Realtime Parent Portal

As part of our continued efforts to improve communication with parents, the East Greenwich Township School District Public School employs the use of the Realtime Parent Portal. This portal is available on our district website for all parents, guardians, and students in grades PreK - 6 and will provide parents with up to date information about your child's schedule, daily attendance, and grades earned. It will also include your personal contact information that we use for sending out emergency alerts as well as other notifications.

All parents recieve their confidential Parent Portal login information which will include a username and password that you will use to log into the portal for the first time. If you do not have the letter with the login information, please contact the main office.

Once you login with this information, you will be asked to create a new username and a new password. You will also be asked to complete a security question. Once you have logged into the system successfully, we encourage you to update your email address and phone number.

If you have more than one student attending our school, you will be able to link the accounts together. Once you have created your account, you will be able to access this information on any computer connected to the Internet by selecting the Parent Portal icon on all of our websites.

Log in for the first time

1. Locate your personal Portal Username and Portal Password that you were provided.
2. Either go to www.fridayparentportal.com/eastgreenwich, or go to our school website at www.eastgreenwich.k12.nj.us and click the Parent Portal icon underneath the homepage banner.
3. Enter your temporary Portal Username and Portal Password from the letter that was sent to you. You will immediately be prompted to create a new username and password.
4. Enter a new username and new password that you wish to use. The new password need to be at least 5 characters long with at least 1 number. Reenter the password into the confirm password box. REMEMBER Passwords are case sensitive - "xleg3462" is not the same as "XLEG3462".
5. Select a security question that you would like to use and answer the Security Question
6. Click the Save Account Info button.
7. You will need to login again with, new Portal Username and new Portal Password that you just created.
8. Fill out any required information before you can continue into the portal.

Update your contact information

Under Contacts section, you will be able to update or add contact information. We will use the information contained in the contacts section to replace our Honeywell automated phone system.   PLEASE VERIFY THE CONTACT INFORMATION THAT APPEARS THERE AND UPDATE THE INFORMATION IF IT IS NOT UP TO DATE. Please add any new contact information that we might need in order to contact you. These contacts will be used for emergency closing information, general information alerts, automated reports and letters, as well as regular phone calls.

To update your contacts
- Click the Update Phone/email button under the contacts already listed

- MAKE SURE ALL SIBLINGS HAVE THE SAME NUMBER LISTED FOR THE MAIN PHONE. This is what is used to link siblings together into your Parent Portal account.
- You can add up to 4 additional phone numbers for each individual contact.
- Check the boxes next to each number if you wish to receive calls and/or texts to that number
- Choose an appropriate phone description in the drop down menu
- Enter the phone number without any hyphens or dashes
- You can also add up to 4 email addresses per contact
- Check the box of you with to receive emails to each email address listed
- Once changes are done, click the submit button

The new contacts will not be visible at first. All contact changes will be reviewed by the school and approved before they appear.

To add additional contacts for other family members or emergency contact people
- Click on the Contacts section on the left (if you are not already there)
- Click the "Add Additional Contact" button at the bottom of the page
- Enter the information as you did in the above section

Navigating the Parent Portal

To View Progress Reports: Click On Progress Reports On The Left Menu Bar
To View Marking Period Grades" Click On Grades On The Left Menu Bar
The 'Attendance' link indicates year to date absences and tardies, distinguishing between excused and unexcused.
The 'Gradebook' link allows parents to view daily grades and Marking Period averages.
To View Lunch Account Balances: Click On Food Services On The Left Menu Bar
To Add Money To Lunch/Breakfast Account: Click On Online Payments

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Logging out

After you are finished, you will need to log out of the Parent Portal. Click the triple-bar in the upper-right of the screen and select Log Out.