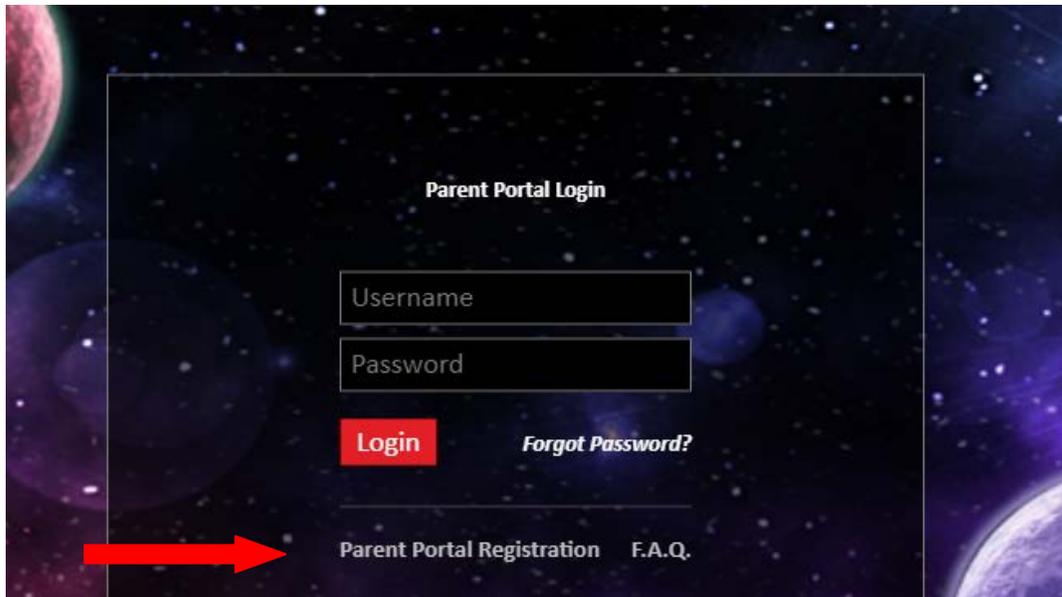


## DOBBS FERRY SCHOOL DISTRICT INSTRUCTIONS TO SETUP ESCHOOldata PARENT PORTAL ACCOUNT

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

<https://esdparentportal.lhric.org>

To establish a parent/guardian portal account, click on the home page where it says **“Parent Portal Registration.”** (See arrow)



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.*

**Registration**

**Account Information**    Personal Information    Student Information

**Welcome to Parent Portal Registration!**  
**STEP 1: Please enter your parent portal logon information below.**

\* School District   
(Start typing your school district then select your district in the list)

\* Username   
(Your ID is what you will use to login to the portal. You can change at any time from within the portal.)

\* Email Address   
(Your email address can be updated at anytime from within the portal. If you forget your password the account reset information will be sent to this account)

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

\* Confirm Password

\* Authentication Question <-- Select -->

\* Authentication Answer

**Create Account Information >>**

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.lhric.org/Register.aspx". The page header includes the eSD logo with the slogan "No Facts Left Behind", the text "Parent Portal", and the eSchoolData logo. 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 with asterisks indicating required information: First Name, Middle Name, Last Name, Street Address, Apartment #, City, State (a dropdown menu), and Phone (with a 914 area code). At the bottom right of the form area, there is a red arrow pointing to the "Create Personal Information >>" button. A "<< Back to Account Information" button is located to its left. 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.

