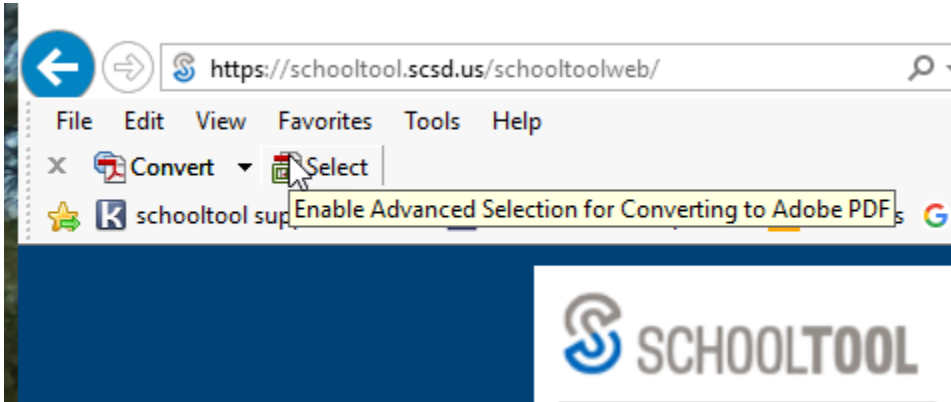


Navigating in SchoolTool

- You can use any Browser except Edge. (Darker blue “e” with black swirl)
- Schooltool is very “mouse” centric. Do not double click and wait for program to finish before next action and never use the browser back arrow
- Never use the browser back arrow on the top of your screen



Logging in to the SCSD School Tool Parent Portal

Go to <https://schooltool.scsd.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

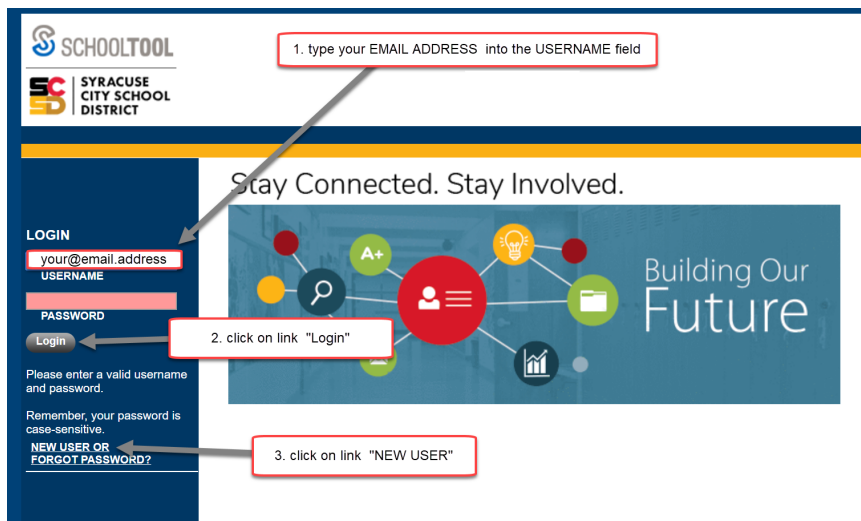
Go to <https://schooltool.scsd.us/schooltoolweb/>

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

leave password empty

click on button **LOGIN**

click link **NEW USER**

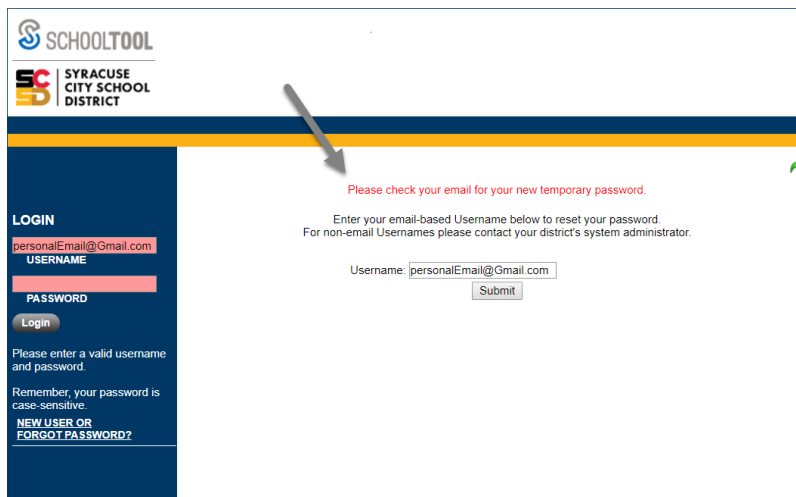


On the center of the screen, into the box labeled **Username** type *your personal email address*.
Click on the button Submit

