Pocantico Hills Central School District eSchoolData Parent Portal User Guide

Overview

This document has been created to help you, as parents/guardians, access and navigate our newly introduced **eSchoolData Parent Portal**.

Expanding lines of communication is a critical element of our partnership with you, as well as being a District goal. The Parent Portal is designed to allow you real-time access to information about each of your children. Our hope is that you will use this access to be even more connected to and involved with the school than before.

System Requirements

- On Windows computers, Internet Explorer versions 9-11 are supported, with IE 10 recommended. Please make sure Compatibility Mode is NOT turned on.

- On Macs, Safari 5-6 are supported. Mobile Safari on iOS 6+ is supported.

- Google Chrome 27+ on Windows and MacOS is supported. Recent past versions of Chrome should also work.

- eSD requires the use of Microsoft Office 2003, 2007, or 2010, as well as Adobe Reader (latest version).

Access

The Parent Portal can be easily accessed on our District's web site - http://pocantico.pocanticohills.org/ - in several locations, including the **Parents** main tab and initially on the Bulletin Board.

It can also be accessed directly via https://esdparentportal.lhric.org/. (If you are typing this into your browser, do not forget the S in https.)

In order to access the portal, you must have a username and password.

If you are a parent/guardian of a child at the Pocantico Hills School and you receive correspondence, the District will create a username and password for you and mail it to you.

If you have a child in the school and you do not have access to the portal, please contact Ryan Nastasi at 631-2440, ext 153 or rnastasi@pocanticohills.org.

Logging In

- Go to the District's web site for the link to the portal, or go directly to the following site: https://esdparentportal.lhric.org/
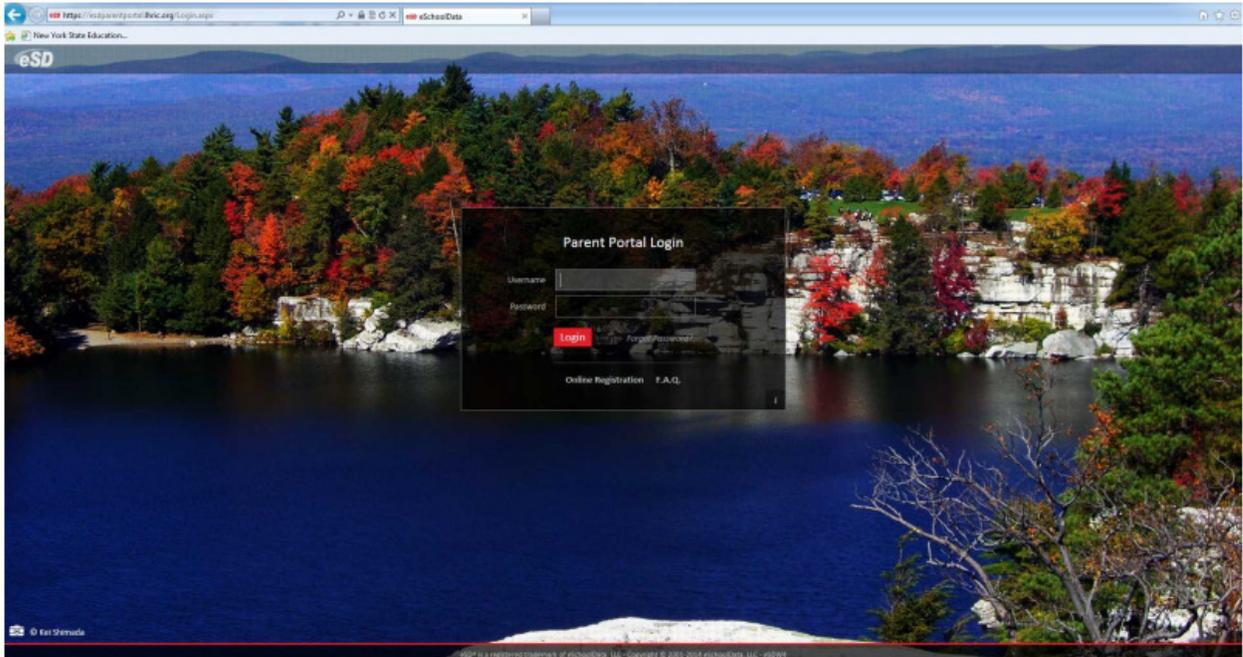
- For your initial login, use the username and password the District issued to you.