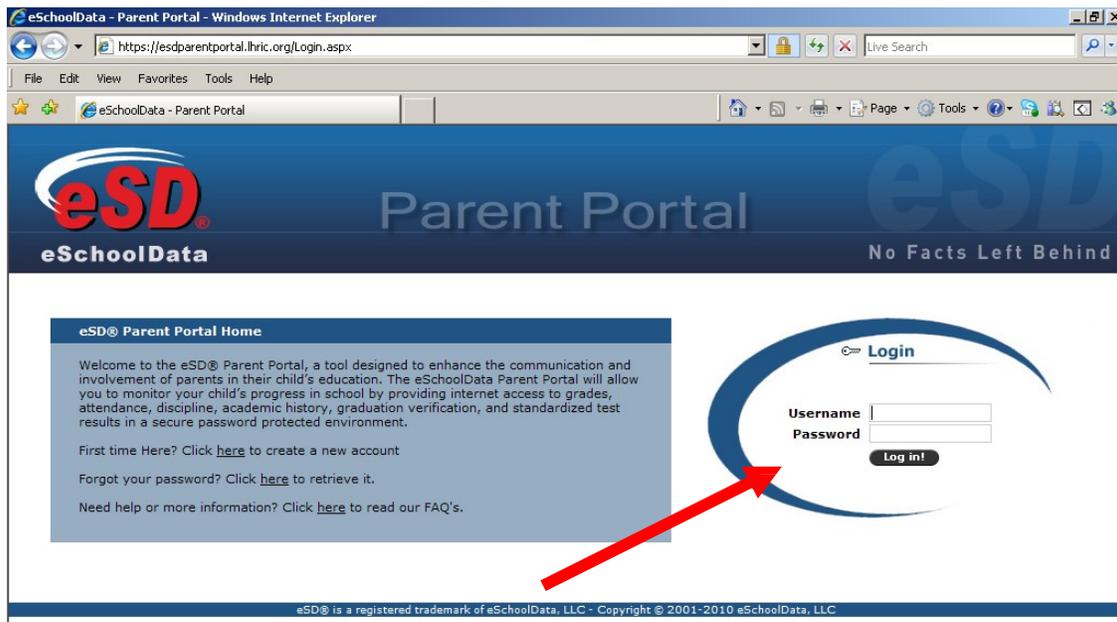
The screenshot shows the same web browser window, now on the "Student Information" tab. A message box states: "STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity." Below this is a section titled "My Student(s)" with the text "Your student(s) will show below after you have added." and a table with columns: ID Number, First Name, Last Name, Grade, and School. The table is currently empty. 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). A red arrow points to the "Add Student to the above list" button. At the bottom right of the form area, there is another red arrow pointing to the "Finish Registration!" button. A "<< Previous" button is located to its left.

A message will display confirming that the Parent 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](mailto:noreply@eschooldata.com) with a subject "Your parent portal registration")



Once the District has approved and activated the account, the parent/guardian 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 "Agree" button at the bottom of the Agreement.

**You Must Agree to The Terms of Use Before Proceeding**

The District requires that you agree to this contract before the District can provide you with access to the eSchoolData information system.

Please read this contract carefully. When you agree to this contract, it becomes a legally binding document.

The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The District will make reasonable efforts to protect students, parents, guardians and teachers from any misuse or "abuses as" result of their experiences with this information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Listed below are the provisions of this contract. If a user violates these provisions, access to the information service may be permanently denied.

- 1. Privileges:** The online access to information is a privilege, not a right. Inappropriate use, including violation of the District's Code of Conduct, will result in cancellation of this privilege. The administration, staff or faculty of the District may request that the system administrator deny, revoke or suspend a specific user account without notification.
- 2. Services:** The District and its service providers make no warranties of any kind, whether expressed or implied, for the service it is providing. The District and its service providers will not be liable for any damages, including consequential, special or punitive damages, resulting from the use of the service.

eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2009 eSchoolData, LLC

**Parent Portal**

eSchoolData  
No Future Left Behind

own risk. The user and its service providers specifically disclaim any responsibility for the accuracy of information obtained through this service.

