## eSD® Parent Portal User Guide

### TABLE OF CONTENTS

- System Requirements ................................................................................................................ 2
- **Logging In** ................................................................................................................................ 3
- **Getting Help** ............................................................................................................................. 5
- **Navigating the Portal** ............................................................................................................... 7
  - Profile Tab ......................................................................................................................................... 8
  - Contact Verification ......................................................................................................................... 9
  - Attendance Tab .................................................................................................................................10
  - Schedule Tab .................................................................................................................................11
  - Immunization Tab ............................................................................................................................11
  - Transcript Tab ...............................................................................................................................12
  - Standards-Based Report Cards (SBRC) .......................................................................................13
  - Report Card Tab .............................................................................................................................13
  - Bus Tab ........................................................................................................................................ 14
  - Course Request Tab .........................................................................................................................14
  - Gradebook Tab ...............................................................................................................................15
  - Assessments ..................................................................................................................................17
  - Viewing Parent Assessment Reports for Grades 3-8 Math, ELA and Science Assessments .........18
  - Updating Account Information .....................................................................................................20
Overview

This guide provides parents/guardians with a step by step guide for navigating 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. It is a highly secure, internet based application through which only registered parents and guardians of currently enrolled students who are eligible to receive correspondence can see their individual child's 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.

The link to the Parent Portal and the Student Portal for HS students is accessed via the Parent Portal page on the Byram Hills District website at http://byramhills.org

System Requirements

To effectively access your Parent Portal account, a Macintosh (OS X 10.7.5) or Windows PC (Windows 7) with an internet connection is needed.

For the best browsing experience, Safari 5.x, Google Chrome 27+, or Internet Explorer 11.x or Edge is recommended.

Adobe Acrobat Reader™ is also recommended. This PDF reader is available for free download at www.adobe.com/products/acrobat/readstep2.html.
Logging In

Enter the **Username** and **Password**. Click **Login**.

**Note:** To retrieve a forgotten Password, click the link where it says “Forgot your password?”

For further assistance with problems logging into the Parent Portal, please contact Mattie Garcia at 914-273-4183 ext. 1966 or magarcia@byramhills.org
Upon first login, the District’s Terms of Use are displayed. Click I Agree at the bottom of the Agreement to proceed further.
Getting Help

Help is available both before and after logging in to the eSD® Parent Portal. From the Login screen, click the link FAQ to access the eSchoolData Parent Portal F.A.Q.

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. The Byram Hills Parent Portal User Guide is available under Uploaded File(s) section as well as the district website.
The F.A.Q. provides portal account holders with answers to commonly asked questions.

Technical Assistance
For further assistance with the Parent Portal, please contact Mattie Garcia at 914-273-4183 ext. 1966 or magarcia@byramhills.org
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 Uploaded File(s) for district or school. On the left side of the screen, Parents/Guardians can view a log of their Recent Activities on the portal.

Click on a **Student's ID** in the list of Student(s) to view student-specific information. Click a tab to bring up the corresponding information.

---

**Tips:**

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.

Hover your mouse over an icon to display a Tooltip with the icon’s name.
Profile Tab

The **Profile** tab displays information about the selected student including Name, School, Grade and a calendar of the District/School’s Events and the selected student’s assignments.
Contact Verification

Click the **Contact Verification** button on the student’s profile to open their Contact Verification form. This form allows custodial Guardians to update their child’s emergency contact information.

![Contact Verification Button](image)

**Emergency Contact Changes**

Each child’s information needs to be updated separately.

- On your child’s Profile Page, click the **Contact Verification** button under their picture.
- When changes have been made, click the **Verify** button at the bottom of the screen.
- Contact updates may be made online here at any time.

**Code of Conduct and Acceptable Use Policy (AUP)**

At the beginning of each school year, Contact Verification is enforced and the Contact Verification form will automatically open when custodial Guardians try to access the student’s Profile pages. The custodial Guardian must verify the student’s contact information and sign off on the School Code of Conduct and District Acceptable Use Policy (AUP). This sign-off is required for students to have access to district technology.

Each child needs to be verified separately.

- When you click on the Student’s ID on portal homepage, the Contacts tab will automatically open for the child.
- Verify the emergency contact information.
- Check off on the AUP and Code of Conduct questions.
- Include date for current or previous full-time active duty military personnel, if applicable.
- Click **Verify** button at the bottom of the screen to record your updates.
Additional Information/Links
Further information and details on filling out the Contact Verification form is on the Contact Verification page.

Links to the Code of Code and AUP are below and are also found on the Contact Verification form.

Byram Hills High School Community Handbook/Code of Conduct
H.C. Crittenden Middle School Code of Conduct
Wampus Elementary Code of Conduct
Coman Hill Elementary Code of Conduct
Technology and Network Acceptable Use and Personal Privacy (AUP #4526)

Attendance Tab

Click the Attendance tab to view the student’s Attendance. Click the Print icon to print the attendance information, or the Print Note icon to print an attendance note.
**Schedule Tab**

**H.C. Crittenden and Byram Hills High students only**

Click on the Schedule tab to view the student's schedule. Click the Print icon 📑 to print the student’s schedule.

