

## Instructions to Access the eSchoolData Parent Portal

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1. Access the District website at [www.pmschools.org](http://www.pmschools.org) on the WWW using Internet Explorer 6.0 or 7.0. The eSchool Parent Portal is not Firefox or Safari (MAC) friendly. (See additional setting info if you scroll down.)
2. Locate the link for the eSchool Parent Portal on the District website and click on [Access the Parent Portal](#) link as shown below :



Back to the [Patchogue-Medford](#) district site.

### Parent Portal Information

[Letter from the Superintendent of Schools regarding the New Parent Portal](#)

[Instructions for Accessing the Parent Portal](#)

[Access the Parent Portal](#)

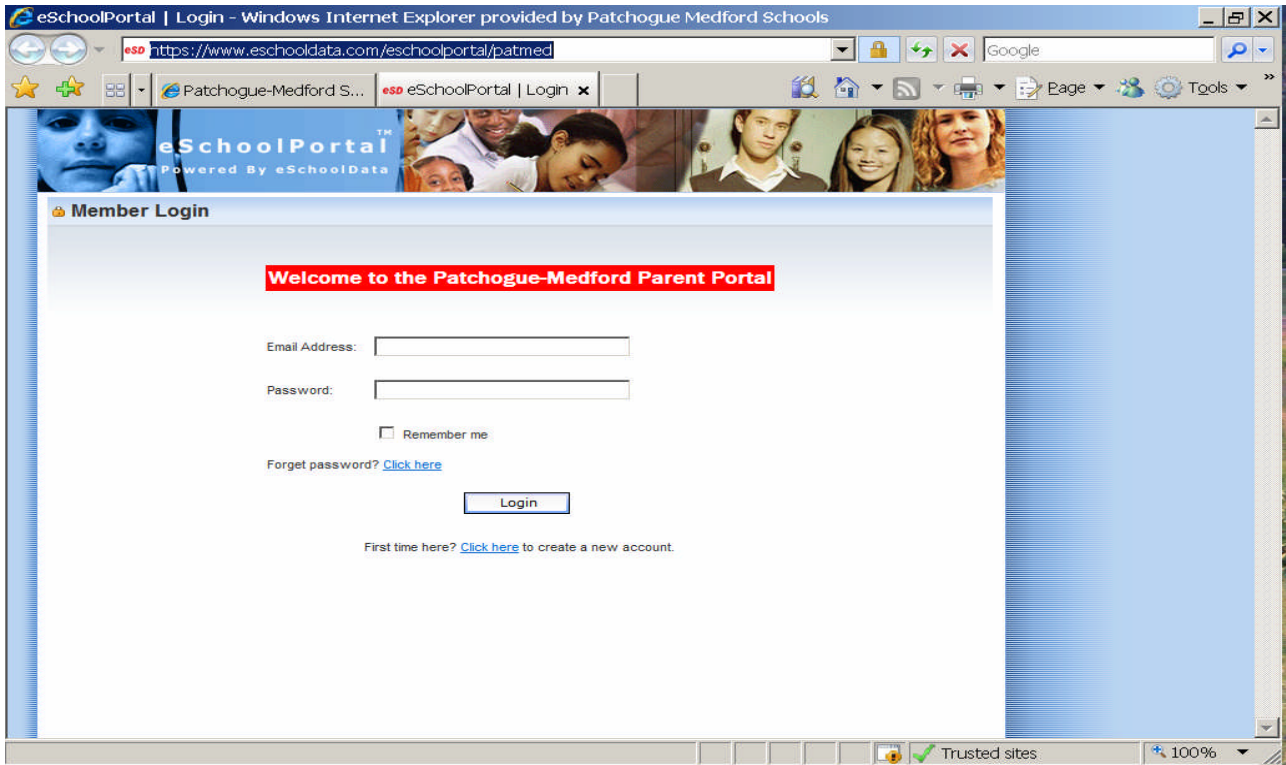
Back to the [Patchogue-Medford](#) district site.



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3. Or, to "log in" you may also use the internet address: <https://www.eschooldata.com/eschoolportal/patmed>
4. The data you will need:
  - Mailing Address
  - Primary Phone (Household)
  - Student's Name
  - Student's Grade for 2008-2009 school year.
  - Student's ID number (This can be obtained from student schedules, progress reports, and report cards for high & middle school students.)

5. **Data must be entered the way it appears on the child's records.** For example if the student's name is Charles **do not enter Charlie**, enter Charles. The same format applies for the parent/guardian name. For example, Albert should be entered as Albert, not as Al.
6. Locate the "Create a New Account" link on the bottom of the page as indicated in the graphic below. You will then be forwarded to the "Request an Account" screen.



7. Once you have clicked the link to create a new account, you will see the following screen:

The screenshot shows the 'Request an Account' form on the eSchoolPortal. The form is divided into several sections: Parent/Guardian Information, Mailing Address, Login Authentication, and Students Information. The Parent/Guardian Information section includes fields for Salutation, First Name, Middle name, and Last Name. The Mailing Address section includes fields for Address Line 1, Address Line 2, City, State, and Zip Code, along with telephone number options for Primary, Secondary, Home Phone, and Cell Phone. The Login Authentication section includes fields for Email Address, Confirm Email, Password, Confirm Password, and an Authentication Question with an answer field. The Students Information section includes a table with columns for First Name, Middle Name, Last Name, ID Number, Grade, Relationship to this Student, and School Name.

Key in the required information on the [Request an Account](#) screen as shown above. **Reminder:** Data must be entered the way it appears on the child's records. If you use the abbreviation Rd for the word Road in an address, your registration may be rejected. Be sure to include a valid and working e-mail address (This will be used to sign onto the Parent Portal each time.)

When entering student(s) information, remember to enter the data as it appears in our records. Failure to provide an exact match may result in a rejected registration. If you receive an error message as shown in the figure to the right, it is probably due to the fact that you did not provide the information as it appears in our eSchool Data Management System.

You will receive an e-mail confirmation once your account information has been verified. Once accepted as a parent portal user, you will be able to access district approved data for your child through the eSchool Data Parent Portal using your e-mail address and your newly created password.

**When you log in, you will have to agree to 'Terms of Use.....'** You will then be able to see your children registered in the district. Then, by clicking on your child's name, you will be able to see district approved data relating to your child.