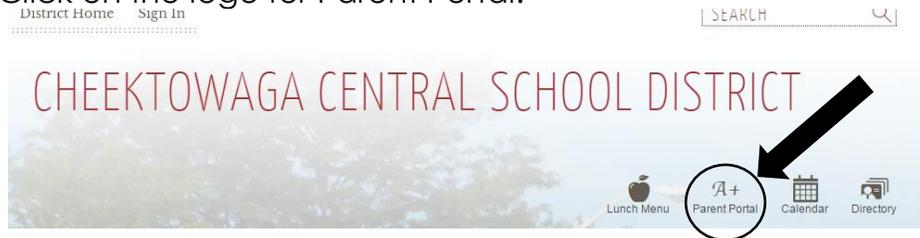


# eSchool Parent Portal Directions

## FIRST TIME USE

1. Visit the district website: <http://www.cheektowagak12.org>.
2. Click on the logo for Parent Portal.



3. Click on "Online Registration" that is located under the red Login button.



4. Follow the onscreen directions.
5. Once you submit your information, you will need to wait for district personnel to review your request and approve it. This will take 1-3 days.
6. After approval, you will receive an email with an activation link.
7. Click on the link to activate your account. Agree to the terms and conditions of the site. Now you're ready to check your child's grades!

## USING PARENT PORTAL AFTER REGISTRATION

1. Visit the district website: <http://www.cheektowagak12.org> and click on the logo for Parent Portal. (see above)
2. Enter the email and password you used to create your account.
3. On the main page of your Parent Portal account, you will see links for each of your children enrolled in the district. Select the child you would like to check on.
4. The child's screen will contain multiple tabs with various information about your child. These tabs may vary based on the age of the child.
5. TO VIEW YOUR CHILD'S CURRENT GRADES select Gradebook tab.
6. TO VIEW YOUR CHILD'S MID-QUARTER PROGRESS REPORTS select the Progress report tab. (Report cards are also available for viewing on the Report Card tab.)