

How to update parent portal login information and personal information that resides in the district's Student Information System

First, make sure that you are logged into your Manhasset Schools parent portal account by logging in through this site

<https://parentportal.eschooldata.com/login.aspx>

Click on the person icon over towards the upper right (Fig. 1), this will bring you to the Update Account Info screen.

You can change your password, username and email address using the field labeled for each.

Be sure to indicate your email address as your primary email address (Fig. 6).

Click Update Account Information to Save.

Figure 1



Figure 2

eSD Parent Portal

Tuesday, January 21, 2020 | cleon (Admin) with BOE@manhasset.k12.ny.us

Home **Update Account Info** Personal Information

Figure 3

Change Password

New Password (should be a minimum of 6 characters with at least 1 number)

Confirm Password

Change Username

Your Current User Name **BOE@manhasset.k12.ny.us**

New User Name

Confirm User Name

Change Email

Current Primary Account Email Address **BOE@manhasset.k12.ny.us** **colleen_shepherd@manhasset.k12.ny.us** Email Type **WORK**

New Primary Account Email Address Email Type **--Select--**

Confirm New Primary Account Email Address

Update Account Information

Update Personal Information in the district's Student Information System

From the Personal Information tab, any of the fields listed below can be updated, including phone numbers and email addresses. Enter your changes and click the Update Personal Info button to save.

Click the Red X to delete information and click the Green "Add Phone" or "Add Email" to add information. When adding a phone number be sure to enter the numbers only, not dashes. Also, be sure to un-check the default "Unlisted" if your number is in fact unlisted.

Please be sure that an email is indicated as your primary email address

Home Update Account Info **Personal Information**

The information listed below reflects what is currently stored in the district's student management system. To add or update your personal information, please enter your changes below and click "Update Personal Info".

Update Personal Info

Basic Information

Salutation

* First Name * Last Name

* Gender Female Male Education Level

Mailing Address **0 Unknown2 Great Neck, NY 5555**

Phone Information

Add Phone

Delete	Phone No	Phone Ext	Phone Type	Unlisted	Phone Priority	Attendance Phone
<input checked="" type="checkbox"/>	516-267-1234		Home Phone	<input type="checkbox"/>	1	<input type="checkbox"/>
<input checked="" type="checkbox"/>	516-654-1234		Cell Phone	<input type="checkbox"/>	2	<input type="checkbox"/>
<input checked="" type="checkbox"/>	999-999-9999		Pager	<input type="checkbox"/>	3	<input type="checkbox"/>

Email Information

Add Email

Delete	Email Address	Email Type	Primary Email
<input checked="" type="checkbox"/>	BOE@manhasset.k12.ny.us	UNSPECIFIED	<input type="radio"/>
	colleen_shepherd@manhassetsschools.org	WORK	<input checked="" type="radio"/>

Update Personal Info