

Dear Parents/Guardians:

In keeping with our Parent Portal initiative of providing parents with organized access to their child's student records, the student homeroom assignment will be available on our parent portal on Monday, August 28th at 9AM.

Already have a Parent Portal account? [Login](#) using your credentials. You will then be able to access the Elementary Report cards (see directions below).

Need to create a Parent Portal account? The district will create a unique Username and a one-time login Password for each parent/guardian that is permitted to receive correspondence but does not have a current parent portal account. **Parents will receive an email from LHRIC with the subject line “Your Parent Portal Account” that will contain the account details (username and temporary password) and a link to the Parent Portal.** Please follow [this link](#) to set up your account. Upon initial login, users must agree to the Terms of Use to proceed further.

Users will also be required to establish a new password and can opt to change their Primary Email Address and/or use it as their account User Name. You will then be able to access the Student Home Room Assignment. (see directions below)

For those who did not receive an email (parents without email in our student management system) and who do not have a parent portal account, please click [this link](#) regarding how to sign up. If needed, please email your child's school staff directly to recover your child's CCSD student ID number.

Sample email received by Guardian:

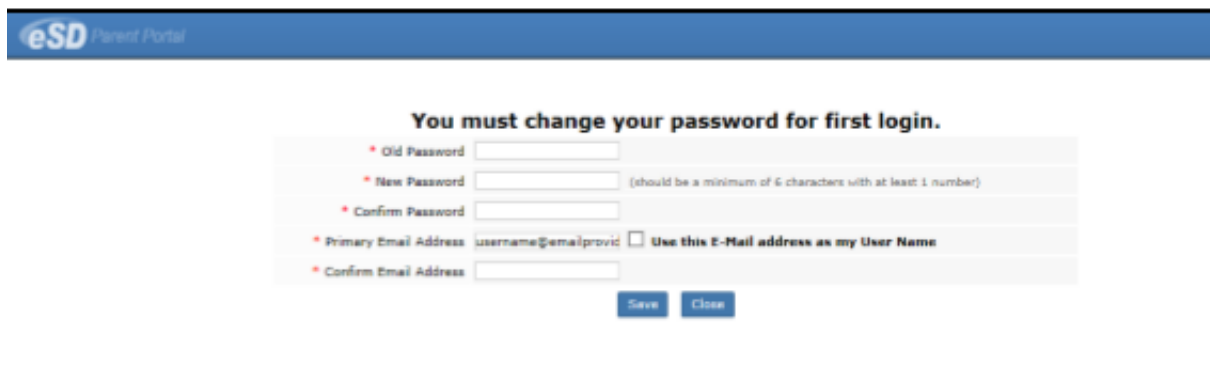
From: LHRIC <NoReply@lhric.org>
Date: March 30, 2020 at 9:52:11 AM EDT
To: xx@xmail.com
Subject: Your parent portal account
Reply-To: NoReply@lhric.org

Your district has sent you a parent portal account. Your credentials to the account are:

Username: xx@xmail.com
Temporary Password: ABCDEFG

Please follow the link below to access your account information.

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



The screenshot shows the eSD Parent Portal interface. At the top, there is a blue header with the eSD logo and the text "Parent Portal". Below the header, the main content area has a title "You must change your password for first login." followed by a form with the following fields:

- Old Password: [text input]
- New Password: [text input] (should be a minimum of 6 characters with at least 1 number)
- Confirm Password: [text input]
- Primary Email Address: Use this E-Mail address as my User Name
- Confirm Email Address: [text input]

At the bottom of the form are two buttons: "Save" and "Close".

Accessing Elementary Report Card (after the report card is released):

1. [Login](#) with your username and password.

If you forgot your password, you can use the **Forgot Password** link next to the login button. This link will only work if you have entered an email address in your Parent Portal account profile.

If you cannot log in and the **Forgot Password** link does not work, you can contact the district using the [helpdesk form](#).

2. Click the ID number of your child under the heading Student(s)
3. Click the **'Schedule'** menu button at the top (this menu option will only be available after the homeroom assignment is released)
4. Click the print icon at the top and follow your computer prompts for printing.

If you have any difficulties please contact the district using the [helpdesk form](#)

Thank you

The Clarkstown Central School District