



SYRACUSE CITY SCHOOL DISTRICT

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If you already have used your parent portal in the past, this is how you would access.

Accessing the SCSD School Tool Parent Portal

<https://schooltool.scsd.us/schooltoolweb/>

Username: *Your personal email address*

Password: *your password*

If you are a first time user, you must create an account with an email address we have in school tool. This is how you will receive a password. If you want to find out what email we have on file before creating your account, email rsmart@scsd.us.

To create your account and password:

<https://schooltool.scsd.us/schooltoolweb/>

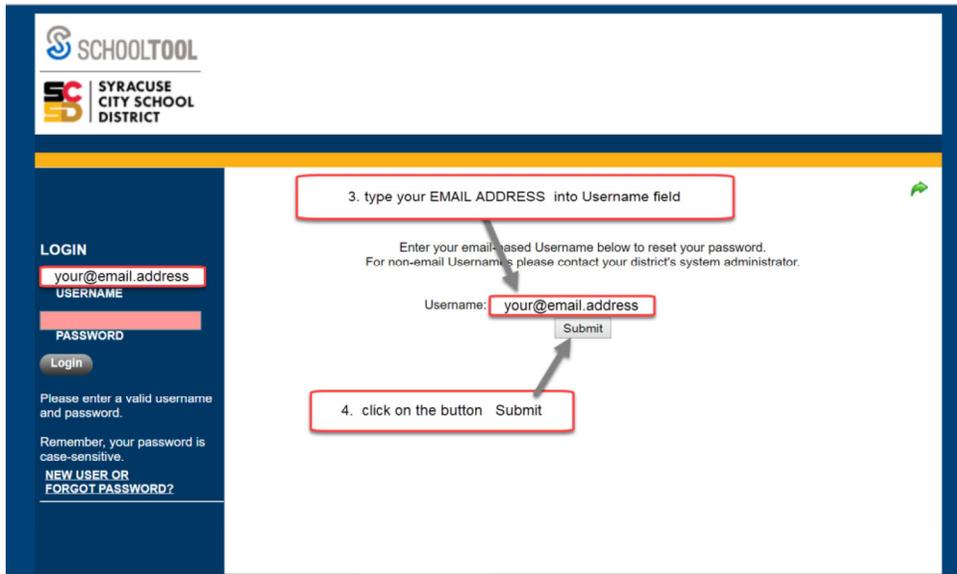
type *your personal email address* into the box labeled USERNAME

click link **NEW USER**

The screenshot shows the login page for the School Tool Parent Portal. At the top left, there is a logo for 'SCHOOLTOOL' and 'SYRACUSE CITY SCHOOL DISTRICT'. The main heading is 'Stay Connected. Stay Involved.' Below this is a large graphic with the text 'Building Our Future' and various icons representing education and technology. On the left side, there is a 'LOGIN' section with a 'USERNAME' field containing 'your@email.address', a 'PASSWORD' field, and a 'Login' button. Below the login fields, there is a note: 'Please enter a valid username and password. Remember, your password is case-sensitive.' At the bottom of the login section, there is a link that says 'NEW USER OR FORGOT PASSWORD?'. Two red boxes with arrows point to specific elements: one points to the 'USERNAME' field with the text '1. type your EMAIL ADDRESS into the USERNAME field', and the other points to the 'NEW USER OR FORGOT PASSWORD?' link with the text '2. click on link "NEW USER"'. The 'NEW USER OR FORGOT PASSWORD?' link is underlined.

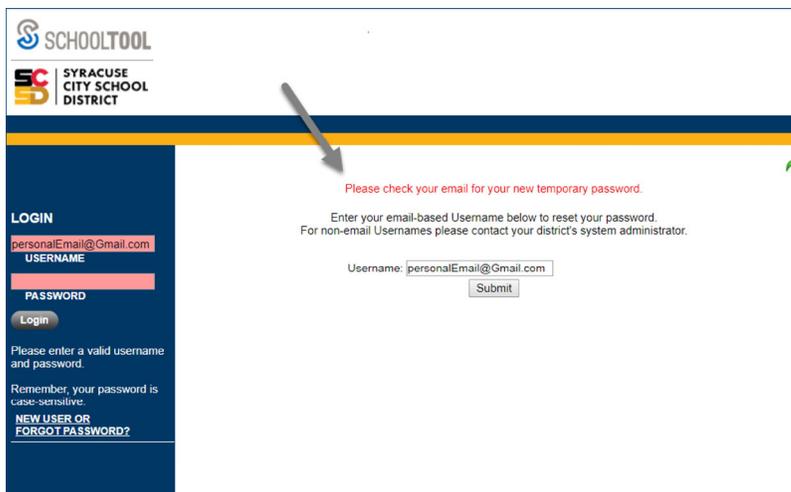
On the center of the next screen, type *your personal email address* into the box labeled: **Username**

