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**

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

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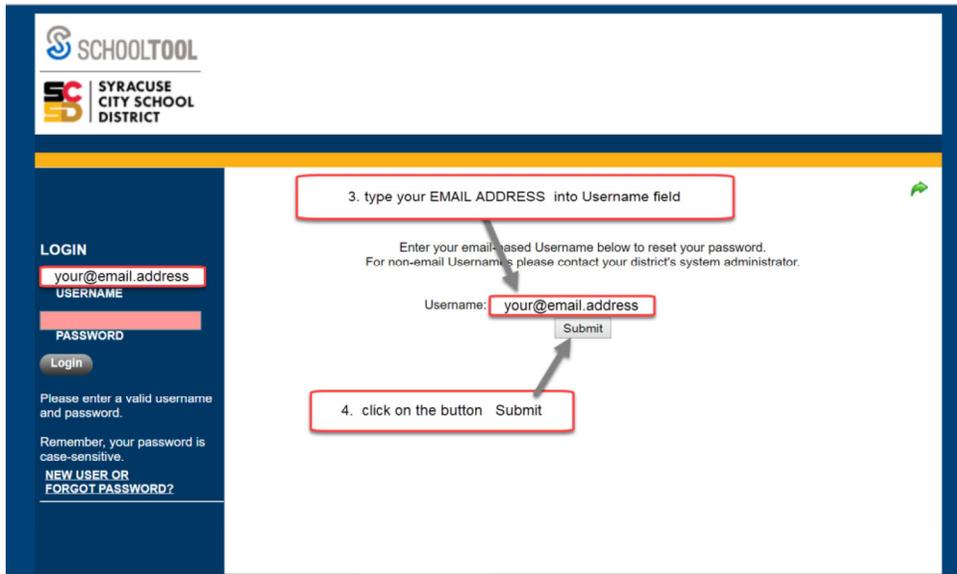
If the message **Invalid Username** appears on the screen, please contact your school building's secretary. Please provide them with your current personal email address, and let them know that you would like access to the 'Parent Portal' in School Tool.

You should see the message displayed: ***Please check your email for your new temporary password.***
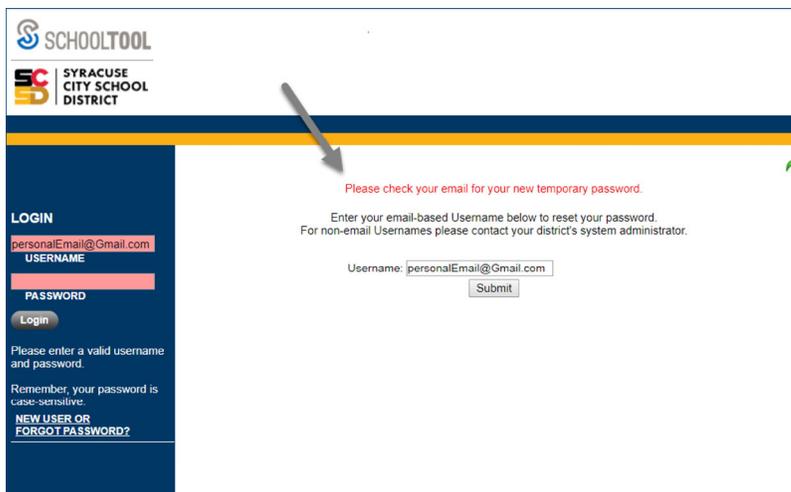
Locate the password provided in the email message, and use that password to log in to the Parent Portal.
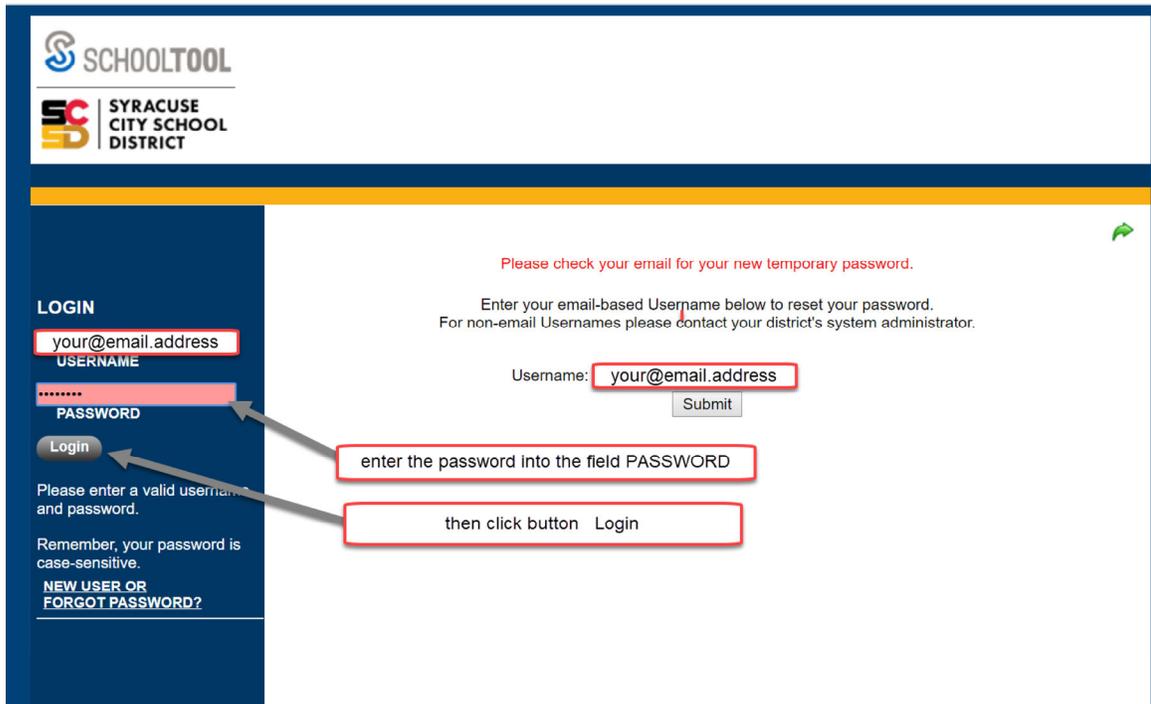
To change your password in Parent Portal

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**

SCHOOL**TOOL**

**SYRACUSE
CITY SCHOOL
DISTRICT**

19-2020

Search

Search Campus Actions **Account** Messages

MY HOME

CHANGE PASSWORD

Old Password:

New Password:

Confirm:

Change Password

Your last logins: