

## **INSTRUCTIONS FOR ACCESSING PARENT PORTAL SYSTEM**

October 2011

Dear parent or Guardian:

In our continued effort to improve communication between our school and our Parents, we are implementing a web-based communication tool which allows you access to your child's academic and attendance information. The e-SchoolPortal will provide you a convenient and secure way to view progress reports, report cards, and attendance information.

To create your account go to the Sewanhaka Central High School website ([www.sewanhaka.k12.ny.us](http://www.sewanhaka.k12.ny.us)) and from the **School Resources** tab select **Parent Portal**. The eSchoolPortal can also be directly accessed at: <https://parentportal.nasbores.org/> On the bottom of the page, Select *First time here? [Click here](#) to create a new account.*

On the first page, please fill in Sewanhaka as the School District. Fill in rest of your personal information and write down your **username** and **password** for future reference. After filling out the all of your information. Click on [Create Account Information](#).

On the second page please fill in all your personal information then in the right hand corner of the page Click on [Create Personal information](#).

On the third page list only on one of your children any other of your students will automatically appear after you have been approved. Please fill in student ID number, first name, last name, school, and current grade. Click on *Add this student to the above list*. Click on *Finish Registration*.

You will be notified via email that your account has been activated once your information has been verified and approved. Please make sure that your email does not filter out messages from eSchooldata. If you have difficulty accessing the system or have any other questions about the eschoolPortal, please contact us at:

[Parentportal @sewanhaka.k12.ny.us](mailto:Parentportal@sewanhaka.k12.ny.us)

We hope you find the eschoolPoral useful in improving communication between our school, our students and our parents

Sincerely,  
Valerie Angelillo  
Principal

