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## School**tool** Parent Portal

### First log in

When first logging in, you will need three things:

- The address of the district web site.
- Your full email address as it was provided to the district.
- Access to your email, where you will receive your first password.

### Follow this process:

1. Go to the district web site, (www.) from your Internet Browser and click on the school**tool** link located in the quick links, down left side of the page.

**Quick Links**

**Schooltools**

2. Type your full email address in the Username field.

3. Click on the Login button, ignoring the Password field, you will be presented with a clickable "New User or Forgot Password" link.

This link will not be presented if your account has not been created.

4. Click the "New User or Forgot Password" button. You will be presented with a screen asking for your email address (again).

Username:

aaa@nanomail.com

Password:

Login

[New User or](#)  
[Forgot password?](#)

Enter your Username to receive your password by email.

Username:

Submit

5. Click the Submit button.

If you have entered a valid email address, an email message will be sent to you with your new password.

6. Retrieve new password from email.

Within moments, you will be sent an email message containing your new randomly generated schooltool password. You should open your email, locate the message from [SchoolTool@schooltool.com](mailto:SchoolTool@schooltool.com) and either Copy/Paste the new password or carefully write the password down. The password is quite cryptic and contains letters, numbers, and symbols.

7. Log in to schooltool by navigating back to the schooltool web site, keying in the same email address and the password sent to you. Remember, the password may be copy/pasted from the email message, but be careful to include each character.

8. Now would be a good time to change the password. We recommend creating a new password that has the following characteristics:

- Greater than or equal to eight (8) characters.
- Combination of letters, numbers, and symbols (including upper and lower case letters)
- Something that can be remembered easily, good passwords do not have to be hard to remember.

"Late2School!", for instance, is a good password that has upper and lowercase letters, a number, symbols, and is greater than 8 characters long but still easy to remember. Every Parent will have their own login.

To change the password, simply click on the **Account** sub tab, enter the existing cryptic password, then the new desired password (twice). Click on the Change Password button to finalize the change.


The screenshot shows the 'Change Password' form. At the top, there are two tabs: 'Home' and 'Home'. Below them, there are three tabs: 'My Home', 'Students', 'Campus', and 'Account'. The 'Change Password' form is located under the 'My Home' tab. It contains three input fields: 'Old Password:', 'New Password:', and 'Confirm:'. Below these fields is a button labeled 'Change Password'.

### Subsequent log ins

Once you have logged in for the first time, and changed your password, you simply need to navigate back to the schooltool web page, enter your username and password, and click on the Login button.

You will be presented with a screen containing three tabs:



- **Students:** A listing of all students that "belong" to you. You may have the right to click on a student's select button , to see all of the student's details. Under the student's picture, address and building information are the following tabs that allow viewing of the student's contacts, schedule, attendance, grades and discipline:






- **Campus:** You will see general campus information.
- **Account:** To change passwords.

This is the screen after logging in:


My Home Students Campus Account

Welcome, , today is Wednesday, February 04, 2009

**Contacts**

<b>Megan</b>	Daughter	 
	<u>123 fourfivesix st</u> <u>somewhere, NY 13323</u>	Home: (315) 361-2700 Unl Work:




An example of a student screen:

 Megan

<i>No Photo</i>	<b>First:</b>	Megan	<b>Address:</b>	123 fourfivesix st somewhere, NY 13323
	<b>Middle:</b>		<b>Phone #:</b>	(315) 361-2700
	<b>Last:</b>		<b>Grade:</b>	9
	<b>Gender:</b>	Female	<b>Homeroom:</b>	211
	<b>DOB:</b>	9/16/1994 (14 yr 4 mo)	<b>HR Teacher:</b>	
	<b>1st Language:</b>	English	<b>Counselor:</b>	
		<b>Type:</b>	0011 - Regular School Year Enrollment	
		<b>Building:</b>	High School/High S	

Student Contacts Schedule Attendance Grades Discipline

**Contacts**

	<b>Mother</b>	 
<u>123 fourfivesix st</u> <u>somewhere, NY 13323</u>	Home: (315) 361-2700 Unl	

If any student information, such as address, phone number, etc., needs updating, please notify school office.

When it comes time to end the session, you may click Logout in the module bar, or simply close the browser window.