Logging in to the SCSD School Tool Parent Portal

Go to <u>https://schooltool.scsd</u>	.us/schooltoolweb/
In the Username box type	your personal email address
In the Password box type	your School Tool parent portal password

To create your account and password

Go to https://schooltool.scsd.us/schooltoolweb/

Type your personal email address into the box labeled USERNAME

leave password empty

click on button LOGIN

click link NEW USER

	1. type your EMAIL ADDRESS into the USERNAME field
LOGIN Voordivernisil address Vasiewawie PAssewardie 2000 – 2. cl Posses enfor in valiel usomismo and passavoit. Rommether, your passavoit is seas-somativ. New user or	a cick on Sink "NEW USER"

On the center of the screen, into the box labeled **Username** type *your personal email address*. Click on the button Submit

SCHOOLTOOL SYRACUSE CITY SCHOOL DISTRICT		
LOGIN Young emil address Username NASSWORD	3. type your EMAIL ADDRESS into Username field Enter your annumeneed Username below to week your password. For non-ented Username proceeded your diablets system administrator. Username your: germal.actorees Source	10
Pieses entre 4 valid username and posteret. Remandar, your passester is open-servitive network user on Posto z passworkby	4. click on the button Submit	

NOTE: If the message **Invalid Username** appears on the screen, please contact your school building's clerical staff. 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. *It will take one business day for access to be granted (after email address is entered into School Tool)*. You should see the message displayed on the screen: *Please check your email for your new temporary password.*



In your email account locate the password provided in the email message, and use that password to log in to the SCSD School Tool Parent Portal

SCHOOLTOOL SYRACUSE CITY SCHOOL DISTRICT		
LOGIN your@email.address USERNAME PASSWORD Login Please enter a vaild usered and password. Remember, your password is case-sensitive. NEW USER OR FORGOT PASSWORD?	Please check your email for your new temporary password. Enter your email-based Username below to reset your password. For non-email Usernames please contact your district's system administrator. Username: your@email.address Submit enter the password into the field PASSWORD then click button Login	R

To change your password in the SCSD School Tool Parent Portal

Log in to your existing SCSD School Tool Parent Portal account

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

Username:	Your personal email address
Password:	your School Tool parent portal 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	
HOME REAL PROPERTY AND INC.	Sauth
MYHOME	Search Campus Actions Account Messages
CHANGE PASSWORD	~ ~ ~
Old Password:	
New Password	
Confirm:	

To VIEW your Student's Detailed Information:

Once in the Parent Portal you will see a screen that looks similar to the following:

Click on the Purple tab next to the student's name to see the detail for that student.

Site Loga	SAMPLE PAI	RENT PORTAL		schoo	tool
HOME LOGOUT					
MY HOME	MY HOME		Students	Campus	Account
click on Purple Arrow to see Student Detail	► William Bailey M 6 Eagle Bay Lane Rochester NY, 12345	Son Home: (555) 450-3054		2	2 49

When you are done with your view you can LOGOUT or you can, click on the green back arrow shown below to return to the Home screen.

	PERS	ONAL INFOR	MATION				1		
HOME	🚭 Bailey	Bailey, William				Click on this arrow to return to the previous screen			27356
		Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letter
STU	STUD	ENT							
	Contacts	is .			. ,				
	Dorothy Wilson M <u>6 Eagle Bay Lane</u> Rochester, NY 12345 Giona Wilson M 157 Harvest Point Drive Rochester, NY 12345 Michelle Evans No address available		on 🖬 ang 12345		Mathe Ceil: () Home Work:	r 555) 426-5 (555) 450 (555) 428-	710 Uni -3054 0611 x7344	2	64 *
			IEI oint Drive 12345		Emerg Celt (Work	ency Cont 555) 428-2 (555) 428-	act - Adult 277 Uni 2276 x8809		
			is vailable		Emerg Celt (ency Conti 555) 428-3	act - Adult 850 Uni		
	Siblings								
		Douglas Bake	r -	9/25/2002 (1	7 yr 0 mo)	Minde	x HS/10		
	6	Raymond Bak	er.	7/12/2007 (1	2 yr 2 mo)	Minde	x MS/06		