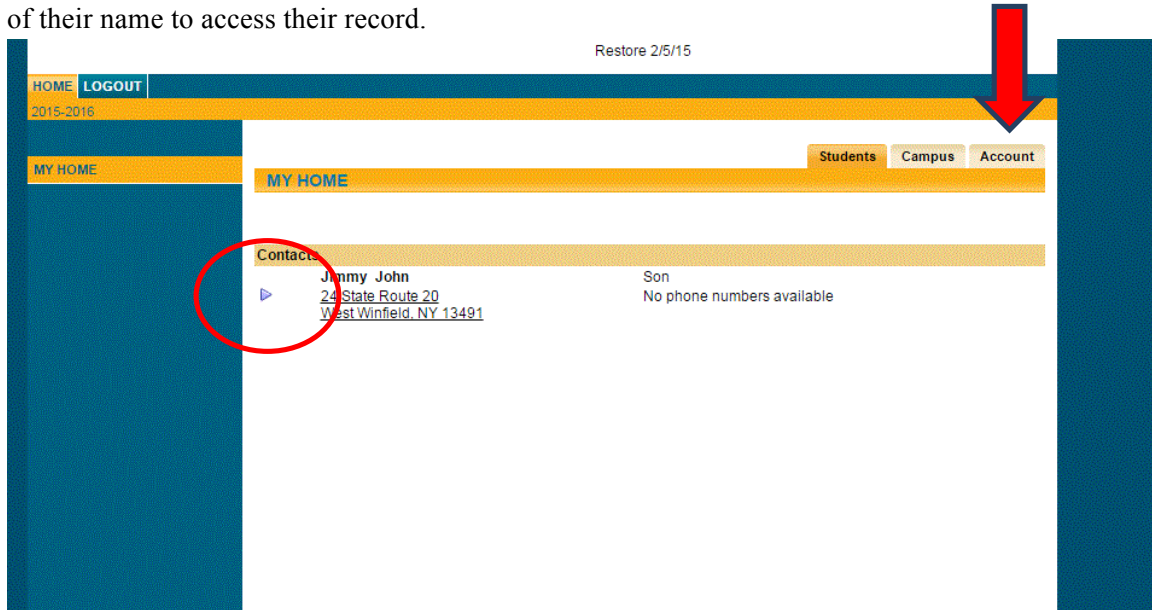


# Parent Portal User Guide

Step 1: Refer to email provided by the district to log into SchoolTool.

Step 2: Click on the **Accounts** Tab to change your password.

Step 3: You will see a screen similar to this with your child's name on it. Click the **Blue wedge** to the left of their name to access their record.



Step 4: Navigate through the tabs to view your child's contacts, schedule, grades etc.

