

A parent portal account provides you with a sort of one-stop shopping no matter how many children you have in the district or which building your children attend. The computer does all the work of correctly matching you up with your children and only your children. The family oriented design of the database only requires a single login account for access to information for all children in the family.

#### **NEW PORTAL ACCOUNTS:**

**To create a new account, please type**

**<https://parentportal.wnyric.org>**

*Tips for the account request page:*

\*Type your name exactly as it appears on correspondence sent from the school (**i.e. if your name is Edward, do not use Ed on the account request page.**)

\*Only sign up for one child – once your account is approved you will automatically gain access to all of your children

\*Use an email address that is not likely to change. The only way to reset your password is via e-mail.

\*Once you have successfully submitted your account request, district personnel will review your request and approve or deny it.

\*Once an account is approved, you will receive an e-mail containing a link to activate that account.

Once you have activated your account, you are ready to login and view your child's information.

#### **USING PORTAL ACCOUNTS:**

\*To log into your portal account, please type the following address on your browser:

**<https://parentportal.wnyric.org>**

\*Once at the login page, use the e-mail address and password that were used to create the account and click Login.

\*Finally, you must agree to the terms and conditions of the site before gaining access to student information.

\*Once you are successfully logged into the parent portal, you will be brought to your home page. The home page contains links to each of your children as well as district wide announcements.

\*You will also see a My Account link at the top of the page. Use that link to change your password at any time you feel your password needs to be changed.

\*To view academic information about your child, you must first select the child from the list of the home page. Once a child is selected, a tabbed browsing screen will display.

\*Each tab corresponds to specific reporting that is generated from the eSchoolData student management system.

\*These tabs include Report cards, Progress Reports, Schedule, Attendance, and Gradebook. Some tabs may not be available to all students. To view information, simply click on the tab containing the information desired.

The parent portal will allow you instant access to your child's academic information, including individual classroom assignments and corresponding grades. However, it is at the teacher's discretion when those grades are published to the portal. While we encourage parents to be actively involved in their child's education, we also caution parents calling or emailing a teacher to inquire as to when a particular assignment's grade will be posted to the portal. Concerns regarding grades should first be discussed between you and your child. If questions still exist, please feel free to contact the teacher at school for further discussion.