

Instructions to Access the eSchoolData Parent Portal

Access the District website at www.southcountry.org on the internet using Internet Explorer 6.0 or 7.0. The eSchool Parent Portal is not Firefox or Safari (MAC) friendly. (See additional setting info if you scroll down.)

Locate the link for the eSchool **Parent Portal** (bottom of web page)

The data you will need is:

Mailing Address as it is printed on a student report card, progress report, or schedule.

Primary Phone (Household)

Student's Name

Student's Grade for 2011-2012 school year.

Student's ID number (This can be obtained from student schedules, progress reports, report cards for **Grades 6-12**)

FOR GRADES 4 & 5 THE STUDENT ID # CAN BE FOUND ON THE ELA AND MATH STATE SCORE LETTERS THAT YOU RECEIVED IN THE MAIL. NO INFORMATION WILL BE GIVEN VIA PHONE OR EMAIL FOR SECURITY PURPOSES.

Data must be entered the way it appears on the child's records.

For example if the student's name is Robert, **do not enter Bob, Rob**, etc, enter Robert. The same format applies for the parent/guardian name. For example, if the parent's name is William it should not be entered as Bill, Will. Etc.

Locate the "Create a New Account" link on the bottom of the page as indicated in the graphic below. You will then be forwarded to the "Request an Account" screen.

The screenshot shows the eSchoolPortal Member Login page. At the top, there is a banner with the text "eSchoolPortal™ Powered By eSchoolData" and a collage of diverse students. Below the banner, the page is titled "Member Login" and "Welcome to South Country". The login form includes fields for "Email Address:" and "Password:", a "Remember me" checkbox, and a "Login" button. A "Forgot password? [Click here](#)" link is also present. At the bottom of the form, there is a link: "First time here? [Click here](#) to create a new account." Two red callout boxes with arrows point to this link: one labeled "Request a New Account" and another labeled "First Time". A red rectangular box highlights the bottom section of the login form, including the "Login" button and the "First time here?" link.

Once you have clicked the link to create a new account, you will see the following “Request an Account” screen.

The screenshot shows the 'Request an Account' form for eSchoolPortal. It is divided into several sections: Parent/Guardian Information, Mailing Address, Telephone, Login Authentication, and Students Information. The Parent/Guardian Information section includes fields for Salutation, First Name, Middle name, and Last Name. The Mailing Address section includes Address Line 1, Address Line 2, City, State (set to NY), and Zip Code. The Telephone section includes fields for Primary and Secondary phone numbers, with dropdowns for Home Phone and Cell Phone. The Login Authentication section includes Email Address, Confirm Email, Password, Confirm Password, and an Authentication Question with a dropdown menu and a text box for the answer. The Students Information section includes a table with columns for First Name, Middle Name, Last Name, ID Number, Grade, Relationship to this Student, and School Name. At the bottom, there are 'Create Account' and 'Cancel' buttons.

Key in the required information (marked with an asterisk *) on the “Request an Account” screen. **Reminder: Data must be entered the way it appears on the child’s records. If you use the abbreviation Rd. for the word Road in an address, your registration may be rejected.** Be sure to include a valid and working e-mail address (This will be used to sign on to the Parent Portal each time.)

When entering student(s) information, remember to enter the data **EXACTLY** as it appears in our records. Failure to provide an exact match may result in a rejected registration. If you receive an error message as shown on the right, it is probably due to the fact that you did not provide the information as it appears in our eSchool Data Management System. At the beginning of this school year, data verification forms were mailed home. If you failed to return this form, your data may not be up-to-date.

The screenshot shows the 'Request an Account' form with an error message. The error message reads: "Sorry, Registration failed, please try again! Please correct errors in the following fields. ■ Sorry, no match found for a student with this name and ID number." The form shows the Parent/Guardian Information section with Salutation set to None, First Name set to Mary, and Middle name empty. The Students Information section is partially visible.

You will receive an e-mail confirmation once your account information has been verified. **Please allow 3-5 business days for verification.** Once accepted as a Parent Portal user, you will be able to access district approved data for your child through the eSchoolData Parent Portal using your email address and your newly created password.

When you log in, you will have to agree to 'Terms of Use.....' You will then be able to see your children registered in the district. Then, by clicking on your child's name you will be able to see district approved data relating to your child.