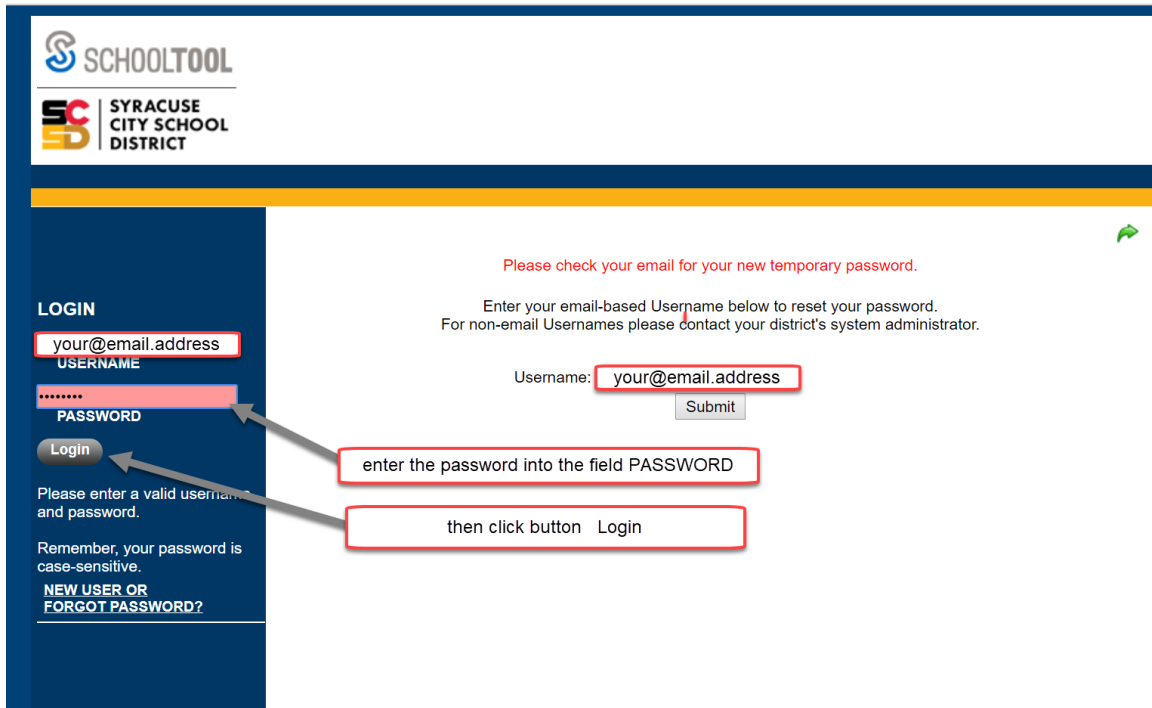


NOTE: If the message **Invalid Username** appears on the screen, please contact your school building's clerical staff. Please provide them with your current personal email address, and let them know that you would like access to the 'Parent Portal' in School Tool. *It will take between one and three business day for access to be granted (after email address is entered into School Tool). You will not receive notification so will need to check back each day until you have been able to activate your account.*

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



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*

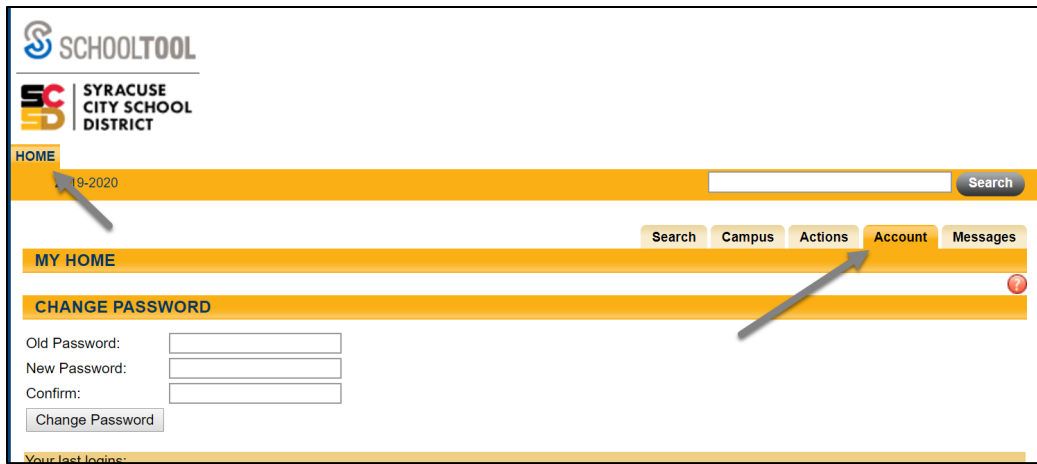
Password: *your School Tool parent portal password*

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:**

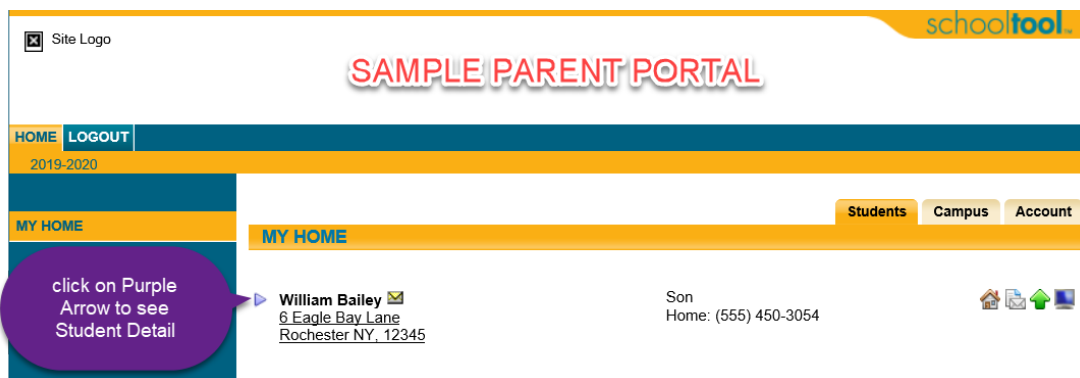
Click on the button **Change Password**



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.



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.

