

SchoolTool

Parent Access Guide

Accessing SchoolTool

Parent Portal

First Login

Preparation

When first logging in, a parent (in this case) will need three things:

1. An email address.

You current email address may be used to access SchoolTool. For this to happen, simply make sure to provide the school with this, and confirm that they have allowed your email address to be used when logging into to SchoolTool.

2. The web site of the SchoolTool database.

Your school will provide you with the web address of SchoolTool.

Write this web address down: <https://SchoolTool.pycsd.org/SchoolToolWeb>

3. Access to your own email.

You will be receiving your first SchoolTool password through your email.

Getting to SchoolTool Parent Portal

1. Go to the internet and go to the SchoolTool web site <https://SchoolTool.pycsd.org/SchoolToolWeb>

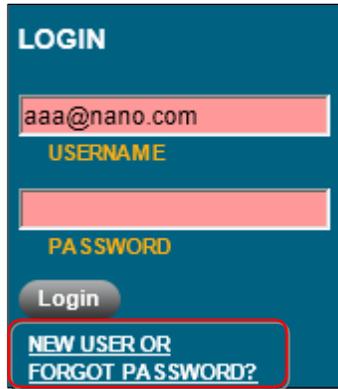
2. Where it says "Username", type in your full email address that you provided to the school (from step 1, above).



3. In the password field, leave this field blank.
4. Click on the blue **Login** button.
5. The words "New User or Forgot Password" will appear on the screen.

SchoolTool

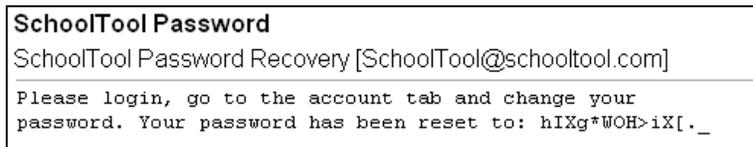
Parent Access Guide



1. Click the “New User” words. You will see the screen refresh (flash), and you will be prompted again to enter your username (your email address). Fill in the box, again, with your email address, and click the **Submit** button.



- A. Clicking **Submit** will cause an email message to be sent to you that will contain your new password.
2. Retrieve new password from email.
 - A. Log into your email account, as you would normally, and look for an email message from "**SchoolTool**".
 - B. When this email message arrives, open the message and write down, or print, the temporary password that is displayed. Careful, the temporary password may have a lot of letters, numbers, and symbols. Also note that some letters are uppercase, and some are lower-case. This is important.



Logging In

1. Log in to **SchoolTool**

Navigate to the SchoolTool web site, keying in your email address and temporary password. Remember, you may copy/paste the password from your original email message, but be careful to grab each character.

