



# WASHINGTONVILLE CENTRAL SCHOOL DISTRICT

## SCHOOLTOOL PARENT PORTAL FIRST TIME USE

1. Navigate to the District's website: <https://www.wcsdk12.org>
2. Scroll down to the middle of the page and click on the SchoolTool icon (See page 2 of this sheet for information about the mobile app).



3. **Username** is the complete email address you provided to the District on the Parent Portal Form.
4. New families should receive an email from the registrar with a temporary password and directions. Open your email, locate the message from **the registrar**, and copy/paste the new password in the designated field. Please remember that passwords are case sensitive and need to be entered exactly as provided.
5. Once you are logged in, click Continue after reading the messages.
6. Next change your password by clicking the **Account tab** near the top of the screen and type or paste your temporary password (the one you just entered). the new password that you want to use, and confirmation of the new password, which is the new password re-typed and click "Change Password." Passwords should be easy to remember, have a minimum of 8 characters, and, as a minimum, include a combination of a capital letter and numbers.

## SUBSEQUENT USE

- Access the mobile app or navigate to the SchoolTool web site by clicking the SchoolTool icon from the District's home page <https://www.wcsdk12.org>.
- Enter Username and Password, which is your email address and the password created above.
- Logout when done working with SchoolTool Parent Portal.

## INFORMATION AVAILABLE

Once login is complete, navigate back to the Students tab. Click the dark blue student record icon next to a student's picture and/or name to view this individual student's record. This information includes:

- Contacts, including emergency contacts
- Schedule of classes
- Discipline
- Assignments
- Attendance for the entire school year
- Current and past marking period grades/progress reports/final assessments/final grades
- Grades 3-8 state testing results providing they have been loaded into the system

If you are viewing SchoolTool via a web browser on your phone, always click view full site before logging in.

If you are trying to view progress reports, you must use a web browser; progress reports are not available in the mobile app at this time.





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## PARENT USER GUIDELINES AND AGREEMENT FOR THE SCHOOLTOOL PARENT PORTAL

The Washingtonville Central School District's SchoolTool Parent Portal is a free service offered to all district parents. It is a protected Internet site that allows the viewing of their student's school information. This access intends to enhance communication and dialog between school and home.

Access to SchoolTool Parent Portal is a privilege. The accuracy of the system's information is a joint responsibility between schools, students, and parents/guardians. If inaccurate information is noticed, it is expected that you will notify the school immediately.

Parents/guardians are required to adhere to the following guidelines:

- Parents/guardians will act in a responsible, ethical, and legal manner.
- Parents/guardians will not attempt to harm or alter data, networks, or systems.
- Parents/guardians will not attempt to access another's account or use the system in any way that may be illegal or in violation of Federal and State privacy laws.
- Parents/guardians are responsible for protecting their passwords and are prohibited from sharing them with unauthorized users.
- Parents/guardians will not set their computer to automatically log in to the site.
- Parents/guardians are expected to report security issues or questions and any inaccurate information immediately to their student's school.

**SchoolTool** Parent Portal accounts are managed in cooperation with parents/guardians and the schools. These accounts are based upon the email address submitted on the Parent Portal email signup form. If an email address of a parent or guardian changes, the parent portal form needs to be resubmitted. This must be done at school in person and include showing proper identification. In general, accounts may take up to ten (10) business days to be completed. Parents/guardians will be notified via email. If you have questions after you have received your electronic communication from the District, please direct them via email to the guidance office for middle & high schools or the main office for elementary schools.

*Please remember to keep passwords confidential. If you have questions, please direct them via email to the guidance office if your child is in middle or high school. If your child is in elementary school, please contact the school's main office.*

## SCHOOLTOOL MOBILE APP

Parent Portal and Student Portal have a mobile app available through SchoolTool for iOS and Android devices. With this app, parents or legal guardians who have Parent Portal accounts and students in grades, K-12 can view current schedules, attendance, assignments, grades, and discipline.

1. Download and install the **SchoolTool** mobile app from [Google Play](#) or the [Apple App Store](#).
2. After installing and opening the **SchoolTool** mobile app, enter the URL used to access **SchoolTool URL**: <https://st10.schooltool.com/washingtonville>
3. Then on the next screen, enter your username and password:  
**Username**: Enter your parent portal email address.  
**Password**: Enter the password created on page 1.

### Push Notifications

The **SchoolTool** mobile app will notify you when grades are added to a student's course. If you are interested in receiving the push notifications, the feature needs to be set up in your mobile device's settings, and you need to choose to stay logged in at all times.

### Enabling Push Notifications:

For **Android**, use the settings area in the app to choose whether or not to receive notifications.

For **iOS** users, this is managed in the Notification Center in your device's settings area.

*Tip: You will want to use the "Stay logged in" option if you do not wish to enter information each time you access the app.*



https://st10.schooltool.com/  
washingtonville

Please enter the URL for your school district.



https://st10.schooltool...

Username

Password

Stay Logged On

LOG IN

[Forgot Password](#)

OR

Sign In With Google