**How to Access the Portal**

1. Type “cc.esu2.org” into the browser address bar.

2. Click “Open New Request”

3.Enter parent contact information in the drop down boxes.

4. Under the Help Topic header select “Request services”

5. Under the Student Demographics header fill in information in the text boxes, example “My student attends classes: select “Bancroft-Rosalie”

6. Go through the list of services and select from the drop down boxes. If an item is not listed, please type information in the “other” box.

7. Check the box if a parent/guardian is interested in serving on a parent advisory board.

8. Type CAPTCHA code from the left box into the blank box on the right.

9. Click on “Create a new request” to submit your ticket.

A confirmation response will be sent back to the parent in approximately 24 hours. Chris Stogdill, Cultural Connections Project Coordinator will be the person that responds.