

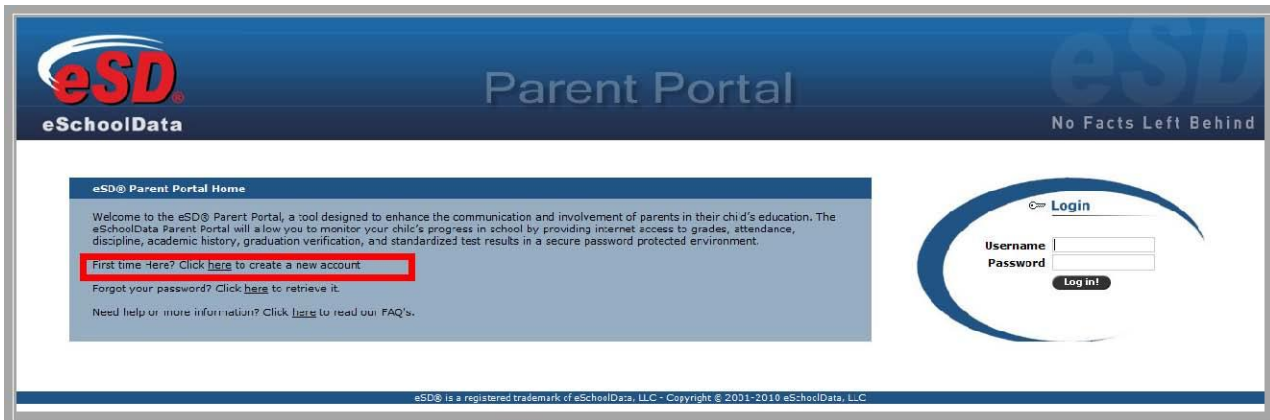
The eSD® Parent Portal is best viewed using Internet Explorer 7 or higher for the PC or Safari 4.0.4 for the MAC.

Log onto the Parent Portal using the secure site of the school district:

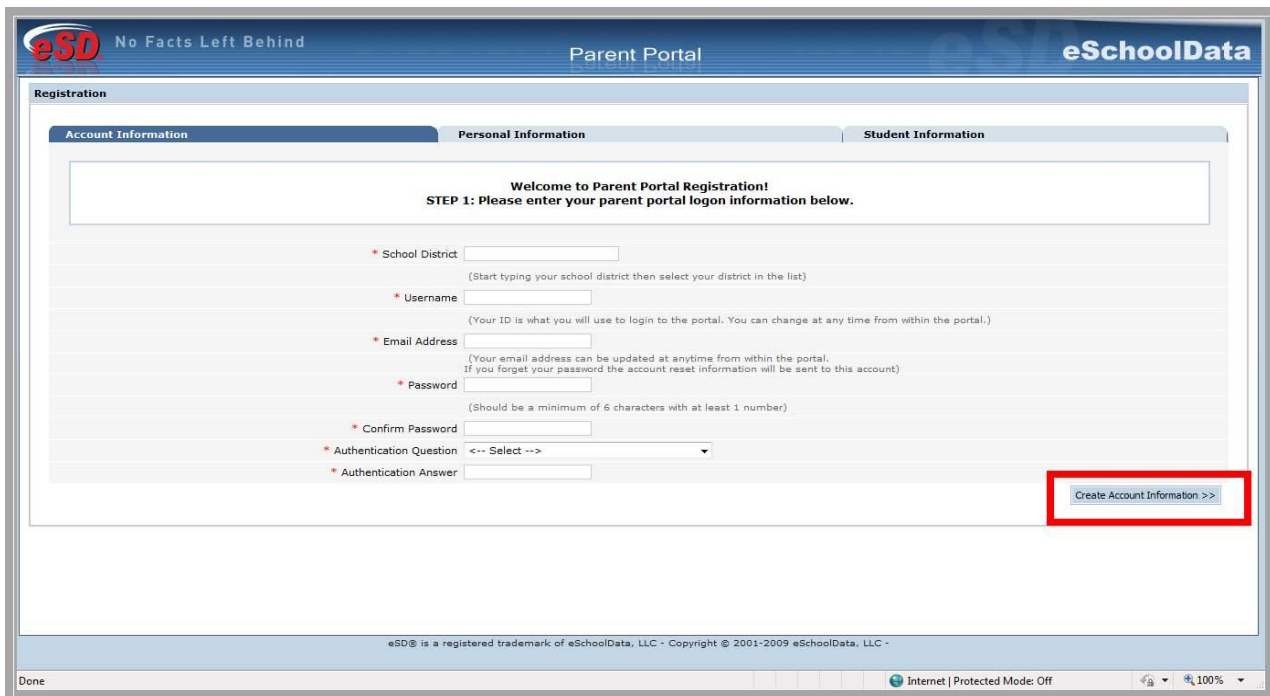
<https://esd-parentportal.mhric.org/>

Don't forget the (s) in https

To establish a parental/guardian portal account, click on the home page where it says **“First time Here? Click here to create a new account.”**



Enter the required \* information on the Account Information Screen, as shown below, click the “Create Account Information” button at the bottom of the screen (make note of Username and Password).



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

The screenshot shows the 'Registration' section of the Parent Portal. It has three tabs: 'Account Information', 'Personal Information', and 'Student Information'. The 'Personal Information' tab is active. A message box says: '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 input fields with red asterisks indicating they are required: First Name, Middle Name, Last Name, Street Address, Apartment #, City, State (a dropdown menu), and Phone. At the bottom right, there are two buttons: '<< Back to Account Information' and 'Create Personal Information >>', with the latter button highlighted by a red box.

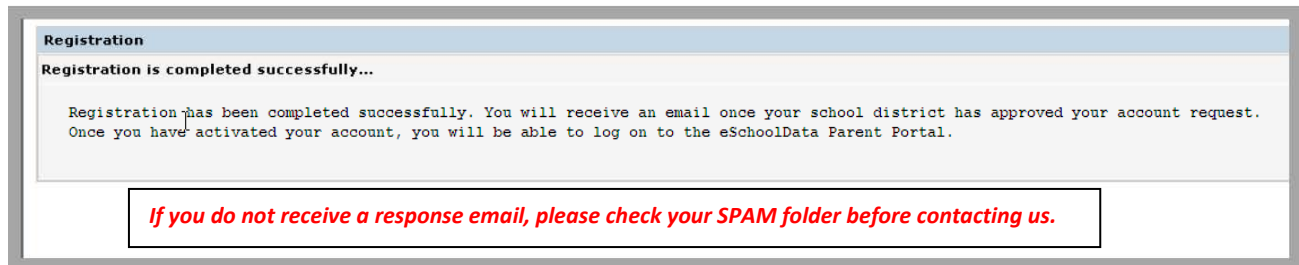
Complete the required \* information on the Student Information Screen, click “Add Student to the above list” and “Finish Registration!” buttons. (currently only Orville A. Todd or Spackenkill High School Students)

The screenshot shows the 'Registration' section of the Parent Portal. It has three tabs: 'Account Information', 'Personal Information', and 'Student Information'. The 'Student Information' tab is active. A message box says: '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 a subtext: 'Your student(s) will show below after you have added.' There is 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: 'Add Student to the above list' and 'Clear', with the former button highlighted by a red box. A red callout box with a white background and black text says: 'Only one student is required to verify your identity.' At the bottom right, there are two buttons: '<< Previous' and 'Finish Registration!', with the latter button highlighted by a red box.

