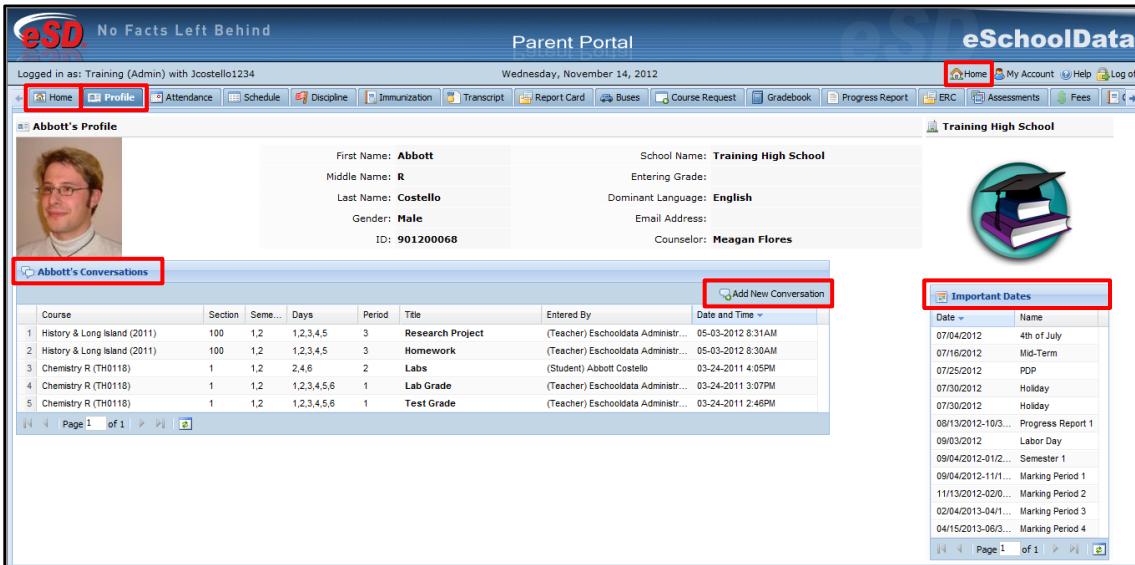
**Recent Activities**

Activity	Start	End
Logged On/Off	11-14-2012 4:1...	11-14-2012 4:3...
View Students List	11-14-2012 4:1...	11-14-2012 4:3...

Click on a **Student's Name** in the list of **Student(s)** to view student-specific information.

Click a **tab** to bring up the corresponding information. All tabs may not be available, and their order may differ from these screenshots, depending upon your school district's use of the eSchoolData system.

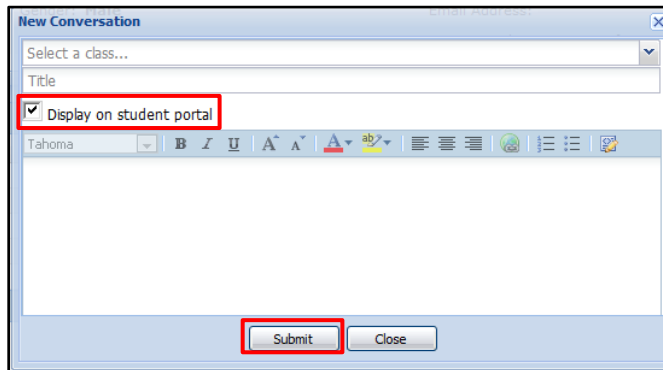
The **Profile** tab displays **Important Dates**, such as Marking Period and Progress Report dates. Parents/guardians can also access the **Conversation** function, which allows parents/guardians to communicate with staff members. Click **Add New Conversation** to create a new message.





**Tip:**  
The **Home** tab, as well as the **Home** button in the top right corner of the screen, will display your Portal Homepage with the list of your Students and the Announcements.