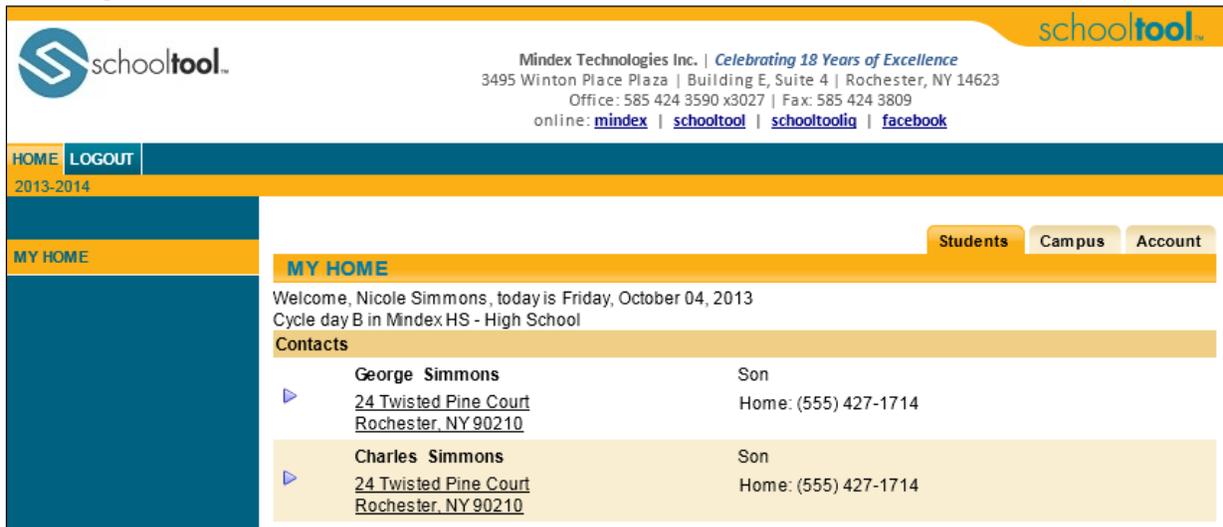
SchoolTool

Parent Access Guide



2. Click the Login [Login](#) button to enter SchoolTool. Once you have logged in successfully you will see the main Home screen, which may include 3 tabs: Students, Campus, and Account.

3. Setting Your Password



4. Click the **Account** tab to change the temporary password.

We recommend creating a new password that has the following characteristics:

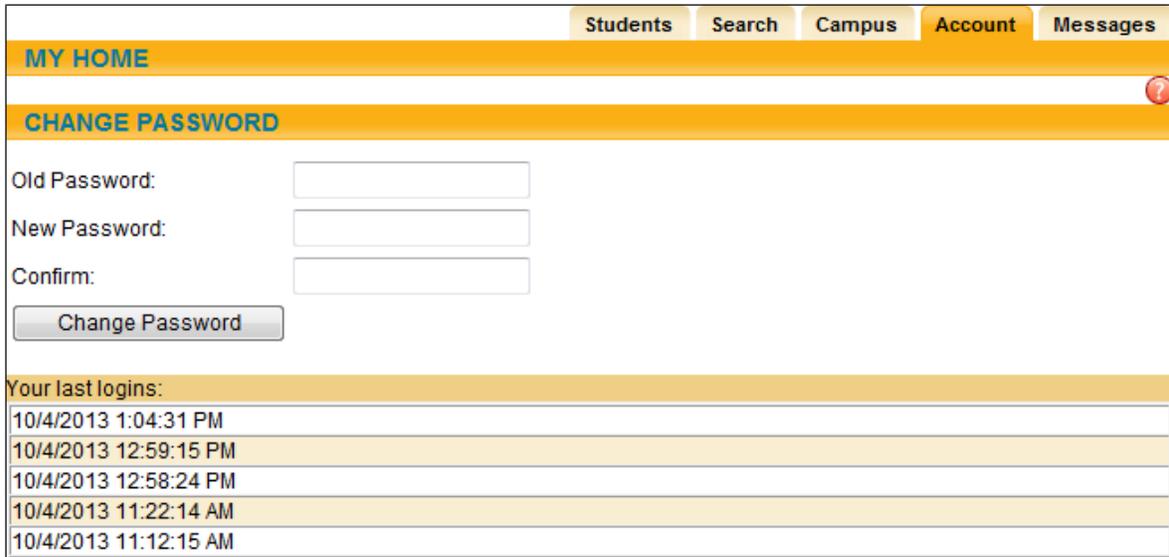
1. Greater than or equal to eight (8) characters.
2. Combination of letters, numbers, and symbols (including upper and lower case letters)
3. Something that can be remembered easily

Good passwords do not have to be hard to remember. For instance, "Late2School!" is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

To set your local password, simply click on the **Account** sub tab, enter the existing temporary password, then the new desired password (twice –“Confirm”). Click on the Change Password button to finalize the change. (See next page). Use this new password with your email address (username) every time to login into the Parent Portal. You may change your password at any time by following the same procedure, clicking “Forgot My Password” instead of “New User”.

SchoolTool

Parent Access Guide



The screenshot shows the 'Account' tab selected in the top navigation bar. Below the navigation bar is a 'MY HOME' section. The main content area is titled 'CHANGE PASSWORD' and contains three input fields for 'Old Password', 'New Password', and 'Confirm', followed by a 'Change Password' button. Below this is a section titled 'Your last logins:' with a table listing five login timestamps from 10/4/2013.