- When you first log in, you will see the District's Terms of Use.

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 eSchoolPortal 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 a 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 any 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, and 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 responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, incorrect deliveries or service interruptions caused by the system or user errors or omissions. Use of any information obtained from this information system is at your own risk. The District 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

I Agree   I Do Not Agree

- Please read the terms of use and click "I Agree" in order to proceed.
- Once you log in, you will be required to create a **new password** and enter a **primary email address**. You will also have the option of using this email address as your username by clicking the box next to that option.

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   Close

- Click **Save** when finished.

Getting Help

If you have questions about the portal, it is important that you first explore the resources available on the site.

- On the Login screen, there is a link to "**F.A.Q.**" for answers to frequently asked questions.
- Once you are logged in, there is a Help button ("**?**") in the upper-right-hand corner of the screen. Here you can also access the F.A.Q., as well as this **Pocantico Hills eSD Parent Portal User Guide** (under "**Uploaded File(s)**"). This document will also be linked on the District web site.

Navigating the Portal

Once you log in you will see your Portal Homepage, which shows a list of your children, displays any district/school announcements, and allows you to access any uploaded files. On the left-hand side, you can also view a log of your own activity.

Tips:

- The **Home** button (the "house" in the upper-right) will always take you back to your Portal Homepage.
- If you **hover** your mouse over an icon, it will display a Tooltip with the icon's name.

Under the heading "**Student(s)**," click on the **ID number** of the child about whom you would like to view specific information.

Main Tabs:

Home

- The Home tab displays links to each of your children, any announcements, documents you can download, and details around your activity on the portal.

Profile

- The **Profile** tab displays information about the child you selected.

(If you have questions about Profile information, please contact Ryan Nastasi at 631-2440, ext 153.)

Attendance

- Click the **Attendance** tab to view your child's attendance record to-date. You can also print this information by clicking the Print icon to the right.

(If you have questions about daily attendance information, please first contact the school nurse, Gay Harmon, at 631-2440, ext 113.)

Report Card or **ERC**

- If your child is in grades 5 through 8, you will see a tab called "**Report Card**."
- If your child is in grades PK through 4, you will see a tab called "**ERC**" (Elementary Report Card).
- Either way, clicking here allows you to view the "eSD version" of your child's report card.
- If your child is in grades 1 through 4, you will notice along the left-hand side of the report card that two grade levels are referenced. Do not be concerned - this is because those grade levels use the same report card template.
- If you see sections of the report card that appear blank or ungraded, it means that they do not apply.
- You can also print the report card, but remember that this is an **unofficial copy**.

(If you have questions about report card information, please first contact your child's teacher.)

Gradebook (*middle school only*)

If your child is in grades 5 through 8, you will see a **Gradebook** tab. Clicking on the Gradebook tab allows you to view your child's grades to-date in each class.

- Under the subheading of **Gradebook Assignments** you should select a **Marking Period** from the drop-down menu to view past or current grades.
- You can click **Assignments** and choose a date range to view all grades within that range.
- If you click **Classes**, you are then able to click on a specific class to view specific details about that class.

(Questions or thoughts around specific scores are conversations you are encouraged to have with your child's teacher.)

Assessments

Click on the **Assessments** tab to view your child's assessments. These will include state assessments (if applicable) and, in time, locally-used assessments such as MAP assessments.

If you see assessment information that is not accurate or is incomplete, please contact Ryan Nastasi at 631-2440, ext 153 or at rnastasi@pocanticohills.org.

Updating Account Information

As parents/guardians, you can update account information at any time.

Click the **My Account** icon in the upper-right corner of the Portal screen (located third from the right).

Tabs:

Update Account Info

- The **Update Account Info** tab is the default screen. You can change your password, username, or primary email address. Just remember to click **Update Account Information** when you are finished (located in the bottom-right corner).

Personal Information

We strongly encourage you to click the **Personal Information** tab to **view** the personal information we currently have for you in our student information system. This includes basic information such as your name and mailing address, phone information, and email information.

If you see personal information that is not accurate or is incomplete, please contact Ryan Nastasi at 631-2440, ext 153 or at rnastasi@pocanticohills.org so she can update our records.