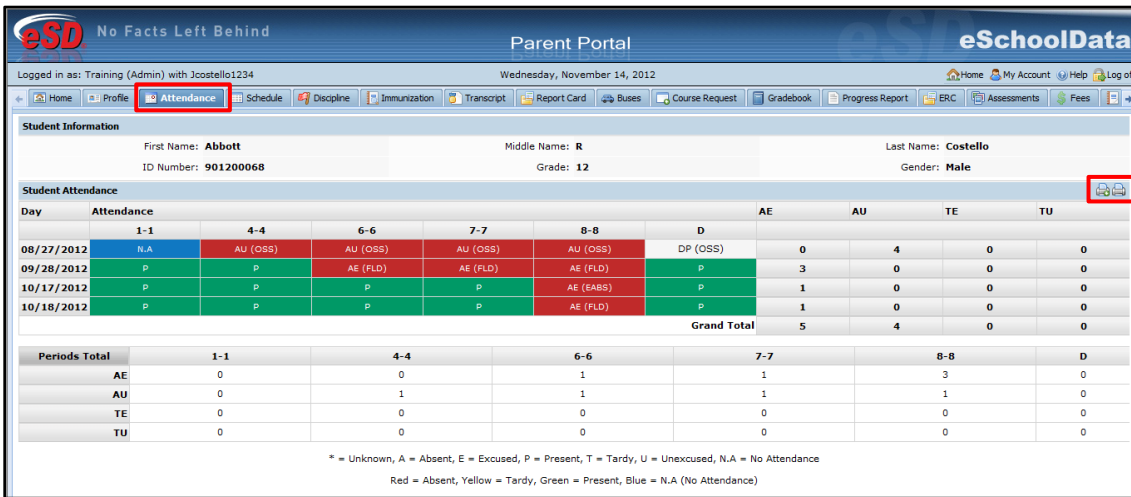
**Tip:**  
Hover your mouse over an icon to display a Tooltip with the icon's name.

Select the **class/teacher** to which the new conversation is related and enter a **Title** for the conversation. Check **Display on student portal** to have the conversation display in the student's account on the Student Portal in addition to the selected class teacher's conversations list. Enter the message and when finished, click **Submit**.





Click the **Attendance** tab to view the student's Attendance. Attendance will display based on settings established by the district. Click the **Print icon**  to print the student's attendance, or the **Print Note icon**  to print an attendance note.





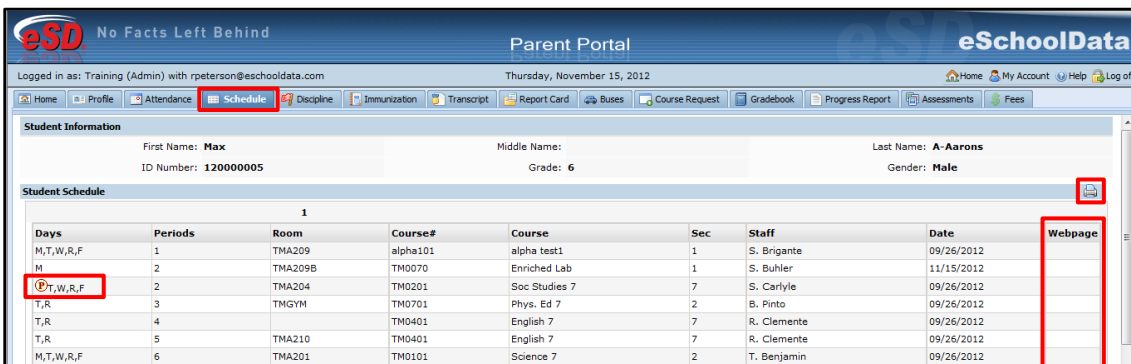
**Student Information**  
 First Name: **Abbott** Middle Name: **R** Last Name: **Costello**  
 ID Number: **901200068** Grade: **12** Gender: **Male**

**Student Attendance**

Day	Attendance	1-1	4-4	6-6	7-7	8-8	D	AE	AU	TE	TU
08/27/2012	N.A		AU (OSS)	AU (OSS)	AU (OSS)	AU (OSS)	DP (OSS)	0	4	0	0
09/28/2012	P	P	AE (FLD)	AE (FLD)	AE (FLD)	P		3	0	0	0
10/17/2012	P	P	P	P	P	AE (EABS)		1	0	0	0
10/18/2012	P	P	P	P	P	AE (FLD)		1	0	0	0
<b>Grand Total</b>								<b>5</b>	<b>4</b>	<b>0</b>	<b>0</b>
<b>Periods Total</b>		<b>1-1</b>	<b>4-4</b>	<b>6-6</b>	<b>7-7</b>	<b>8-8</b>	<b>D</b>				
AE	0		0	1	1			1		3	0
AU	0		1					1		1	0
TE	0		0							0	0
TU	0		0							0	0


