

HASTINGS-ON-HUDSON U.F.S.D

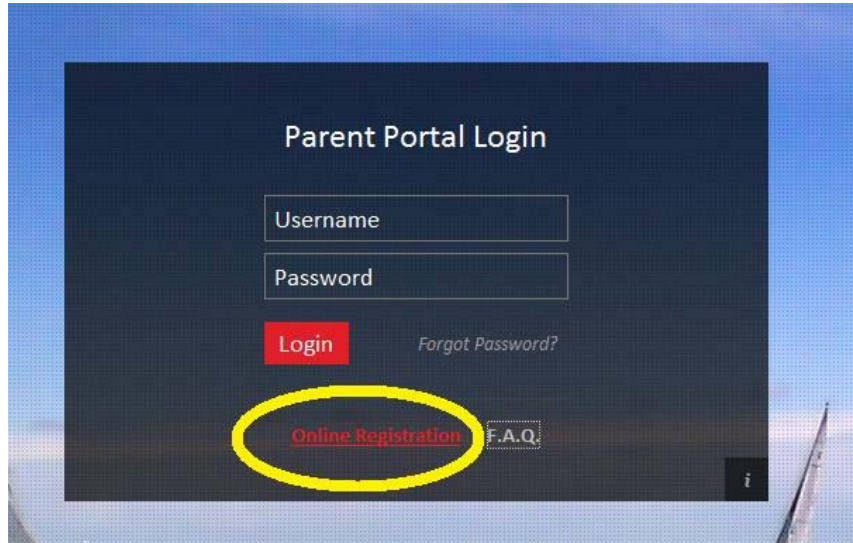
INSTRUCTIONS TO SETUP A PARENT/STUDENT PORTAL ACCOUNT

Log onto the Internet using the following link to the eSchoolData Parent/Student Portal:

Parents: <https://esdparentportal.lhric.org/>

Students: <https://esdstudentportal.lhric.org/hastings>

To establish a parent/guardian portal account, click on the home page where it says
“Online Registration”



Enter the required information on the Account Information Screen, as shown below, and click the
“Create Account Information” button at the bottom of the screen.

IMPORTANT
Your password must be a minimum of 6 characters and must contain at least one number.

Complete the required information on the Personal Information Screen and click the **“Create Personal Information”** button

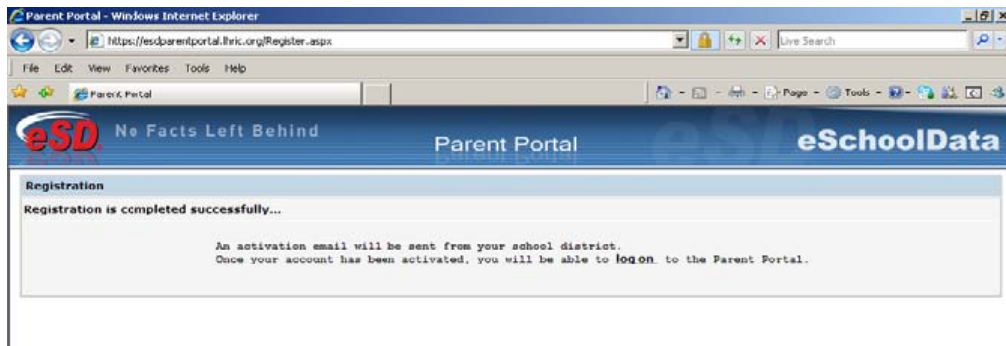
The screenshot shows a web browser window titled "Parent Portal - Windows Internet Explorer" with the URL "https://esdparentportal.lhrc.org/Register.aspx". The page header includes the "eSD No Facts Left Behind" logo and "Parent Portal eSchoolData". The main content area is titled "Registration" and has three tabs: "Account Information", "Personal Information" (which is selected), and "Student Information". A message box states: "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 are several form fields: "First Name", "Middle Name", "Last Name", "Street Address", "Apartment #", "City", "State" (a dropdown menu), and "Phone" (with a "914" area code and a "x" extension). At the bottom of the form area are two buttons: "<< Back to Account Information" and "Create Personal Information >>". A red arrow points to the "Create Personal Information >>" button. The footer of the page reads: "eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2009 eSchoolData, LLC -".

Complete the required information on the Student Information Screen, click **“Add Student to the above list”** and **“Finish Registration!”** buttons.

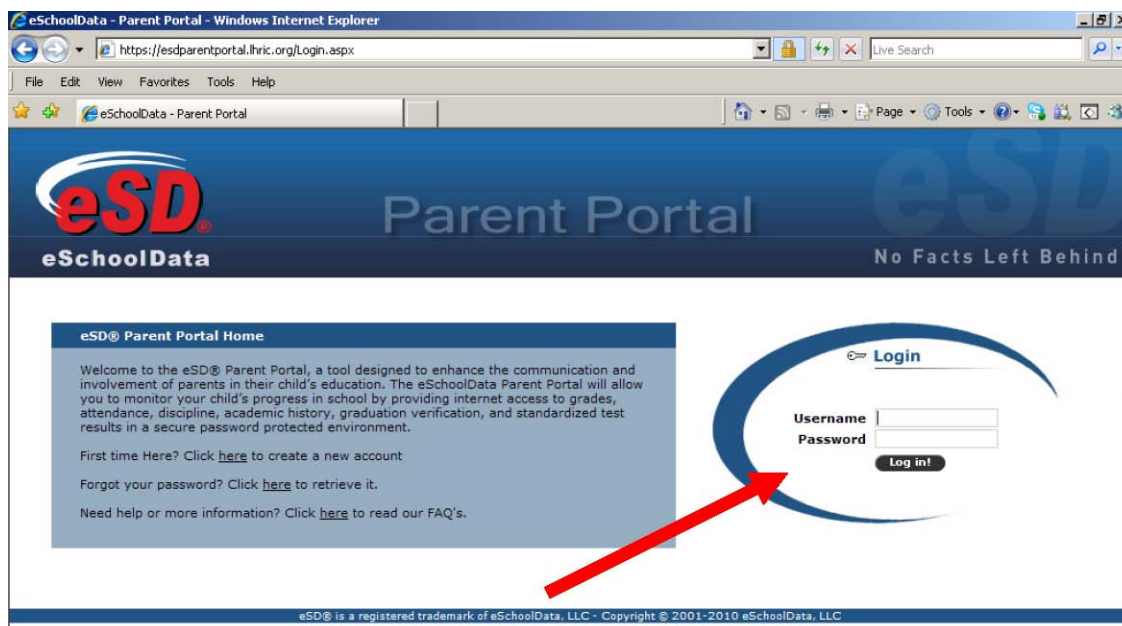
The screenshot shows the same web browser window as the previous image, but now on the "Student Information" tab. A message box states: "STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity." Below this is a section titled "My Student(s)" with the text "Your student(s) will show below after you have added." and a table with columns: "ID Number", "First Name", "Last Name", "Grade", and "School". Below the table is an "Add Student" form with fields for "ID Number", "First Name", "Last Name", "School" (a dropdown menu), and "Grade" (a dropdown menu). There are two buttons below the form: "Add Student to the above list" and "Clear". At the bottom right of the page are two buttons: "<< Previous" and "Finish Registration!". A red arrow points to the "Add Student to the above list" button, and another red arrow points to the "Finish Registration!" button.

A message will display confirming that the Portal registration has been successful and an activation email will be sent to the parent/guardian email address that was used during the registration process.