Your last logins:
10/4/2013 1:04:31 PM
10/4/2013 12:59:15 PM
10/4/2013 12:58:24 PM
10/4/2013 11:22:14 AM
10/4/2013 11:12:15 AM

Logging Out

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



Additional Information

1. More detailed information about the Parent Portal is available on the district website at www.pycsd.org under the Parent Tab.
2. Your password may be reset at any time using the process outlined above. You will have several attempts to reset your password and will be prompted by the system in the event of multiple unsuccessful login attempts.
3. Mobile App (see attached) - it is very important that you create your Parent Portal account online using the web address **BEFORE** you can access the Mobile App.
4. If you experience any difficulties with the Portal, please email bperrault@pycsd.org

SchoolTool

Parent Access Guide

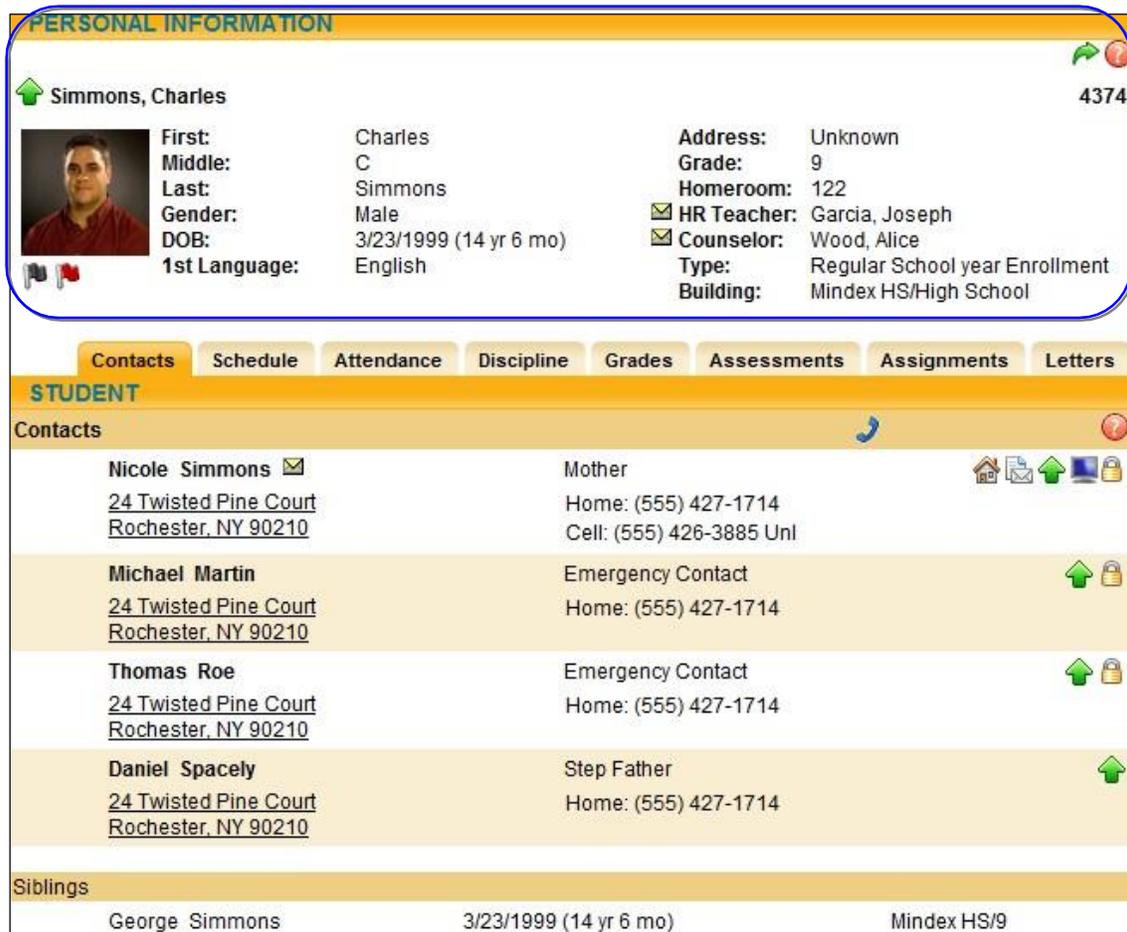
Parent Portal

Once a parent has selected a student, the screen will refresh with that student's Personal Information and several additional tabs.