---

**Immunization Tab**

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.
**Transcript Tab**

**Byram Hills High students only, grades 10, 11, 12**

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

---

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Level</th>
<th>Final Grade</th>
<th>Credit Date</th>
<th>Final Date</th>
<th>Exam Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>6/12/2011</td>
<td>6/12/2011</td>
<td>Regents</td>
<td>93</td>
</tr>
<tr>
<td>Regents History</td>
<td>9</td>
<td>B</td>
<td>6/12/2011</td>
<td>6/12/2011</td>
<td>Regents</td>
<td>93</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>93</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Level</th>
<th>Final Grade</th>
<th>Credit Date</th>
<th>Final Date</th>
<th>Exam Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>6/12/2011</td>
<td>6/12/2011</td>
<td>Regents</td>
<td>93</td>
</tr>
<tr>
<td>Regents History</td>
<td>9</td>
<td>B</td>
<td>6/12/2011</td>
<td>6/12/2011</td>
<td>Regents</td>
<td>93</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>93</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Level</th>
<th>Final Grade</th>
<th>Credit Date</th>
<th>Final Date</th>
<th>Exam Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>6/12/2011</td>
<td>6/12/2011</td>
<td>Regents</td>
<td>93</td>
</tr>
<tr>
<td>Regents History</td>
<td>9</td>
<td>B</td>
<td>6/12/2011</td>
<td>6/12/2011</td>
<td>Regents</td>
<td>93</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>93</td>
</tr>
</tbody>
</table>

---

**Academic Standing**

- GPA: 3.779

---

Signature/School Counselor: ____________________________

Generated on 11/20/2013
Standards-Based Report Cards (SBRC)
**Coman Hill and Wampus students only**

Click the **Standards-Based Report Card** tab to access the elementary student’s Report Card. Click **Print** to print directly from this screen.

Report Card Tab
**H.C.Crittenden and Byram Hills High students only**

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

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

Course Request Tab

** Byram Hills High students only

Click on the **Course Requests** tab to view the student’s current Course Requests. Note: This option is available during specific times in the school year.
Gradebook Tab

**H.C. Crittenden and Byram Hills High students only

Note: The gradebook tab is only available outside of school days before 7 AM and after 3 PM.

Click on the Gradebook tab to view the student's classes list and published assignments. The Gradebook Assignments window is broken into two sections; the Classes List menu on the left, and the Classes window on the right.

The default view is of the student schedule arranged by period. Users can change the Marking Period (defaults to the current Marking Period) from the drop-down menu, click Assignments to view all class assignments, and click a course in the Classes List to view specific details.

Note: The Print button will open a new window which displays the current classes screen for printing. The Print All button will open a new window that separates each class into a section for compartmentalized printing.

The Assignments window allows users to search for Assignments for all classes by Marking Period (defaults to the current Marking Period) as well as by a specific Date Range within the selected Marking Period (click Go after selecting the From/To dates).
Click a **Class** name from the Classes List menu to display specific details for the selected Class.

In the **Class Work** section, click the **Expand icon** next to an Assignment Category to display the published assignments in that category. Click the **Assignment Description** icon to view the assignment description, which may contain relevant external URL links. Click the **Report** link to view any Performance Reports posted by the teacher. Click **Print** to print the displayed assignments, or **Print All** to print assignments for each class.
Assessments

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

- Assessments continued on next page.
Viewing Parent Assessment Reports for Grades 3-8 Math, ELA and Science Assessments

Click on the **Assessment** tab.

![Assessment tab](image)

Click on the **Parent Assessment Reports** box.

![Parent Assessment Reports box](image)

The Student’s Assessment Portfolio screen opens up.

![Student Assessment Portfolio](image)

Please read the **District “Welcome” Message** which includes information and helpful links about the NYS assessments and parent reports.
To read your child’s report, click the **NYS Assessment Reports** box. It will drop-down a subject list. Click on the **subject area** for the assessment you want to view. Then click the **year** of the assessment. In example below, we highlighted the ELA parent report for 2018-2019.

A copy of the selected report displays. You can **print a copy** by right-clicking within the document, then click Print. Alternatively, you can move your cursor to the top of the screen and when the toolbar appears, click the Download icon to save a copy, or the Print icon to print a copy (*browser specific).
Updating Account Information

Parents/guardians can update their Account information at any time. Click the My Account button at the top right of the Portal screens.

Update Account Tab

The Update Account Info tab is the default tab. From here, parent portal passwords, usernames, and primary email address can be changed. Enter the new information in one or all of these categories, and click Update Account Information when finished.

The Current Primary Account Email Address will be indicated in the list of email addresses associated to the Guardian’s record. Select a different email address as the Current Primary Account Email Address and the appropriate Email Type for that address, OR enter the New Primary Account Email Address and select the Email Type for the new email address.

An error message will be presented if the New Primary Account Email Address is already used within the district as another’s Primary Account Email Address.

Personal Information Tab

Click the Personal Information tab to view your personal information, such as First and Last Name, Mailing Address, Phone Information and Email Information.
The information listed below reflects what is currently stored in the district's student management system.

### Basic Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Caroline</td>
</tr>
<tr>
<td>Last Name</td>
<td>Asample</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
</tbody>
</table>

### Phone Information

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Phone No</th>
<th>Is Default</th>
<th>Phone Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone</td>
<td>514-505-0033</td>
<td>No</td>
<td>1</td>
</tr>
<tr>
<td>Work Phone</td>
<td>514-505-7777</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Home Phone</td>
<td>514-505-1234</td>
<td>No</td>
<td>3</td>
</tr>
</tbody>
</table>

### Email Information

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Email Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:user@example.com">user@example.com</a></td>
<td>ROCK</td>
</tr>
</tbody>
</table>