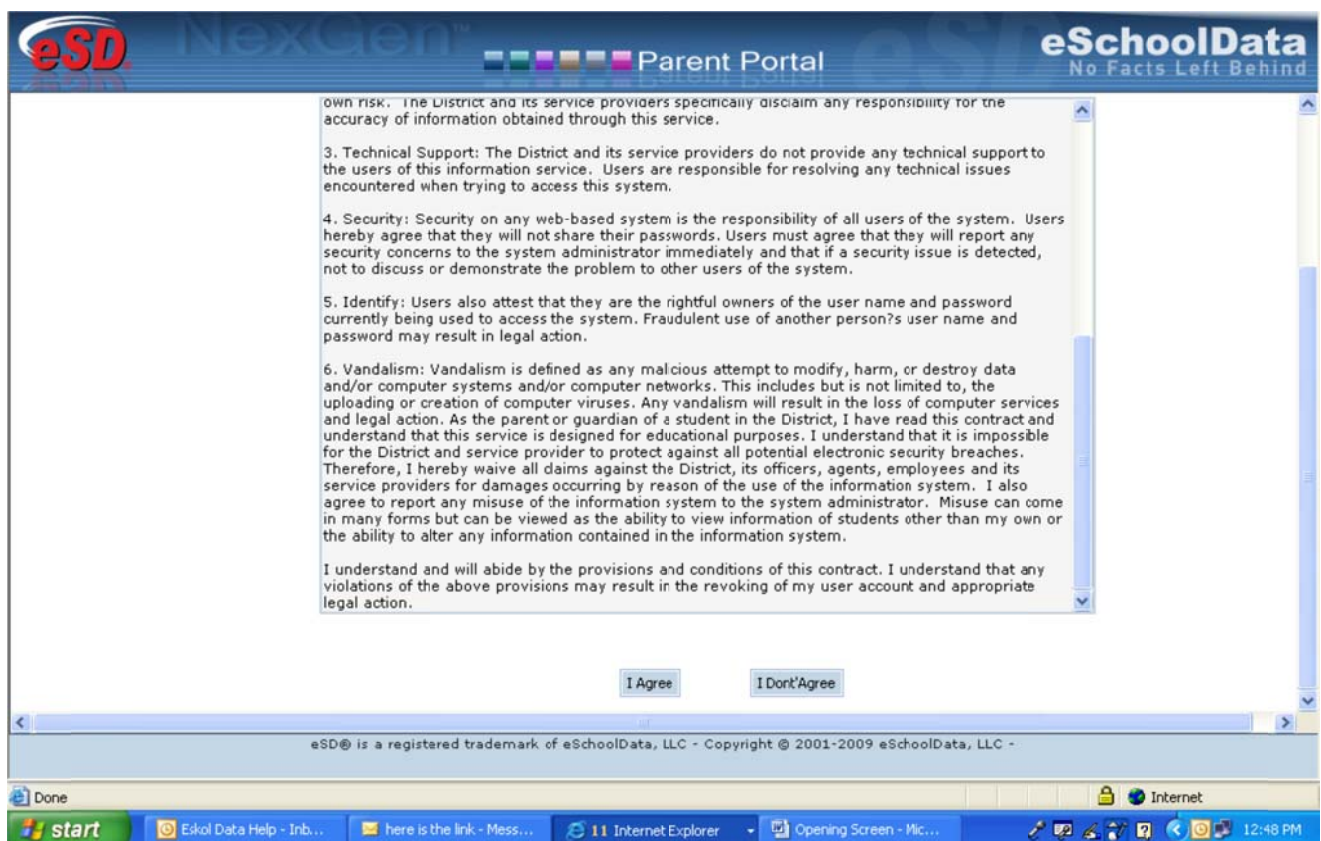
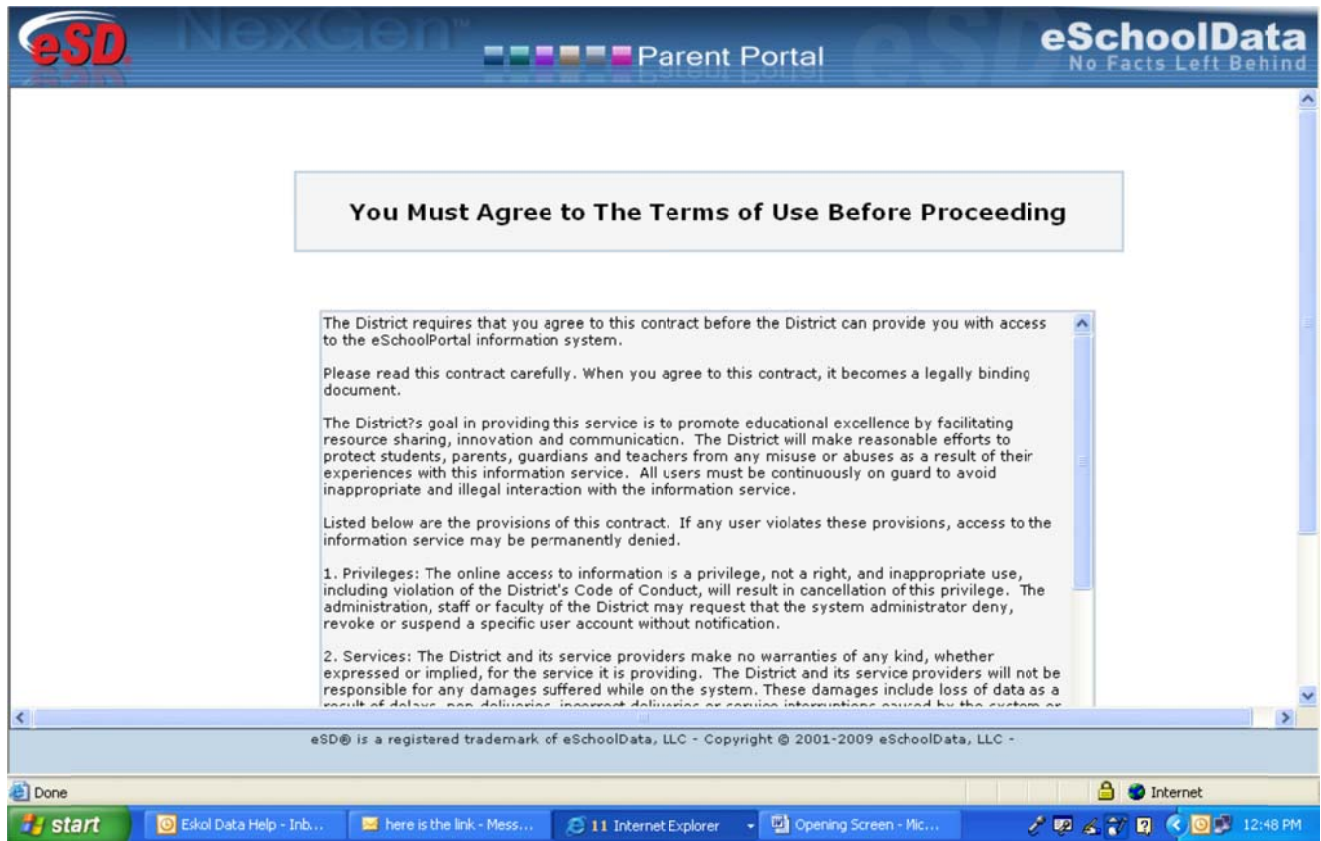
(The email will come from noreply@eschooldata.com with a subject "Your parent portal