Click on the button: **Submit**

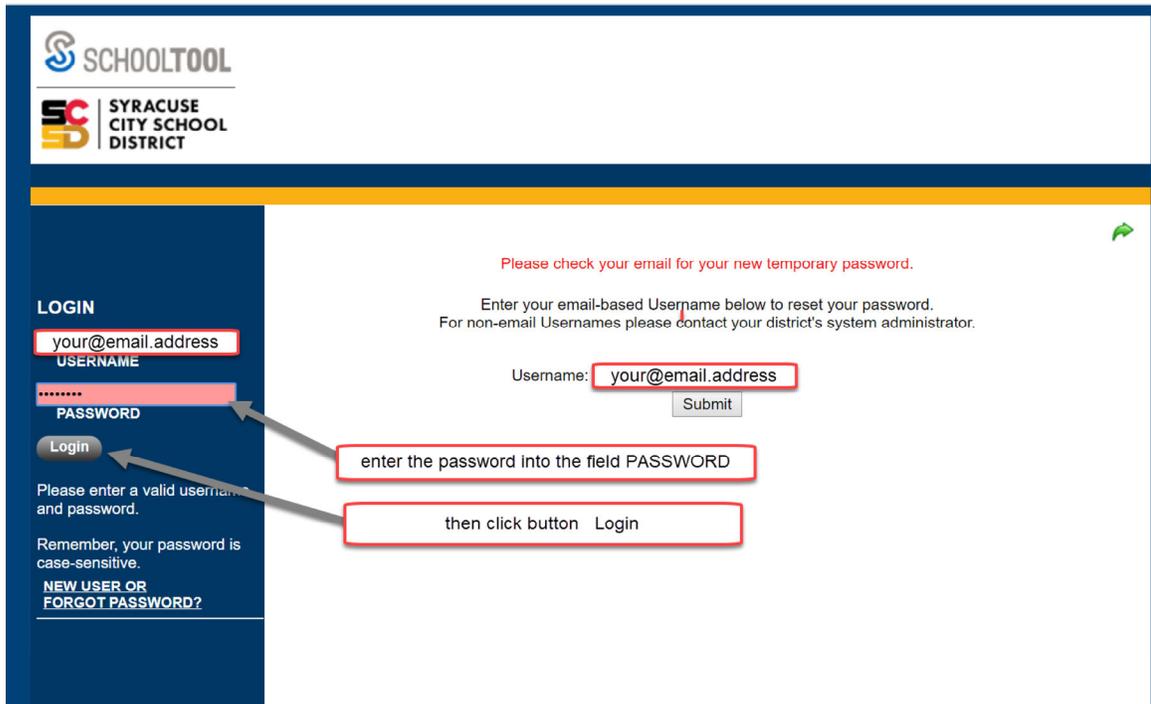


If the message **Invalid Username** appears on the screen, please contact your school building's secretary. Please provide them with your current personal email address, and let them know that you would like access to the 'Parent Portal' in School Tool.

You should see the message displayed: ***Please check your email for your new temporary password.***



Locate the password provided in the email message, and use that password to log in to the Parent Portal.



To change your password in Parent Portal

Log in to your account

<https://schooltool.scsd.us/schooltoolweb/>

Username: *Your personal email address*

Password: *your password*

Click on the tab **Account**

Enter your existing password into box labeled: **Old Password:**

Enter your new password into the boxes labeled: **New Password:** and **Confirm:**

Click on the button **Change Password**

HOME

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Search

Search

Campus

Actions

Account

Messages

MY HOME

CHANGE PASSWORD

Old Password:

New Password:

Confirm:

Change Password

Your last login: