

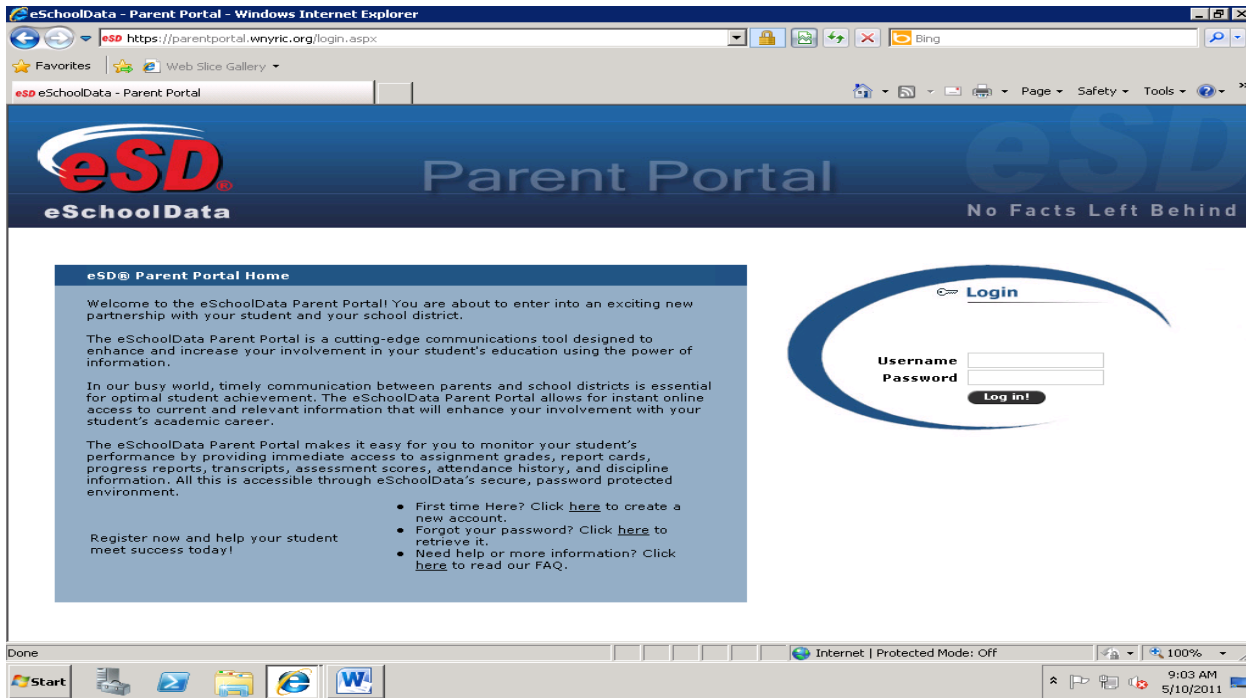
# Steps for accessing your Parent Portal

In order for the Parent portal to work properly **you must use Internet Explorer.**

1) Go to the following website: <https://parentportal.wnyric.org>

**\*\* NOTE: you must include the "s" in the http. Without the "s" you are not accessing the secure site and the website will not open.\*\***

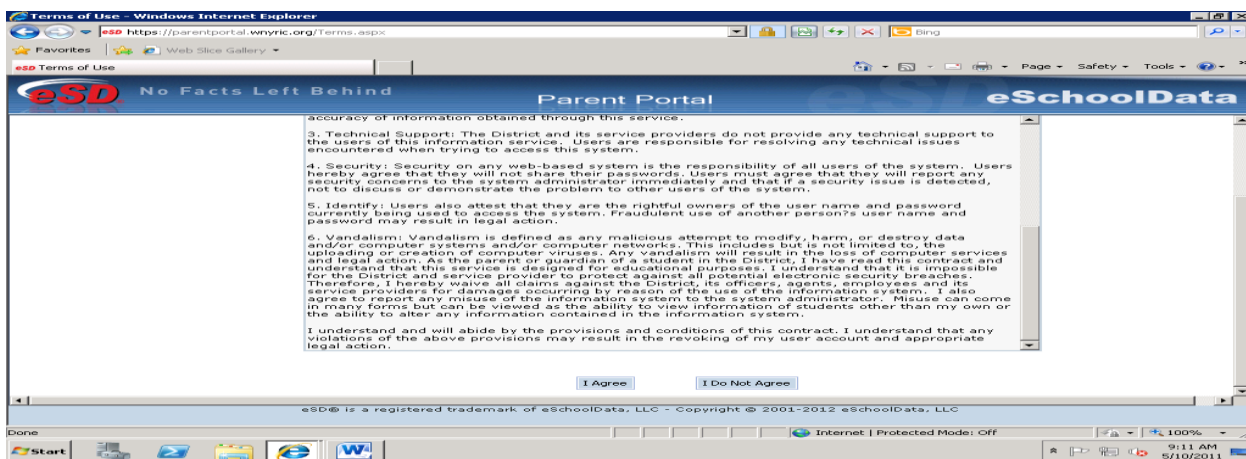
2) Once on the screen the log-in screen will look like this:



