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](http://www.ccsd.edu/forms.cfm?myForm=57)