Note: The specific tabs available to parents will depend on district settings. This document provides a brief overview of the most common tabs that a parent user might see.

Student Record

The top portion of the screen will provide basic information about that student. This includes the student's full name, age, date of birth, primary language, address, phone number, grade, enrollment type, and building/school level. Depending on permissions, parents may also see that student's current location.



PERSONAL INFORMATION

↑ Simmons, Charles 4374

	First: Charles Middle: C Last: Simmons Gender: Male DOB: 3/23/1999 (14 yr 6 mo) 1st Language: English	Address: Unknown Grade: 9 Homeroom: 122 <input checked="" type="checkbox"/> HR Teacher: Garcia, Joseph <input checked="" type="checkbox"/> Counselor: Wood, Alice Type: Regular School year Enrollment Building: Mindex HS/High School
--	--	---

Contacts Schedule Attendance Discipline Grades Assessments Assignments Letters

STUDENT

Contacts

Nicole Simmons ✉ 24 Twisted Pine Court Rochester, NY 90210	Mother Home: (555) 427-1714 Cell: (555) 426-3885 Unl	    
Michael Martin 24 Twisted Pine Court Rochester, NY 90210	Emergency Contact Home: (555) 427-1714	 
Thomas Roe 24 Twisted Pine Court Rochester, NY 90210	Emergency Contact Home: (555) 427-1714	 
Daniel Spacely 24 Twisted Pine Court Rochester, NY 90210	Step Father Home: (555) 427-1714	

Siblings

George Simmons	3/23/1999 (14 yr 6 mo)	Mindex HS/9
----------------	------------------------	-------------

Buttons available on the Personal Information section include the following:

- The Show / Hide information ↑ button allows the user to show or hide the Personal Information section.
- Done → button will return the user to the main Home screen

The bottom portion of the screen will show the **Contacts** tab by default, but will change when other tabs are selected. Each of the tabs are described in detail on the following pages.

SchoolTool

Parent Access Guide

Downloading the Mobile App

The SchoolTool mobile app is available in the following locations:

From the App Store (for Apple devices):



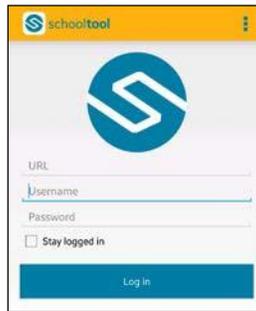
From the Play Store (for Android):



Using the App *(You must first set up your account on the SchoolTool website prior to using this App)*

Note: The following images were taken using an Android device. While screens may vary slightly on iPhone and iPod Touch devices, basic functionality is the same across both platforms.

Logging In - After installing and opening the SchoolTool mobile app, first time users will be prompted to enter SchoolTool credentials.



The following fields are required:

- URL: <https://SchoolTool.pycsd.org/SchoolToolWeb>
- Username: This is your email address that you provided to the district.
- Password: This is the same password used to log into SchoolTool on the internet. Passwords cannot be changed from within the app.

If you wish to save your credentials and remain logged in, check the “Stay logged in” option. If you do not check this option, you will need to enter your credentials each time you open the app.

Note: Account credentials are maintained in SchoolTool and cannot be changed from within the app. If your password changes or expires, you will be logged out and will need to re-enter credentials.

Menu - You can access the navigation menu at any time by swiping the screen horizontally from the edge of the screen, moving from left to right. This menu allows you to quickly navigate to any student screen.

