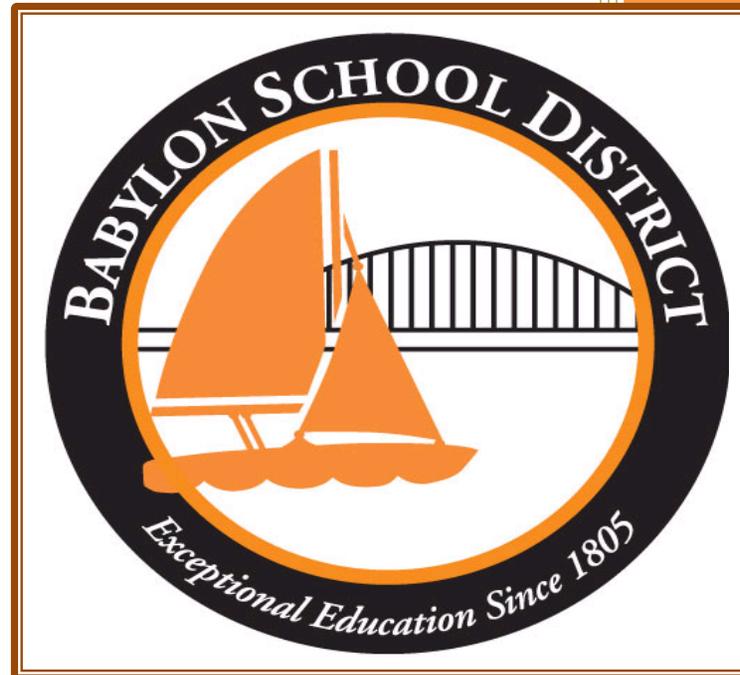


Parent Portal – Registration Guide



Technology Department
Babylon School District
50 Railroad Avenue
Babylon, NY 11702
www.babylon.k12.ny.us
(631) 893-7983

As the Babylon UFSD continues its effort to “Go Green”, we’d like to be sure that all parents have a Parent Portal account setup. The Parent Portal allows parents/guardians to view (as applicable): attendance, schedules, class grades, report cards, New York State Assessments reports and transcripts.

Please remember that all report cards, grades K-12, will be distributed electronically through the Parent Portal.

Note: If your family moves to another school district, these records will not be available within the portal.

Account Registration:

In order to register for an eSchool Parent Portal account you will need the following information:

- ❖ Student’s full name
- ❖ Student’s ID number (found on progress reports and/or report cards)
- ❖ Registered address
- ❖ Registered phone number(s)
- ❖ Registered or valid email address
- ❖ Parent/Guardian full name

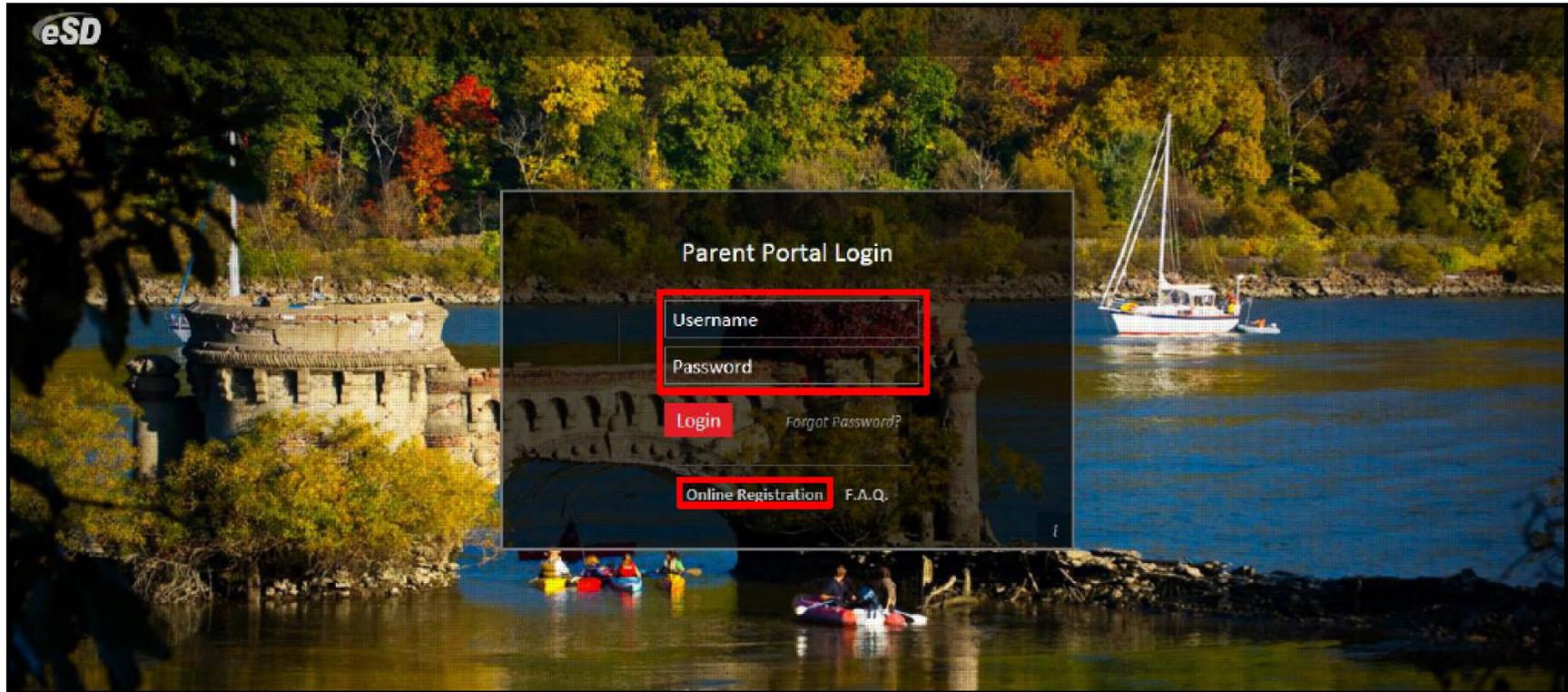
This information must match the information used when registering your student at the Babylon UFSD. If there is a difference, your account will be denied.

If there has been a change to your address prior to registering for an account, you will need to come to the school with proof of your new residence in order for an update to be made.

Step 1: Go to the following URL

<https://parent.ioeducation.com>

Step 2: Choose Online Registration at the bottom of the page



Step 3: Choose your account information

Registration

Account Information Personal Information Student Information

Welcome to Parent Portal Registration!
STEP 1: Please enter your parent portal logon information below.

* School District

(Start typing your school district then select your district in the list)

* Username

(Your ID is what you will use to login to the portal. You can change at any time from within the portal.)

* Email Address

(Your email address can be updated at anytime from within the portal.
If you forget your password the account reset information will be sent to this account)

* Confirm Email Address

* Password

(Should be a minimum of 6 characters with at least 1 number)

* Confirm Password

* Authentication Question <-- Select -->

* Authentication Answer

[Create Account Information >>](#)

*Please make sure you write down your username, password and security question for access to the parent portal once your account is verified.

**Please make sure you enter the correct email address; this will be used to contact you with the verification link.

***You must change your password once your account is approved. This password will be used for the original registration period.

Step 4: Choose your personal information

The screenshot shows the 'Registration' page in the eSD Parent Portal. The page is divided into three tabs: 'Account Information', 'Personal Information', and 'Student Information'. The 'Personal Information' tab is active. Below the tabs, there is a heading: 'STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.' The form contains the following fields:

- * First Name
- Middle Name
- * Last Name
- * Street Address
- Apartment #
- * City
- * State
- * ZIP Code
- * Phone - - x

At the bottom right, there are two buttons: '< Back to Account Information' and 'Create Personal Information >'. The 'Create Personal Information >' button is highlighted with a red border.

The information here must match the information you utilized to register your student when they entered the Babylon UFSD.

Once you have entered your personal information, please choose create account.

Step 5: Enter Student Information

The screenshot shows the 'Registration' page in the eSD Parent Portal. The page is divided into three tabs: 'Account Information', 'Personal Information', and 'Student Information'. The 'Student Information' tab is active. A message reads: 'STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.' Below this is a table titled 'My Student(s)' with columns for 'ID Number', 'First Name', 'Last Name', 'Grade', and 'School'. The table is currently empty. Below the table is the 'Add Student' section, which contains input fields for 'ID Number', 'First Name', 'Last Name', 'School', and 'Grade'. There are 'Add Student to the above list' and 'Clear' buttons. At the bottom right, there are '<< Previous' and 'Finish Registration!' buttons. The footer text reads: 'eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2013 eSchoolData, LLC - Server 2'.

Registration

Account Information Personal Information **Student Information**

STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.

My Student(s) Your student(s) will show below after you have added.

ID Number	First Name	Last Name	Grade	School
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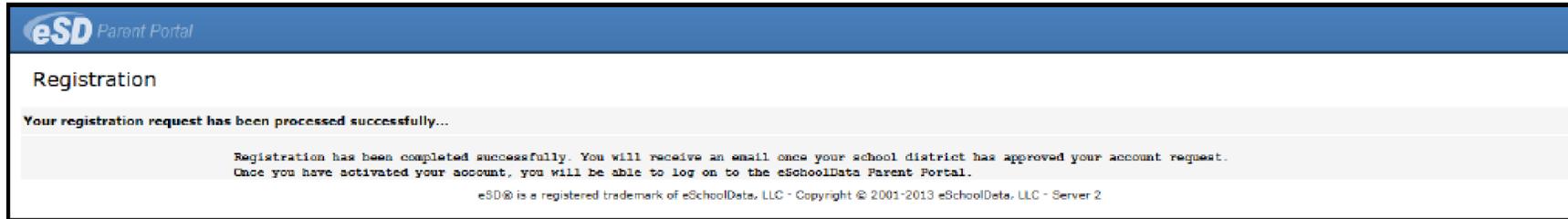
Add Student

* ID Number * First Name * Last Name

* School --Select-- * Grade --Select--

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* If you have more than one student within the Babylon School District, please enter them each individually. Once you have completed entering your students, please choose finish registration.



Please wait until you see the registration request success page. Once you do you can close your web browser.

Once you have completed your registration your request will be sent to the technology department. We will review your information to make sure it is correct. If it is, you will receive an email with a verification link to verify your account. Once it is verified you will be able to log in utilizing the credentials you created.

If your account is denied, you will receive an email explaining why.

If for any reason during this process you need assistance, please contact the Technology Department at 631-893-7983