

CTC Parent Portal Registration

To register for an account to access CTC's Parent Portal, visit CTC's website (<https://www.ctclc.edu/>). Scroll down and on the bottom right hand of the screen, click on **Parent Portal**.

The screenshot shows the homepage of the Career Technology Center of Lackawanna County. The URL <https://www.ctclc.edu/> is visible at the top left. The header includes the CTC logo and navigation icons for Student Application, Contact Us, Practical Nursing, Menu, and CTC Video. A main navigation bar contains links for About CTCLC, Programs, Pupil Services, News & Events, Staff, Co-Op, Alumni, and Continuing Education. The main content area features a large photo of students at a SkillsUSA competition. Below the photo are sections for Upcoming Events, Announcements, and Quick Links. The Quick Links section on the right has a red box around the 'Parent Portal' link, with an arrow pointing to it from the text above.

Upcoming Events
AUG 7:00 PM JOC Board Meeting
15
AUG Teacher In-Service
26
AUG Teacher In-Service
27
AUG First Day for Students
28
SEP School Closed - Labor Day
2
SEP 7:00 PM JOC Board Meeting
19
View Calendar

Quick Links
> Student Portal
> Parent Portal
> Parent Portal User Guide
> SAP

A *Parent Portal* login screen will open. If you already have an account, click **Login** to access the student's information. If you do not have an account, click on **Parent Portal Registration**.

The screenshot shows the login screen for the Parent Portal. It features the CTC logo and the text 'Career Technology Center of Lackawanna County'. There are input fields for 'Username' and 'Password', a red 'Login' button, and a link for 'Forgot Password?'. At the bottom, there is a link for 'Parent Portal Registration' which is highlighted with a red box and an arrow pointing to it from the text above.

A Parent Portal **Registration** page will open. Enter the required information (indicated by the red * before the field name) on the **Account Information** screen. Then click **Create Account Information**.

eSD Parent Portal

Registration

Account Information Personal Information Student Information

STEP 1: Welcome to Parent Portal Registration!
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 >>

School District is: **Lackawanna Co CTC**

Create a **Username** and **Password** that you will remember as this will be used to login to the portal.

Username is restricted to max 254 characters and CANNOT include any of the following characters:

! @ # \$ % ^ & * () + = - [] { } < > ?

Password is restricted to max 50 characters.

Click **Create Account Information** when all information is entered in required fields.

Enter the required information (indicated by the red * before the field name) on the *Personal Information* screen. Then click *Create Personal Information*.

The screenshot shows the 'Registration' page with three tabs: 'Account Information', 'Personal Information', and 'Student Information'. The 'Personal Information' tab is active. A red box highlights the instruction: 'STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.' Below this are several form fields, each with a red asterisk indicating it is required: First Name, Middle Name, Last Name, Street Address, Apartment #, City, State (a dropdown menu), ZIP Code, and Phone. At the bottom right, there are two buttons: '<< Back to Account Information' and 'Create Personal Information >>'. A red arrow points from the 'Create Personal Information >>' button to a callout box.

Click *Create Personal Information* when all information is entered in required fields.

Enter the required information (indicated by the red * before the field name) on the *Student Information* screen. Then click *Add Student to the above list*. When the student's name appears in the top part of the page, click *Finish Registration!* (Note that only one student is required to verify your identity. If you have other students enrolled at CTC, they will automatically be listed in the portal when your account is approved.)

The screenshot shows the 'Registration' page with the 'Student Information' tab active. A red box highlights the instruction: '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. Underneath is the 'Add Student' section with form fields for ID Number, First Name, Last Name, School (a dropdown menu), and Grade (a dropdown menu). There are 'Add Student to the above list' and 'Clear' buttons. At the bottom right, there are two buttons: '<< Previous' and 'Finish Registration!'. A red arrow points from the 'Finish Registration!' button to a callout box.

Select CTC of Lackawanna County

When done, click *Finish Registration!*

ID Number is the student's unique CTC ID. This is the same ID number used for her/his lunch as well as their CTC email. Ask your student what his/her CTC ID number is.

A confirmation message will display stating registration has been successful. Once approved, an email will be sent to the account you registered with.

The screenshot shows the 'Registration' page with a confirmation message: 'Your registration request has been processed successfully...'. Below the message, it states: 'Registration has been completed successfully. You will receive an email once your school district has approved your account request. Once you have activated your account, you will be able to log on to the eSchoolData Parent Portal.' At the bottom, there is a small copyright notice: 'eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2013 eSchoolData, LLC - Server 2'.