

eFORMAT Parent Portal User Guide

Electronic Free or Reduced Meal Application Tracking

You are encouraged to complete an online application instead of a paper application. The online application has the same requirements and will ask you for the same information as the paper application. Visit <https://elyriacsd.sdms2.com/> to begin or to learn more about the online application process. Contact Pyschools at 1-800-669-0792 for any specific questions on the application.

Listed below are the steps you will need to complete to create a Parent Portal account and the steps needed to create an application. <https://elyriacsd.sdms2.com/>

Step 1

- To create a parent user account, click on “New User Registration”.

Step 2

- Click on the arrow by “I am a” and select “Parent”.
- Click “Next”

Step 3

- Enter your first and last name.
- Enter your email address, if any.
- Enter your student’s Student ID number.
- Enter your student’s first and last name.
- Click “Finish”

Step 4

- Enter a user ID for your account.
- Enter a password which meets all the following requirements:
 - The password must contain a number
 - o The password must contain a lowercase letter
 - o The password must contain an uppercase letter
 - o The password must be between 8 and 20 characters long
- Click “Continue” when all required fields have been entered

Step 5

- You will now see the site’s login screen.
- Enter your user ID that you created in Step 4.
- Enter your password that you created in Step 4.
- Click “Log In”

Step 6

- The Welcome screen you are viewing now lists the students that are related to you in SDMS. The child listed as part of the enrollment process is listed.
- It is important to be sure all your family members are listed on this screen. If they are not listed here, you will not be able to include them in the application.

Lastly,

- To add additional family members, click the “Add Student” button.
- If you do not need to add additional family members, proceed to Step 7.
- In the pop-up screen, enter the student’s Student ID, first name, and last name.
- Click “Continue”, follow additional instructions on the screen.