

WASHINGTONVILLE

"HOME OF THE WIZARDS"

SchoolTool First Time Use

1. Start at the **District's website**: <https://www.ws.k12.ny.us> then click the menu button, then click the SchoolTool icon. See page 2 of this sheet for information about the mobile app (Android and iOS).



2. Type **Username** by entering your complete email address you provided to the district.
3. If the Guidance Office didn't give you a password, open your email, locate the message from **SchoolTool**, and either copy/paste the new password, or carefully write the password down. This password is challenging, so perform this step carefully. Enter this password in the designated section. Please remember that passwords are case sensitive and need to be entered exactly as provided
4. Once you are in, 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." Good passwords should be easy to remember, have a minimum of 8 characters, and as a minimum include a combination of letters and numbers.

Subsequent Use

- Access the app or navigate to the **SchoolTool** web site by clicking the **SchoolTool** icon in the menu of the District's home page www.ws.k12.ny.us.
- 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, a parent's child(ren) will appear in the Students section that can be accessed by clicking on the tab. Information on any child can be viewed by clicking the selector (triangle to the left of your child's name). This information includes:

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

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 high school and middle school 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 information contained within the system 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:

1. Parents/guardians will act in a responsible, ethical, and legal manner.
2. Parents/guardians will not attempt to harm or alter data, networks, or systems.
3. 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.
4. Parents/guardians are responsible for protecting their passwords and are prohibited from sharing them with unauthorized users.
5. Parents/guardians will not set their computer to automatically login to the site.
6. Parents/guardians are expected to report security issues or questions as well as any inaccurate information immediately to their student's school.

SchoolTool Parent Portal accounts are managed in cooperation with parents/guardians and the schools. Their accounts are based upon the email address listed on the reverse side. If an email address of a parent or guardian changes, the form on the reverse 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 main office for elementary schools.

Please remember to keep passwords confidential. If you have questions, please direct them via email to the guidance office.

SchoolTool Mobile App

Set up the SchoolTool 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, 6-12 can view information about current schedules, attendance, assignments, grades, and discipline.

1. Download and install the **SchoolTool** mobile app from the [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://st-wg.mhric.org/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 want to enter information each time you access the app.

The image shows two screenshots of the SchoolTool mobile app interface. The top screenshot shows the URL entry screen with the URL <https://st-wg.mhric.org/washingtonville> entered in a text field. Below the text field, there is a prompt: "Please enter the URL for your school district. Don't know the URL? Contact your school district for help." The bottom screenshot shows the login screen with a "Sign in with Google" button, a "OR" separator, and three input fields: "Username", "Password", and "Stay Logged In" with a toggle switch. A "Log in" button is at the bottom.