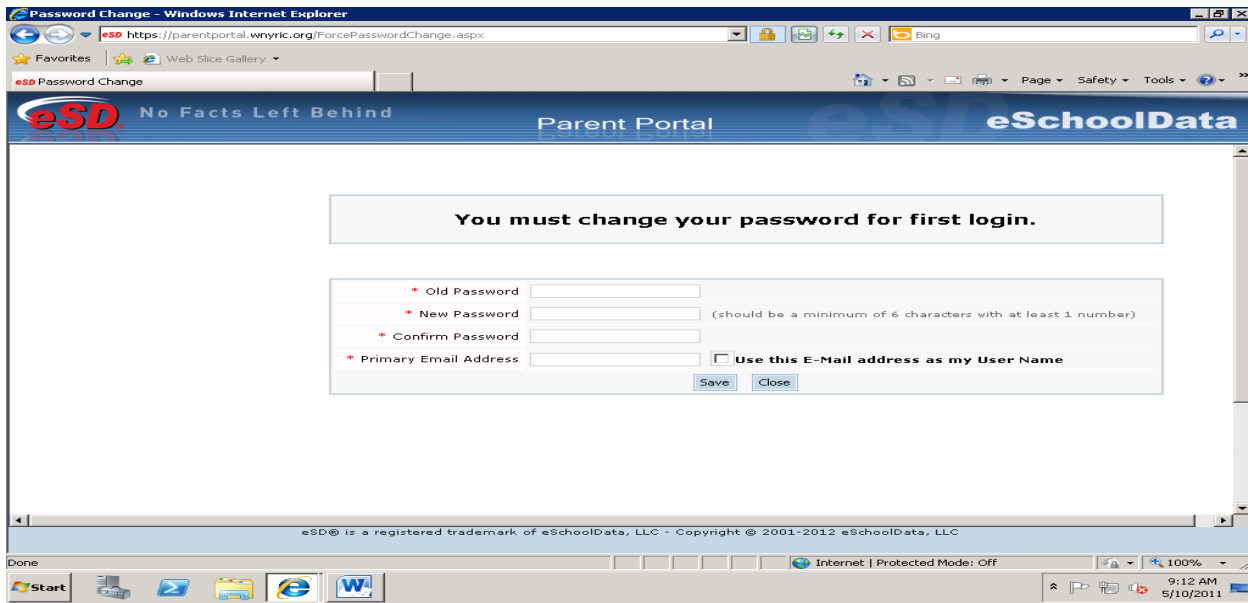
3) Your user name and password was located on the sticker on the attached letter.

**\*\*NOTE: The initial default password is in all CAPS. It is a case sensitive password. \*\***

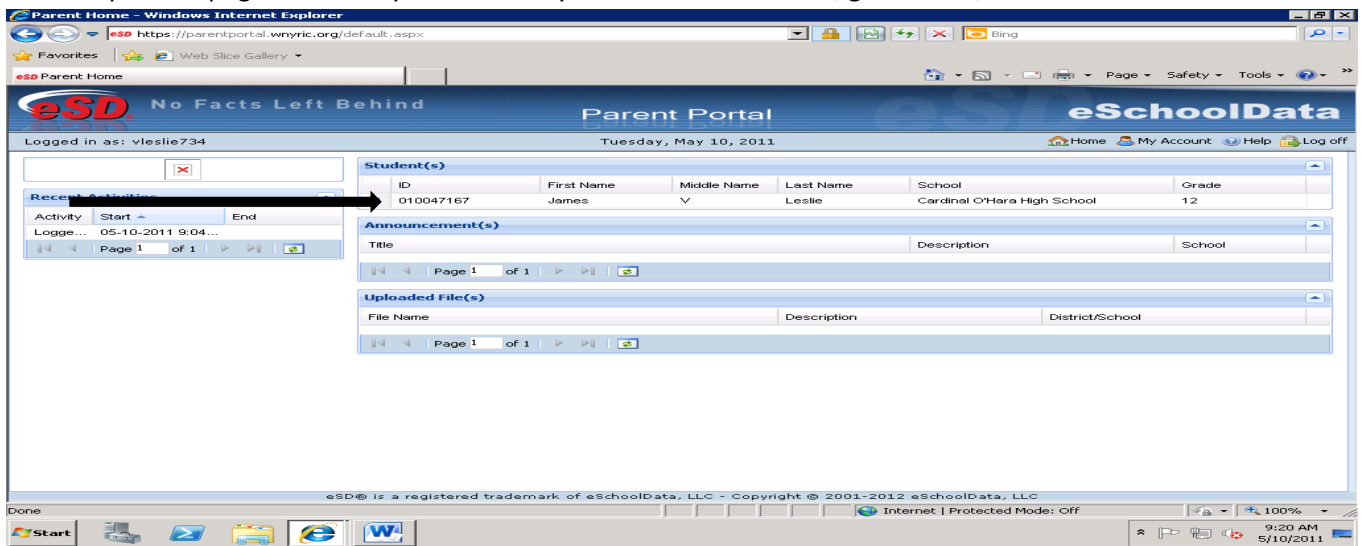
4) Once you get on to the site- the first step is to be accept the terms of usage with eSchoolData. At the bottom of the screen click "I agree".



- 5) The next step is to change your password from your default password to a password you will remember.  
**\*\*Note: Remember the default password is in all CAPS when re-entering it here\*\***  
**\*\*Note: Your new password has to be at least 6 characters long and include at least one number\*\***



- 6) Once you reset your password you will now get to the homepage for your student. Clicking on your students name at the top of the page will allow you to access your students schedule, gradebook, etc.



(This is what the home screen will look like) Clicking on any of the tabs will take you to that screen.