\* = Unknown, A = Absent, E = Excused, P = Present, T = Tardy, U = Unexcused, N.A = No Attendance  
 Red = Absent, Yellow = Tardy, Green = Present, Blue = N.A (No Attendance)


Click on the **Schedule** tab to view the student's schedule. The **Partially Scheduled icon**  denotes the student has been pulled out of that class for a given day pattern. The pull out day pattern(s) will be missing. If a teacher has enabled the eSD webpage functionality, a link to the teacher's webpage will display in the **Webpage** column. Click the **Print icon**  to print the student's schedule.

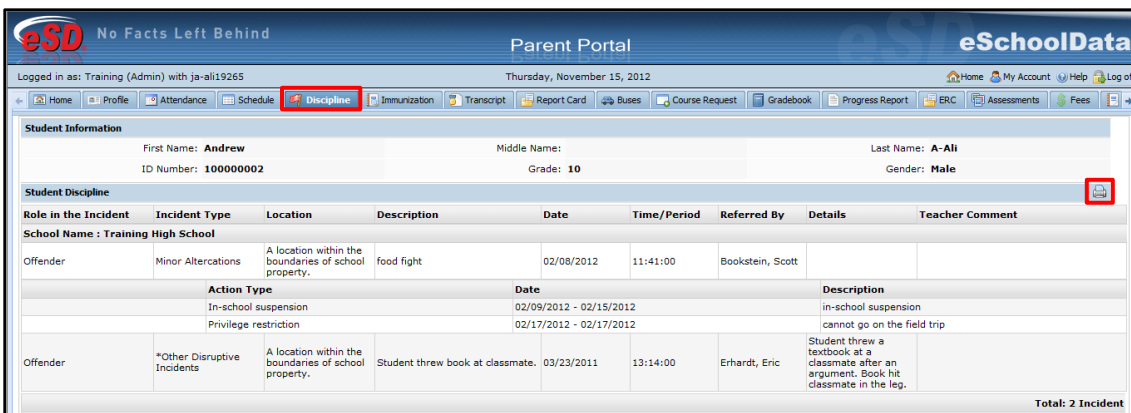


**Student Information**  
 First Name: **Max** Middle Name: Last Name: **A-Aarons**  
 ID Number: **120000005** Grade: **6** Gender: **Male**

**Student Schedule**

Days	Periods	Room	Course#	Course	Sec	Staff	Date	Webpage
M,T,W,R,F	1	TMA209	alpha101	alpha test1	1	S. Brigante	09/26/2012	
M	2	TMA209B	TM0070	Enriched Lab	1	S. Buhler	11/15/2012	
 M,T,W,R,F	2	TMA204	TM0201	Soc Studies 7	7	S. Carlyle	09/26/2012	
T,R	3	TNGYM	TM0701	Phys. Ed 7	2	B. Pinto	09/26/2012	
T,R	4		TM0401	English 7	7	R. Clemente	09/26/2012	
T,R	5	TMA210	TM0401	English 7	7	R. Clemente	09/26/2012	
M,T,W,R,F	6	TMA201	TM0101	Science 7	2	T. Benjamin	09/26/2012	

Click on the **Discipline** tab to view the student's discipline history. Click the **Print icon**  to print the student's discipline record.



**Student Information**  
 First Name: **Andrew** Middle Name: Last Name: **A-Ali**  
 ID Number: **100000002** Grade: **10** Gender: **Male**

**Student Discipline**

Role in Incident	Incident Type	Location	Description	Date	Time/Period	Referred By	Details	Teacher Comment
Offender	Minor Altercations	A location within the boundaries of school property.	food fight	02/08/2012	11:41:00	Bookstein, Scott		
<b>Action Type</b>				<b>Date</b>	<b>Description</b>			
In-school suspension				02/09/2012 - 02/15/2012	in-school suspension			
Privilege restriction				02/17/2012 - 02/17/2012	cannot go on the field trip			
Offender	*Other Disruptive Incidents	A location within the boundaries of school property.	Student threw book at classmate.	03/23/2011	13:14:00	Erhardt, Eric	Student threw a textbook at a classmate after an argument. Book hit classmate in the leg.	

