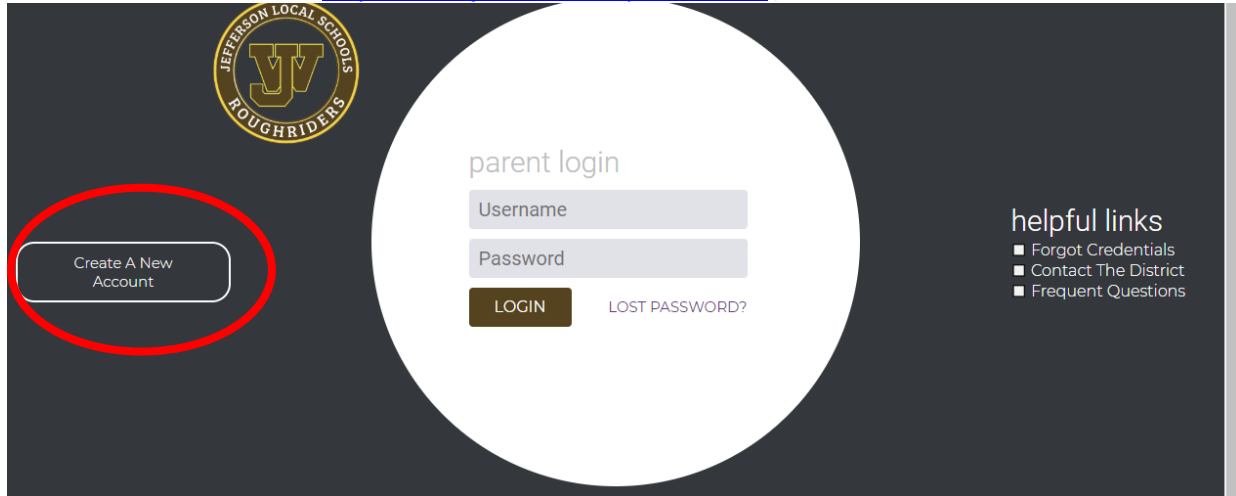


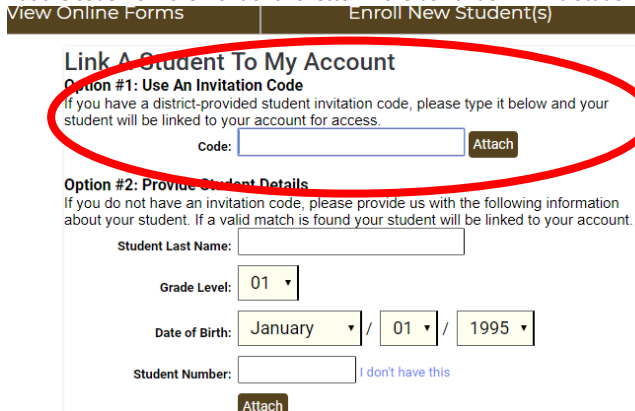
## Steps to Creating and Adding your Student

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

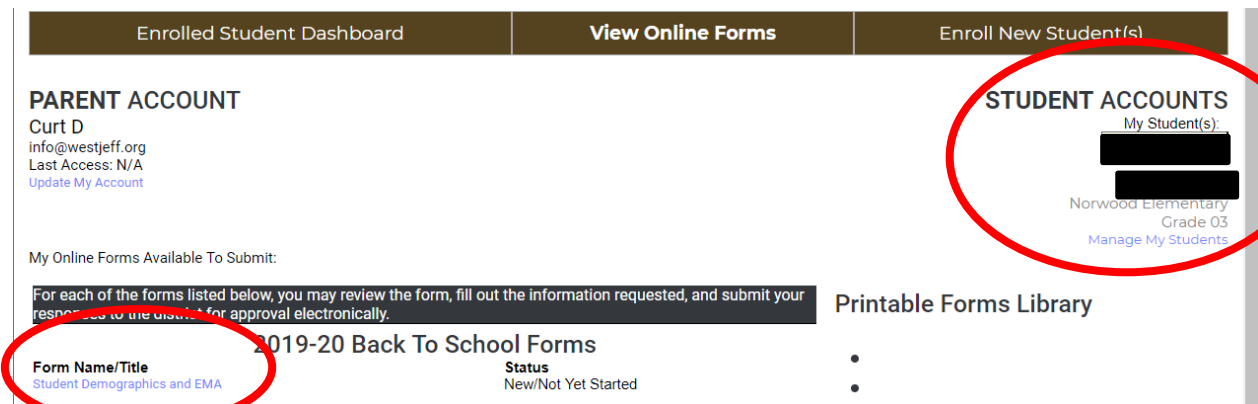


2. On the next screen, please fill in as much of the information as possible. Everything in BOLD is required to be entered. Then click the "Register & Begin" button.

3. Put the code from the front of this letter in the box under "Link a Student to My Account"



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".



Form Name/Title	Status
Student Demographics and EMA	New/Not Yet Started

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