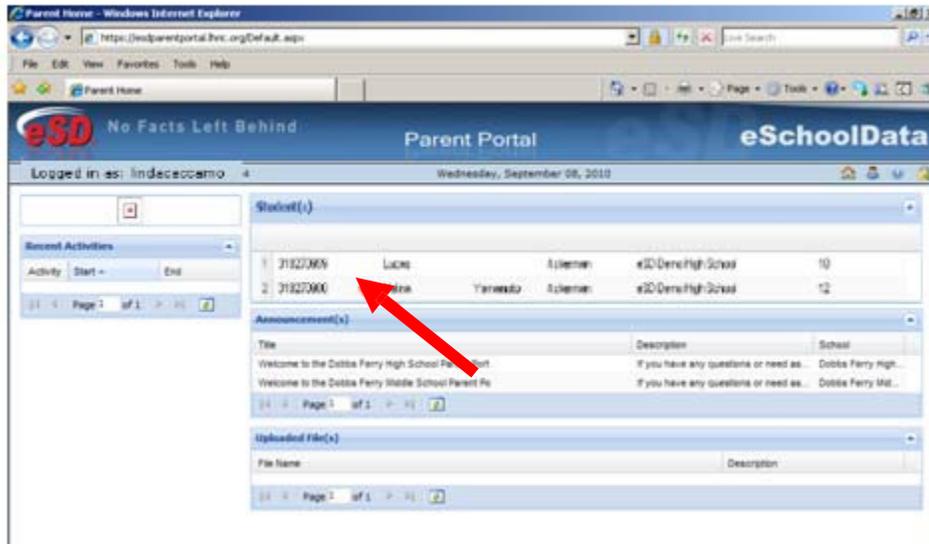
- 3. Technical Support:** The District and its service providers do not provide any technical support to the users of this information service. Users are responsible for resolving any technical issues encountered when trying to access this system.
- 4. Security:** Security on any web-based system is the responsibility of all users of the system. Users hereby agree that they will not share their passwords. Users must agree that they will report any security concerns to the system administrator immediately and that if a security issue is detected, not to discuss or demonstrate the problem to other users of the system.
- 5. Identity:** Users also attest that they are the rightful owners of the user name and password currently being used to access the system. Fraudulent use of another person's user name and password may result in revocation.
- 6. Vandalism:** Vandalism is defined as any malicious attempt to modify, harm, or destroy data and/or computer systems and/or computer networks. This includes but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services and legal action. As the parent or guardian of a student in the District, I have read this contract and understand that this service is designed for educational purposes. I understand that it is impossible for the District and service provider to protect against all potential electronic security breaches. Therefore, I hereby waive all claims against the District, its officers, agents, employees and its service providers for damages resulting by reason of the use of the information system. I also agree to report any misuse of the information system to the system administrator. Misuse can come in many forms but can be viewed as the ability to view information of students other than my own or the ability to alter any information contained in the information system.

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in the revocation of my user account and appropriate legal action.

eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2009 eSchoolData, LLC

Done Internet  
start Eski Data Help - Inb... here is the link - Mess... 11 Internet Explorer - Opening Screen - Mic... 12:48 PM

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.



To change parent/guardian password at any time, click on the person icon in the upper right corner of the screen.

The screenshot shows a web browser window displaying the eSchoolData Parent Portal. The browser's address bar shows the URL <https://esdparentportal.lhric.org/MyAccount.aspx>. The page header includes the eSchoolData logo and the text "No Facts Left Behind" and "Parent Portal". Below the header, it indicates the user is logged in as "dnewell\_df (Admin) with test4" on Wednesday, September 08, 2010. A navigation bar contains several menu items: Home, Change Account, Verify Basic Info, Verify Email Address, Verify Mailing Address, Verify My Phone Number, and Verify Relationship. A red arrow points to a person icon in the upper right corner of the page. The main content area is titled "Please verify or Change Parent Portal Account Information Below." and contains three sections: "Change Password" with fields for "New Password" and "Confirm Password" (with a note: "(should be a minimum of 6 characters with at least 1 number)"), "Change Username" with fields for "Your Current User Name" (test4), "New User Name", and "Confirm User Name", and "Change Email" with fields for "Current Primary Account Email Address" (newell@odfcsd.org), "New Primary Account Email Address", and "Confirm New Primary Account Email Address". Each section has a corresponding "Change" button.