**Total: 2 Incident**

Click on the **Immunization** tab to view the student's immunization records on file with the district. Click the **Print icon** to print the student's immunization records.

**Parent Portal**  
 Logged in as: Training (Admin) with ja-ali19265  
 Thursday, November 15, 2012

Navigation: Home, Profile, Attendance, Schedule, Discipline, **Immunization**, Transcript, Report Card, Buses, Course Request, Gradebook, Progress Report, ERC, Assessments, Fees

**Student Information**  
 First Name: **Andrew** Middle Name: Last Name: **A-Ali**  
 ID Number: **100000002** Grade: **10** Gender: **Male**

**Student Immunization**

BCG <sup>2</sup>	Administered	Verified	Proof	Waiver
	08/06/2012		09/28/2012	Physician Record
Chk Pox <sup>2</sup>	Administered	Verified	Proof	Waiver
	11/30/2011		04/13/2011	Physician Record
Hib <sup>4</sup>	Administered	Verified	Proof	Waiver
	08/13/2012		09/28/2012	Physician Record
Measles <sup>2</sup>	Administered	Verified	Proof	Waiver
			08/15/2012	Physician Record Had Disease
Rubella <sup>1</sup>	Administered	Verified	Proof	Waiver
			08/13/2012	Physician Record Serology

Click on the **Transcript** tab to view the student's transcript. Click **Print** to print an **unofficial** Transcript directly from this screen.

**Parent Portal**  
 Logged in as: Training (Admin) with ja-ali19265  
 Thursday, November 15, 2012

Navigation: Home, Profile, Attendance, Schedule, Discipline, Immunization, **Transcript**, Report Card, Buses, Course Request, Gradebook, Progress Report, ERC, Assessments, Fees

**Print**

**Student Information**  
 Student Name: Andrew A-Ali District Name: Training High School  
 Local ID: 100000002 School Name: Training High School  
 State ID: CEEB: 356289  
 Student Phone: (516) 559-3333 School Address: 123 Main Street  
 Parent/Guardian: Josephine A-Ali; Warren A-Ali; (Suzanne A-Ali) School Address: Deer Park, NY 11729  
 Gender: Male School Phone: (631) 555-1212  
 DOB: 10/14/1997 School Fax: ()  
 Counselor: Lisa Donato Accreditation: NYS Board of Regents  
 Graduation Date: June 2012

Course	Grade Level	Final Grade	Crd/Crds	Date	Test	Score
2010 - 2011						
Marine Science		80	0.50/1.00	09/15/2011	Regents ELA	78
Unweighted GPA			0.50/1.00	12/19/2011	Regents ELA	46
2011 - 2012						
Earth Science R	10	80	1.00/1.00	12/21/2011	Regents Global History	75
Des & Illus 2	9	88	1.00/1.00	06/15/2011	Regents ELA	78
Des & Illus 2	9	90	1.00/1.00	12/19/2011	Regents ELA	46
Unweighted GPA			3.00/3.00			
2012 - 2013 (Current Year)						
ESL	9		0.00/0.00			
English 11 R	9		0.00/1.00			
English 9 H	9		0.00/1.00			
History of Long Island	9		0.00/1.00			
Economics R	9		0.00/0.50			
Math	9		0.00/1.00			
Algebra 1R	9		0.00/1.00			
Geom H	9	95	1.00/1.00			
PE 9-10	9		0.00/0.50			
Study Hall	9		0.00/0.00			
Unweighted GPA			1.00/7.00			
Grand Total			4.50/11.00			

**Cumulative Unweighted Average: 86.80**  
 Comments: andrews comments

Passing Grade = 65 AP = Advanced Placement

**Note:**  
 Transcripts will be published to the Portal at the school district's discretion.

Click on the **Report Card** tab to view the student’s report card. Click **Print** to print an **unofficial** Report Card directly from this screen.