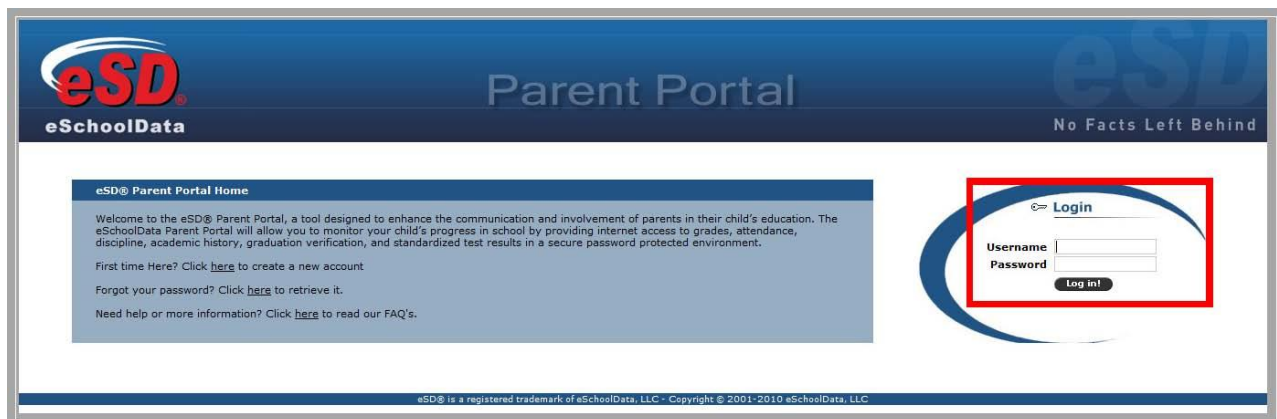


Accurate parent and student information is essential to verifying your identity. Please refer to a recent report card or progress report for Student ID, Student Name, Parent/Guardian Name and Address as we have it recorded in our system.

The message below will display simply confirming that the Parent Portal registration has been successful. In order for your registration to be approved, the school district must be able to verify your identity. An activation email will be sent from the school district to the parent/guardian’s email once the account request has been approved. . Please allow 7 business days to receive this email. **If you do not receive a response email, please check your SPAM folder before contacting us.** If the school district is unable to verify your identity using the information you have provided, **your request will be denied via email.** In this case, please contact your school’s Guidance Office to verify your contact information.

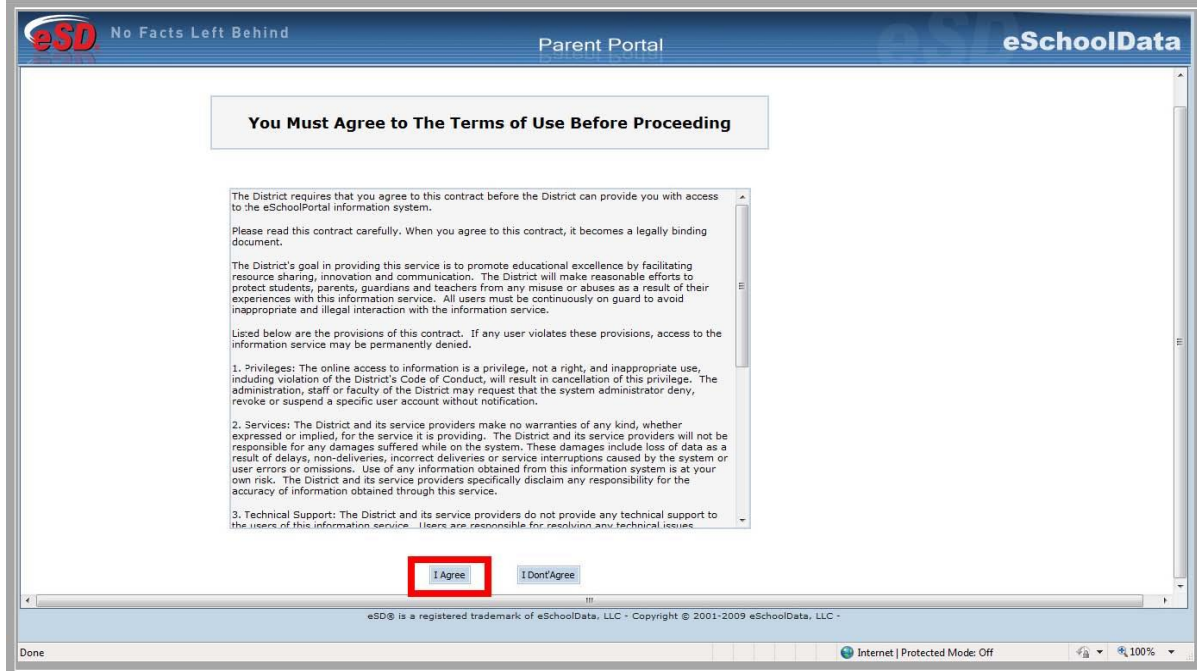


Once the district has approved the account and the parent/guardian has received a confirmation email, parents/guardians can sign in using the Username and Password that was created at the time of registration.



Upon first log on, the District terms and conditions disclaimer should be read.

Click the “I Agree” button at the bottom of the Agreement. Parents/Guardians will be prompted to agree to District terms each time the terms are amended.



Please refer to the eSD® Parent Portal User Guide on our website for instructions on how to use the Parent Portal.