

Creating your eSchoolData Parent Portal Account

Access Parent portal:

In a web browser (preferably Internet Explorer), go to

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

OR

Go to www.ccsd.edu and find the “**parents**” tab at the top of the screen. When you get to the parent page, look for the “eSchoolData Parent Portal Login” icon under “**Related links**”.

After arriving at the Parent Portal, click “**Online Registration**”, and complete the three step account creation process.

Step 1: Account Information

- **Username:** Create a username of your own choice. WRITE THIS DOWN as you will need this to login to the portal at a later date.
- **Email Address:** Fill-in your email address. Notifications will be sent to this address, including anytime you request your password to be reset.
- **Confirm Email Address:** Please retype your email address to ensure accuracy.
- **Password:** Choose your own password. This password MUST be at least 6 characters with at least 1 number.
- **Confirm Password:** Please retype your password to ensure accuracy.
- **Authentication Question:** Select a pre-made question to aid in your password reset
- **Authentication Answer:** Type in the answer to the question you selected above.

Step 2: Personal Information - *make sure you provide the SAME information that the district has on file.*

- First Name
- Last Name
- Street Address
- Apartment # (If it applies)
- City
- State
- Zip Code
- Phone Number

Step 3: Student Information

- Add your student(s)
 - ID Number: This number can be found on your students schedule AND/OR report card
 - First Name: (enter first name)
 - Last Name: (enter last name)
 - School: Please select the building that your student attends
 - Grade: Please select the grade that your student is in
- When you complete the information, click “Add student to the above list”
- Confirm that your student information is correct in the “My Student(s)” area at the top of the page
- Click “**Finish Registration**”

Please allow up to 1-2 business days for your user information to be verified, and for your account to be activated. You will receive a final email to confirm that your account has been approved (or denied)

If you need assistance, please contact us using the helpdesk form available at <http://www.ccsd.edu/forms.cfm?myForm=57>