**Note:**  
Report Cards will be published to the Portal at the school district’s discretion.

The screenshot shows the eSchoolData Parent Portal interface. The 'Report Card' tab is highlighted in the navigation menu. A 'Print' button is also highlighted in a red box. The report card content includes student information for Andrew A-Ali, a table of course grades for Algebra 1R and Geom H, and various averages and attendance records.

Course	MP1	MP2	MP3	MP4	MT	FE	FNL CRS. GRD.	ABS. Cum. Abs.	Tardy. Cum. Tardy.	Staff	C.A./C.E.
Algebra 1R Student is working below ability. Student is excessively absent. Student is a pleasure to have in class.	--	--	--	--	--	--	--	5/11	0/0	Jeffery	1.00/0.00
Geom H Student is a pleasure to have in class.	88	99	99	99	--	--	96	0/0	0/0	Amatulli	1.00/1.00

Click on the **Buses** tab to view the student’s bus information. Click the **Print icon** to print the student’s bus information.

The screenshot shows the eSchoolData Parent Portal interface with the 'Buses' tab selected. A print icon is highlighted in a red box. The 'Student Buses' table lists bus routes and stops for student Andrew A-Ali.

Bus Type	Bus Route	Bus Stop	Alternate Route	Reason
AM	621	Maxwell Ave & Goss St	Not Specified	Not Specified
AM	625	McMichael Rd & Eaton Ct	624	test
PM	621	Maxwell Ave & Goss St	Not Specified	Not Specified

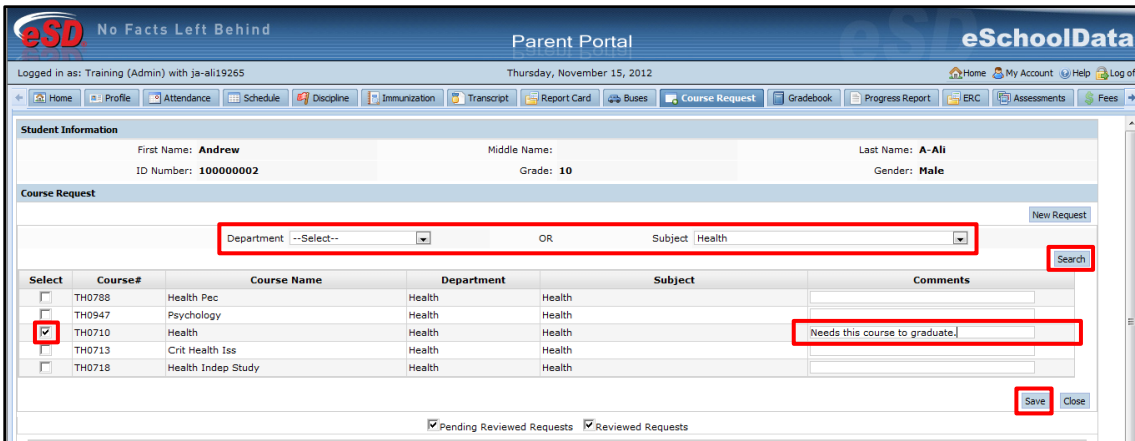
Click on the **Course Requests** tab to view the student’s current Course Requests. Depending on the district’s policy and settings, parents/guardians will be able to enter new Course Requests by clicking the **New Request** button.

**Note:**  
Course requests entered by parents can be deleted until they are approved.

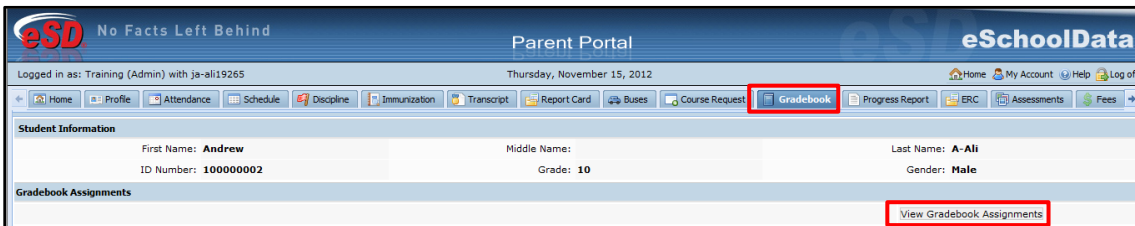
The screenshot shows the eSchoolData Parent Portal interface with the 'Course Request' tab selected. A 'New Request' button is highlighted in a red box. The 'Course Request' table lists pending and reviewed requests for student Andrew A-Ali.