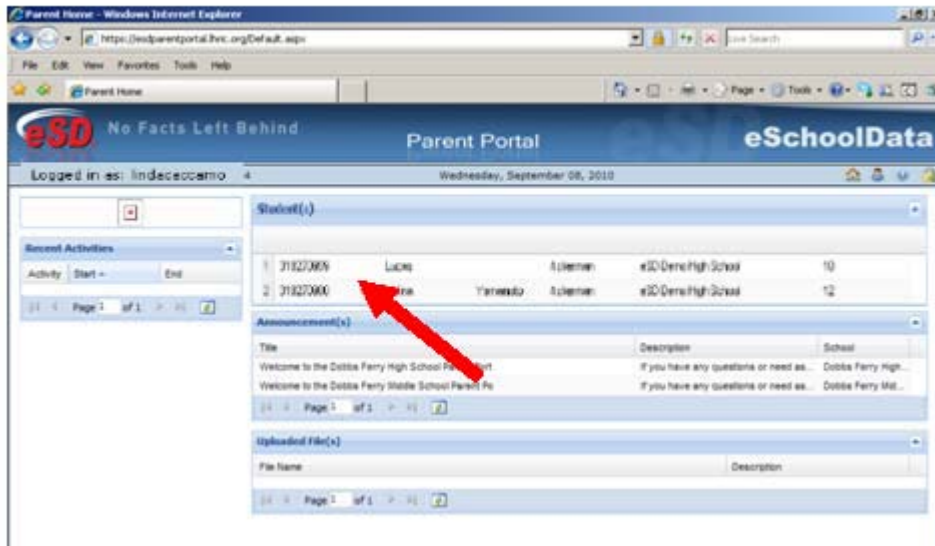
Once the District has approved and activated the account, the parent/guardian/student can **sign in** using the Username and Password that they created during the registration process. To sign in go to the following web address: <https://esdparentportal.lhric.org>



Upon first log on, the terms of the Portal Agreement must be read and agreed to. Click the “I Agree” button at the bottom of the Agreement.



With a successful login, the ability to view the student(s) is available. **Click on the student you wish to view.**



Clicking on different tabs will bring up different information. For example: Click on the **Profile**, the student's Profile will be viewable.

