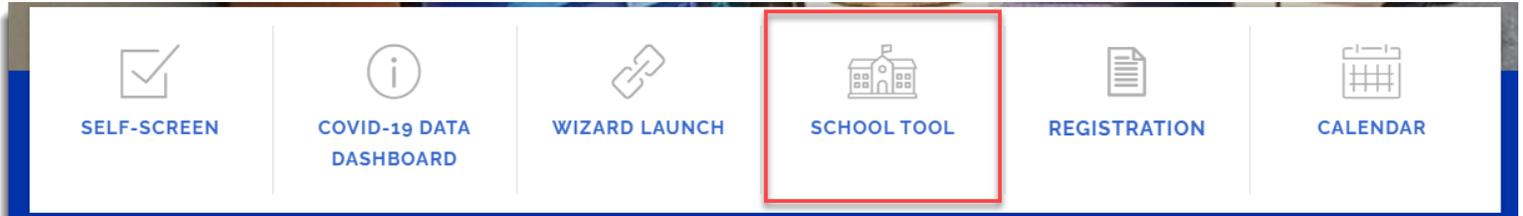




WASHINGTONVILLE CENTRAL SCHOOL DISTRICT

SCHOOLTOOL STUDENT PORTAL FIRST TIME USE

1. Navigate to the District's website: <https://www.wcsdk12.org> or install the appropriate mobile app (See page 2 of this sheet for information about the mobile app.) You can also get to this within Wizard Launch.
2. Scroll down to the middle of the page and click on the SchoolTool icon.



3. Click on the "Sign in with Google" button.

LOGIN

USERNAME

PASSWORD

Login

Sign in with Google

SUBSEQUENT USE

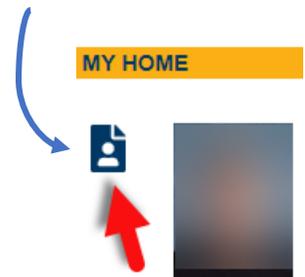
- Access the mobile app or navigate to the SchoolTool website by clicking the SchoolTool icon from the District's home page <https://www.wcsdk12.org> as explained above.
- Select "Sign in with Google" and select your student google account.
- Logout when done working with SchoolTool Student Portal.

INFORMATION AVAILABLE

Once login is complete, click "continue" after reading the messages. Students can view information by clicking the **dark blue student record icon next to the picture and/or name.**

This information includes:

- Emergency Contacts
- Schedule of classes
- Attendance
- Current and past marking period grades/progress reports/final assessments/final grades
- Assignments
 - "Assignments" is where you can view the course assignments and grades as provided by your teachers.





WASHINGTONVILLE CENTRAL SCHOOL DISTRICT

STUDENT USER GUIDELINES AND AGREEMENT FOR THE SCHOOLTOOL STUDENT PORTAL

The Washingtonville Central School District's SchoolTool Student Portal is a free service offered to high school and middle school students. It is a protected Internet site that allows the viewing of student school information. This access intends to enhance communication and dialog between students, teachers, and the school.

Access to SchoolTool Student Portal is a privilege. The system's information's accuracy 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:

- Students will act in a responsible, ethical, and legal manner.
- Students will not attempt to harm or alter data, networks, or systems.
- Students 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.
- Students are responsible for protecting their passwords and are prohibited from sharing them with unauthorized users.
- Students will not set their computer to automatically log in to the site.
- Students are expected to report security issues or questions and any inaccurate information immediately to their student's school.

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

SCHOOLTOOL MOBILE APP

The Student Portal has a mobile app available through SchoolTool for iOS and Android devices. With this app, 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, click "**Sign in with Google.**"

Push Notifications

The **SchoolTool** mobile app will notify you when grades are added to a 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 always need to choose to stay logged in.

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.

The image displays 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. The bottom screenshot shows the login screen with the 'Sign in with Google' button highlighted. Below the login screen, there are fields for Username, Password, and a 'Stay Logged In' toggle switch which is checked. A 'Log in' button is at the bottom.