Course#	Course Name	Department	Subject	Comments
P.201213	History of Placeholder	Social Studies	Social Studies	
TH0422	AP Eng 12 Lang	English	English Language Arts	
1IE	1 IE course	Science	Science	
Ich *	1 chrome	Science	Science	
TH0107	Biology R	Science	Science	
TH0106	Biology	Science	Science	

Search for courses by **Department** or **Subject** area. Check the **Select** checkbox next to the requested course(s). Comments can be added if desired. Click **Save** to add the request(s).



Click on the **Gradebook** tab then click **View Gradebook Assignments** to view the student's class list and published assignment categories and assignments.



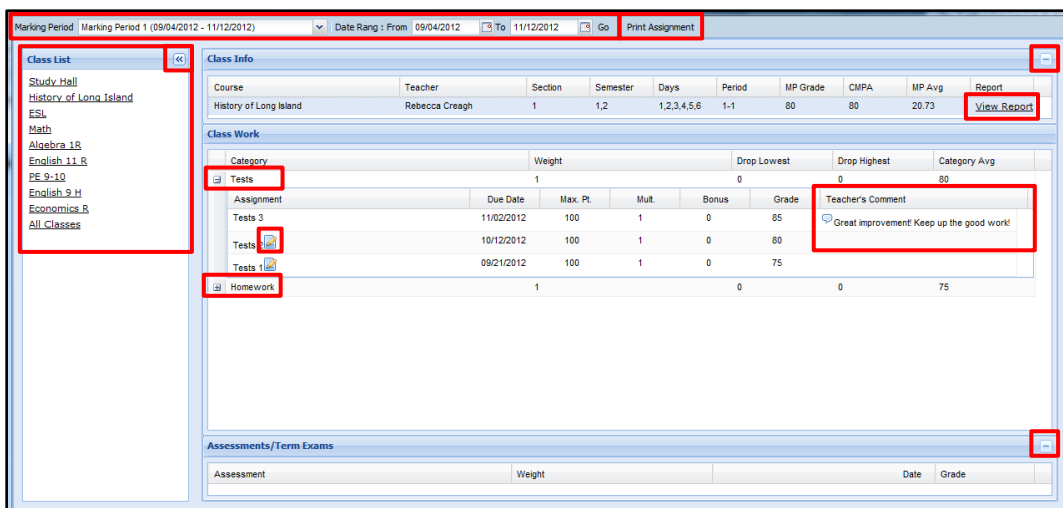
Once the Gradebook window opens, select the **Marking Period** (defaults to the current Marking Period) or a specific **Date Range** (click **Go** after selecting the **From/To** dates), and click the course in the **Class List** you would like to view.

In the **Class Work** section, click the **Expand icon**  $\oplus$  next to an Assignment Category to display the published assignments in that category. The **Teacher's Comment** column will display assignment-specific comments. Click the **Assignment Description icon**  $\text{📄}$  to view the assignment description. Click the **View Report** link to view any Performance Reports posted by the teacher. Click **Print Assignment** to print the displayed assignments.

**Note:**  
Mini courses that occur between Marking Periods can be viewed using the **All Classes** selection from the **Class List**.

**Note:**  
Alpha equivalents will display for the **CMPA**, **Marking Period Average**, and **Marking Period Grade**, when **Alpha Grade Conversion** has been set for the course.

**Note:**  
Users can **Collapse**  $\ominus$  or **Expand**  $\oplus$  Gradebook sections, and **Hide**  $\ll$  or **Display**  $\gg$  the Class List.



Click on the **Progress Report** tab to view the student’s progress report. Click **Print** to print an **unofficial** Progress Report directly from this screen.

**Progress Report: 1 08/13/2012-10/31/2012**

Student: Andrew A-Ali  
Student ID: 100000002  
Grade: 10

Counselor: Lisa Donato  
Phone:

Training High School  
123 Main Street  
Deer Park, NY 11729  
School Telephone No: 631-555-1212  
John Adams, Principal

Course	Staff	Period Attendance: Abs/Cum Abs	Tardy
Course: ESL Student is a pleasure to have in class. Has made Satisfactory Progress	Staff: Mr. Young		
Course: English 11 R Student is a pleasure to have in class. Student regularly participates in class. Has made Satisfactory Progress	Staff: Hurley	11/11	0
Course: English 9 H Student is a pleasure to have in class. Student regularly participates in class. Has made Satisfactory Progress	Staff: Littlejohn	13/13	0
Course: Economics R Student is a pleasure to have in class. Student regularly participates in class. Has made Satisfactory Progress	Staff: Knight	13/13	0
Course: History of Long Island Student is a pleasure to have in class. Student regularly participates in class.	Staff: Creagh		

**Note:**  
Progress Reports will be published to the Portal at the school district’s discretion.

Click on the **Assessments** tab to view the student’s assessments. Click the **Print icon** to print a copy of the student’s assessments.

Student Information

First Name: Andrew Middle Name: Last Name: A-Ali  
ID Number: 100000002 Grade: 10 Gender: Male

Date	Assessment	Language	Modification	GR	SM	GS	RA	CSI	SS	LP	NP	NC	NS	LS	LV	AS	BM
12/21/2011	Regents Global History		Other, Time extension, Separate location				75										
12/19/2011	Regents ELA		Flexibility in scheduling/timing, Flexibility in setting, Method of Presentation (excluding Braille, Large Type, and Tests read)				46										
06/15/2011	Regents ELA		Flexibility in scheduling/timing				78										
04/08/2011	Regents Geometry						88										

GR Grade Equivalent SM Standard Met GS Grade Stanine RA Score  
CSI Cognitive Skills Index SS Scaled Score LP Percentile NP National Percentile  
NC NCE Normal Curve Equivalent NS National Stanine LS Local Stanine LV Level  
AS Age Stanine BM Benchmark

**Note:**  
Assessments will be published to the Portal at the school district’s discretion.

Click on the **Fees** tab to view the student’s fees. Invoice information and total balance will be displayed. Click the **Print icon** to print a copy of the student’s fees.

Student Information

First Name: Andrew Middle Name: Last Name: A-Ali  
ID Number: 100000002 Grade: 10 Gender: Male

Invoice #	Fee Type	Fee Code	Fee	Fee Date	Total Payment	Balance
011081087	EQPT	calc	\$21.95	11/15/2012	\$0.00	\$21.95
<b>Total Balance</b>						<b>\$21.95</b>

Click on the **ERC** tab to view the student's elementary report card. Click **Print** to print an **unofficial** Elementary Report Card directly from this screen.

The screenshot shows the eSchoolData Parent Portal interface. At the top, it says "Parent Portal" and "eSchoolData". Below the navigation bar, the "ERC" tab is selected. The page displays the following information:

- Class: Grade 1 (Crs#221)
- Staff: Mendenhall, Ben
- School: Training Elementary School
- Marking Period 1 (08/06/2012 - 11/09/2012)
- Template Name: Grade 1
- Class Section: 2
- Date Printed: 11/15/2012
- Grade: 1

A table shows the student's performance across four marking periods, with columns for "Absent" and "Tardy". A "Print" button is highlighted in the top right corner.

**Note:**  
Elementary Report Cards will be published to the Portal at the school district's discretion.

Click on the **Custom ERC** tab to view the student's custom elementary report card. Select the **Marking Period** then click **View Custom ERC**.

The screenshot shows the eSchoolData Parent Portal interface with the "Custom ERC" tab selected. The page displays the following information:

- Student Information: First Name: Carlos, Middle Name: , Last Name: A-Abba, ID Number: 600001, Grade: 1, Gender: Male
- Custom ERC: A dropdown menu for "Marking Period" is set to "Marking Period 1 (08/06/2012 - 11/09/2012)".

A "View Custom ERC" button is highlighted in the bottom right corner.

**Note:**  
Custom ERCs will be published to the Portal at the school district's discretion.

The **Custom ERC** will be generated and will open in a new window. Use the toolbar at top left to navigate through, **Print** and/or **Save** the Custom ERC.

The screenshot shows the generated Custom Elementary Report Card (ERC) for Carlos A-Abba. The document includes the following information:

- Training District: 200 Knickerbocker Avenue, Bohemia NY 11716 - (631) 555-1213 - Principal
- Guardian Address: 5745 AGONY HLW, Blossvale, New York 10464
- Marking Period: 1 - (08/06/2012-11/09/2012)
- Student: A-Abba, Carlos, ID: 600001, Grade: 1, Teacher: Rita D'Addio, School Year: 2012 - 2013

The main table displays performance data for "English Language Arts - Language for Literary Response and Expression" across four marking periods (1st, 2nd, 3rd, 4th). The table has columns for the subject, marking periods, and a grid for scores. The scores shown are 3 for all marking periods.



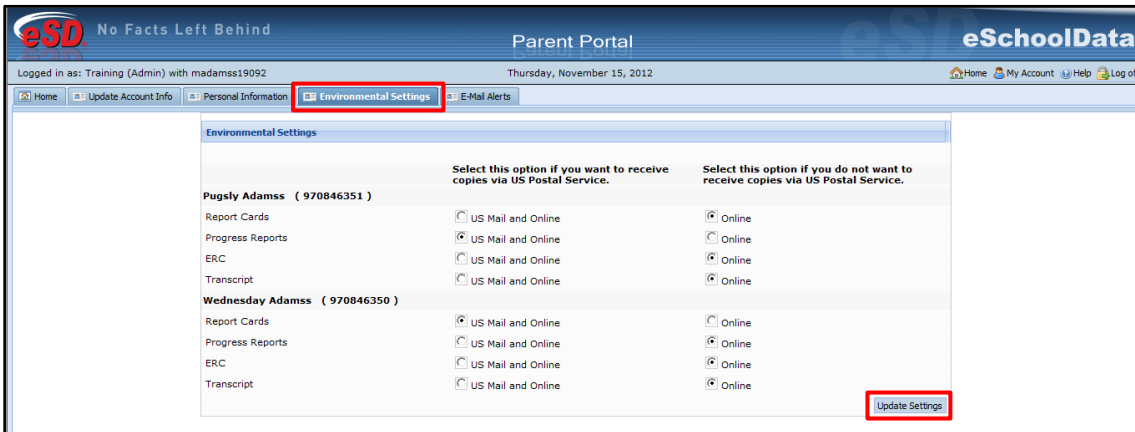
## Updating Account Info

Parents/guardians can update account information at any time. Click the **My Account** button at the top right of the Portal screens. The **Update Account Info** tab is the default tab. From here, passwords, usernames, and primary email addresses can be changed. Enter the new information in one or all of these categories, and click **Update Account Information** when finished.

Click the **Personal Information** tab to request changes to your personal information. The following fields can be updated: **Salutation, First Name, Last Name, Gender, Education Level, Phone Information** and **Email Information**. Additional phone numbers and email addresses can be added using the **Add Phone** and **Add Email** buttons. Click the **Delete icon** **X** to delete an existing phone number or email address. Click **Update Personal Info** when finished to submit the change request. Portal administrators have the option to accept or ignore change requests.

**Note:** Once a guardian submits a request to update personal information, they will be prevented from submitting a subsequent request until all changes in the prior request have been accepted or ignored.

Parents/guardians will have access to the **Environmental Settings** tab if the school district is implementing a “Go Green” initiative to reduce the mailings of grade reporting documents. Parents/guardians can select, for each student, which available grade reporting documents they wish to continue to receive as paper mailings. Click **Update Settings** when finished.



Click the **E-Mail Alerts** tab to set your email alert preferences. Under **E-Mail Preferences**, select your preferred email **Format** (HTML or Text) and **Delivery** format/frequency (Individual E-Mails, Daily Digest, Weekly Digest, or Monthly Digest).

For each student, check the **Student Alerts** for which you wish to subscribe. Once checked, the default **Delivery** format will be set to your preferred Delivery format, but can be changed on a student-by-student basis.

For each school, check the **School Alerts** for which you wish to subscribe. Once checked, the default **Delivery** format will be set to your preferred Delivery format, but can be changed. When finished, click **Update**.

