

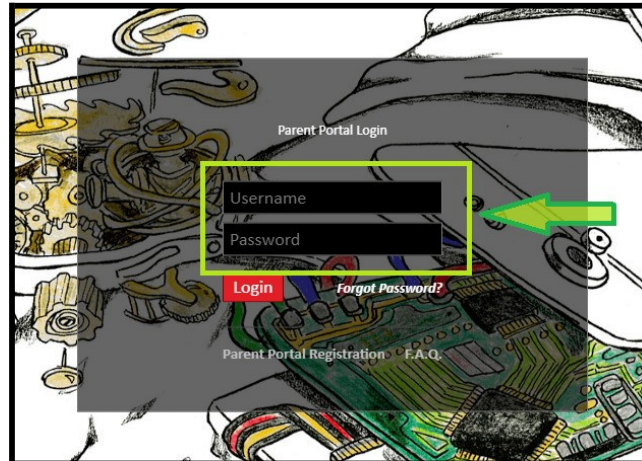
# eSchoolData Quick Reference - Parent Portal

## Access Parent Portal Account

Go to <https://esdparentportal.lhric.org>

Enter your *Username* and *Password*.

Reminder: Please check the email listed with your account



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To register a new account

Select lower link to **Parent Portal Registration**



1. Complete the registration process.
2. You will receive an activation notice confirming your account is ready.
3. It may take a business day or two to receive your confirmation notice.
4. If you do not receive an activation notice email [er-data@ercsd.org](mailto:er-data@ercsd.org) or check your junk mail.

# eSchoolData Quick Reference - Parent Portal

**Register New Account** Go to <https://esdparentportal.lhric.org>

Select the bottom link for **Parent Portal Registration**

1. Parents /guardians must be registered with the district.
2. Registration includes 3 pages.
3. Complete all of the information requested.
4. You will need the Student ID which is 9 digits long. (Example: 000111111)
5. The student ID is found on report card or ask your school Administration.

**Tips:** Use the drop down lists when provided.  
Select the **Create** button to save each page.

## Page 1

The screenshot shows the 'Personal Information' tab of the registration form. The title is 'Welcome to Parent Portal Registration! STEP 1: Please enter your parent portal logon information below.' The form includes fields for School District, Username, Email Address, Confirm Email Address, Password, Confirm Password, Authentication Question, and Authentication Answer. A green arrow points to the Password field, and another green arrow points to the 'Create Account Information >>' button at the bottom right.

## Page 2

The screenshot shows the 'Personal Information' tab of the registration form. The title is 'STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.' The form includes fields for First Name, Middle Name, Last Name, Street Address, Apartment #, City, State (set to New York), ZIP Code, and Phone. A green arrow points to the Last Name field, and another green arrow points to the 'Create Personal Information >>' button at the bottom right.

**Page 3** Select the **Finish Registration** button.  
Wait for your confirmation note.

**Reminder:** a) Use the drop down lists. b) Use the leading 3 zeros for the Student ID.

The screenshot shows the 'Student Information' tab of the registration form. The title is 'STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.' The form includes a table for 'My Student(s)' and an 'Add Student' section with fields for ID Number, First Name, Last Name, School, and Grade. A green arrow points to the Last Name field, and another green arrow points to the 'Finish Registration!' button at the bottom right.

For help: [er-data@ercsd.org](mailto:er-data@ercsd.org)