

WHITESBORO CENTRAL SCHOOL DISTRICT

schooltool™ Parent Portal

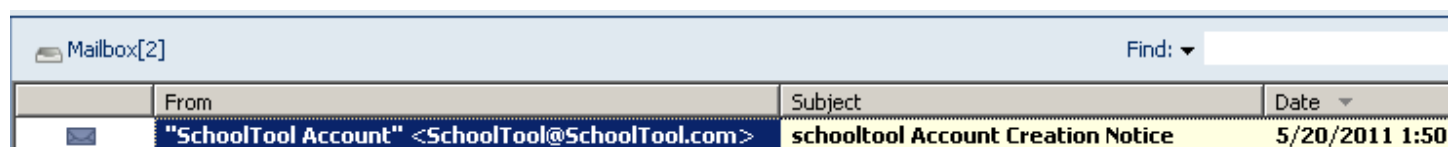
User Guide

Before parents can log into schooltool Parent Portal, the following criteria is needed:

- Valid email address
- Parent Portal Consent Form signed and returned to the school district or requested online through the school district's website
- Internet Access
- Access to email, where the initial password email will be sent

Once parents have returned the Parent Portal Consent Form to the school district, or have requested online through the school district's website, they will receive notification in their email, that their account has been created with a generic password to log in with from schooltool.

Step 1: The parent logs into his/her email account. He/She will see an email from schooltool in the inbox.



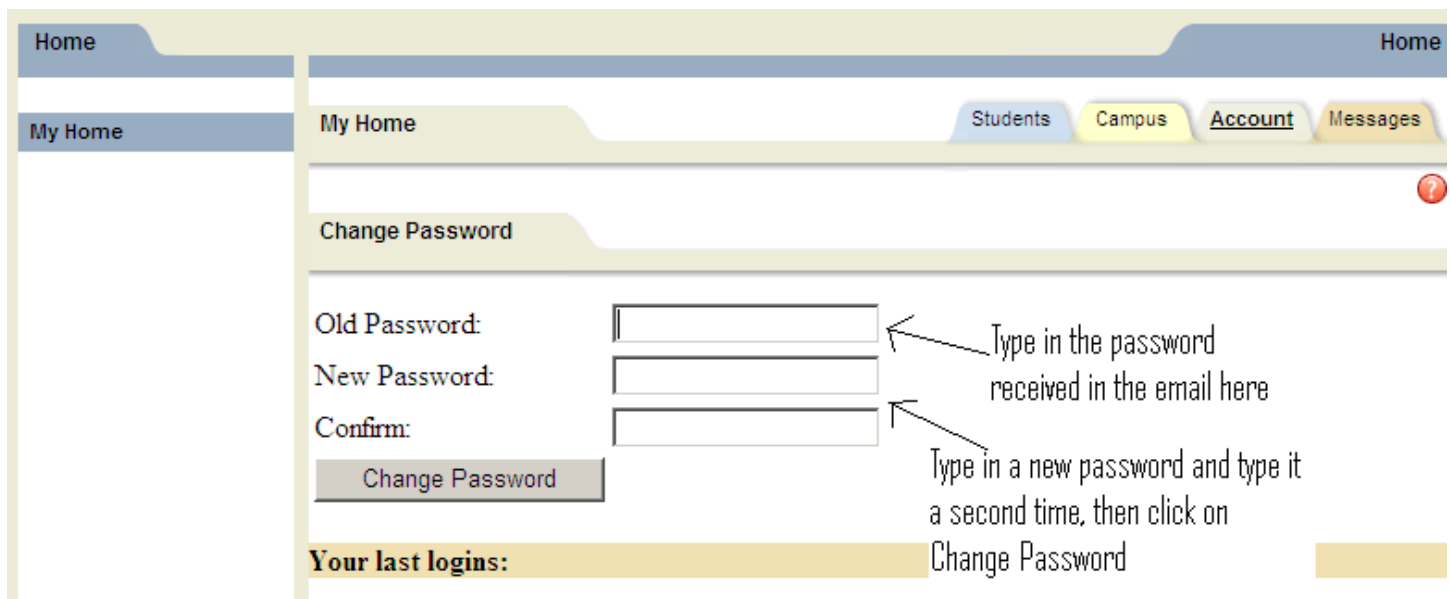
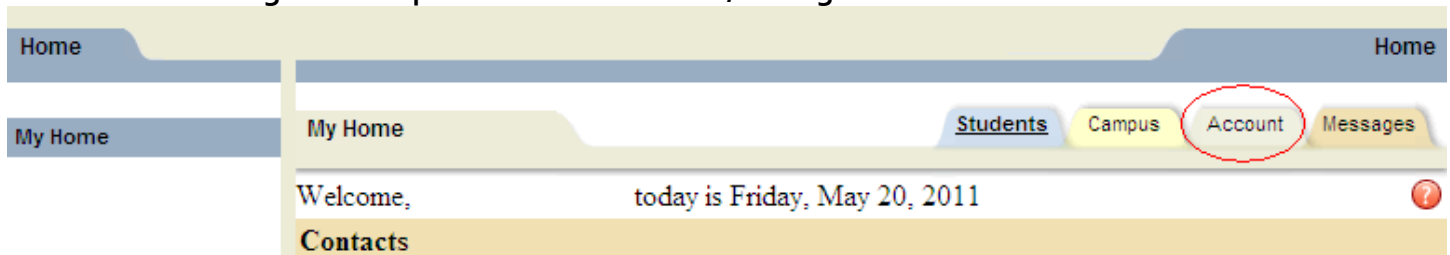
Step 2: The parent will click on the email and open it. There will be a message containing how to log into schooltool in the body of the email. This message should contain the schooltool url, and the password to log in with.

Step 3: From the schooltool login page, the parent will type in his/her user name, which is their entire email address. For Example: testparent@yahoo.com. Then, he/she will type in the password that was in the email. For Example: P&TRd#%. Then click on "Login".

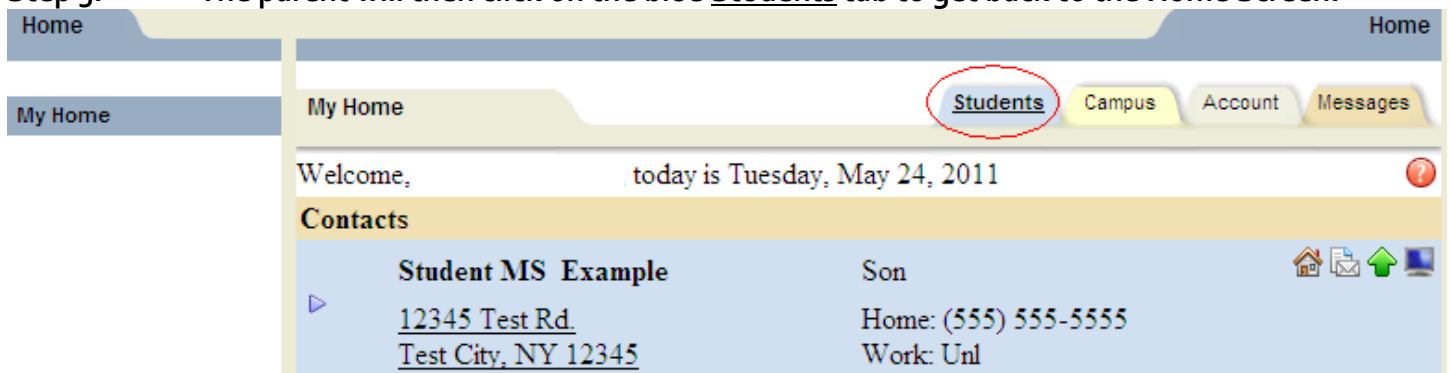
The screenshot shows the SchoolTool login page. At the top left is the "MORIC Training" logo. The page has a green header with "SchoolTool™" and "Home" buttons on either side. Below the header is a login form with the following fields and elements:

- Username:** A text input field containing "estparent@yahoo.com".
- Password:** A password input field with masked characters (dots).
- Login:** A blue button.
- MOHAWK REGIONAL INFORMATION CENTER:** A yellow banner with the SchoolTool logo and text "Schooltool Training District".

Step 4: The parent is then encouraged to click on the "Account" tab to change the password to a password he/she will remember. Once a new password is entered, the parent will use the new generated password each time he/she logs in.








Step 5: The parent will then click on the blue Students tab to get back to the Home Screen.



Step 6: From the Home Screen, the parent can click on the child's record that he/she wants to view by clicking on the blue triangle.



Welcome, , today is Monday, May 23, 2011


Contacts


 **Student MS Example** Son    

12345 Test Rd. Home: (555) 555-5555
Test City, NY 12345 Work: Unl

Step 7: Once the parent clicks on the blue triangle, the child's Personal Information screen will display. From this screen, the parent can click on any of the tabs listed to view his/her child's educational records.

Personal Information  



 Example, Student 1 HS


	First: Student 1 HS	Grade: 11
	Middle:	Homeroom: 415
	Last: Example	<input checked="" type="checkbox"/> Counselor: Frierson, Marceline
	Gender: Male	Type: 0011-Regular School Year Enrollment
	DOB: 1/22/1993 (18 yr 3 mo)	Building: Senior High/High School
	1st Language: English	


Student Contacts Schedule Attendance Discipline Grades Assessments Assignments Letters User Defined Notes

*Please note: Not every tab will display on the Personal Information screen. Each district customizes what is shown.

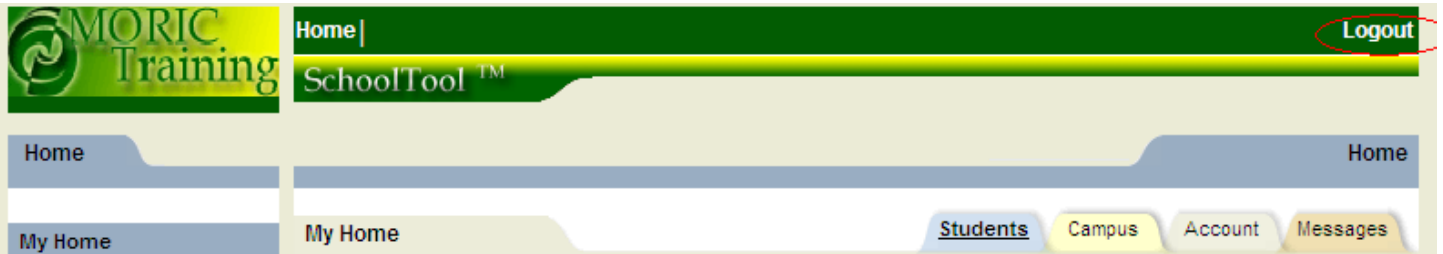
Step 8: Once the parent has finished reviewing the record and wants to log out of schooltool, or view another record, click on the green done arrow in the top right corner of the Personal Information screen to return to the Home screen.

Personal Information  

 Example, Student 1 HS

	First: Student 1 HS	Grade: 11
	Middle:	Homeroom: 415
	Last: Example	<input checked="" type="checkbox"/> Counselor: Frierson, Marceline
	Gender: Male	Type: 0011-Regular School Year Enrollment
	DOB: 1/22/1993 (18 yr 3 mo)	Building: Senior High/High School
	1st Language: English	

Step 9: To log out, click on the Logout tab in the top right corner of the screen.



*If the parent forgets his/her password, he/she will type in user id, click on Login, and then can click on the blue hyperlink "New User" or "Forgot Password". A new window will prompt for the parent to re-type in his/her user name (entire email address) and click on submit.

A password will then be generated through schooltool and sent to the parent in his/her email. The parent will open the email and begin the process of logging in again.

From	Subject	Date
"SchoolTool Account" <SchoolTool@SchoolTool.com>	schooltool Password Reset Notice	5/24/2011

Please note: If the parent continues to have difficulty logging in with the new password sent via email, the parent will need to contact the Parent Portal Account Manager at the school district. The Parent Portal Manager will then request a new password for the parent.

*If the parent types in the wrong password five (5) times consecutively, he/she will receive a message in red "Your account has been locked". The parent will need to contact the Parent Portal Account Manager at the school district to either unlock the account (if the parent knows his/her password but just typed it in wrong) or request another password.

Username:

estparent@yahoo.com

Password:

Your account has
been locked

Please enter a valid
username and password.

Remember, your password
is case-sensitive.



MOHAWK REGIONAL INFORMATION CENTER
Schooltool Training District

A SPECIALIZED TRAINING VENUE

Sample District

***Please note:** If there are any questions or concerns regarding parent access, please contact the Parent Portal Account Manager at the school district in which the child (ren) are enrolled.