Steps to Creating and Adding your Student

1. Once you have gone to: <u>https://westjefferson.esvportal.com/</u>, click on the "Create A New Account"

TO LOCAL SET	parent login	
Create A New Account	Username Password	helpful links Forgot Credentials Contact The District Frequent Questions
	LOGIN LOST PASSWORD?	

2. On the next screen, please fill in as much of the information as possible. Everything in BOLD is required to be entered. Then click the "Register & Begin" button.

new Online Forms	Enroli New Student(S)	
Link A Student To My Account Gruon #1: Use An Invitation Code If you have a district-provided student invitation code, please type it below and your student will be linked to your account for access.		
Code:	Attach	
Option #2: Provue Ottratent Details If you do not have an invitation code, please provide us with the following information about your student. If a valid match is found your student will be linked to your account.		
Student Last Name:		
Grade Level:	1 •	
Date of Birth:	anuary 🔹 / 01 🔹 / 1995 🔻	
Student Number:	I don't have this	
Atta	ach	

3. Put the code from the front of this letter in the box under "Link a Student to My Account" View Online Forms Enroll New Student(s)

- 4. After adding each of your students, click on "View Online Forms" at the top.
- 5. You can now click the form "Student Demographics and EMA" and fill out the forms. Make sure to fill it out as completely as you can, otherwise it might be returned to you to finish filling out. If you have multiple students, you can switch to your other students to the right where it says "Student Accounts".



6. More help can be found on our school website.