



SOUTH GLENS FALLS CENTRAL SCHOOL DISTRICT



school**tool**™

SchoolTool Parent Portal Guide

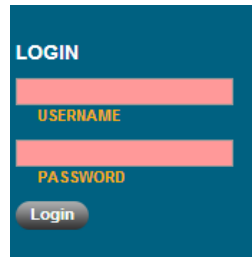
The SchoolTool Parent Portal is a Web-based portal that will enable parents to view student information, such as emergency contact information, schedule, attendance, report cards and assignments/grades (for secondary students). We hope the portal will improve communication between the classroom and the home.

How to Begin

- Visit www.sgfcSD.org/parent-portal, and complete the online form labeled “Register for Parent Portal.”
- You must have an email address to register. Each person can only have one email address in the system.
- Once you submit the online form, you will receive confirmation and login information from the district.
- If you have problems registering for the Parent Portal, please contact Megan Johnson, District Data Coordinator, by email at ParentPortal@sgfcSD.org.
- **Please check your spam folder for correspondence from SchoolTool!**

Logging In

1. Go to the SchoolTool Parent Portal website: https://schooltool9.neric.org/SchoolTool_SGFS/ (You can also go to the district website and click on “Parent Portal” in the Quick Links box on the homepage.)
2. Where it says “username,” type in your full email address. Type in the password that was sent to you.

A screenshot of a login form on a dark teal background. At the top, the word "LOGIN" is written in white. Below it are two red input fields. The first field is labeled "USERNAME" in yellow text, and the second field is labeled "PASSWORD" in yellow text. At the bottom of the form is a rounded rectangular button with the word "Login" in white text.

3. Click on the login button.
- 4. Changing Your Password**

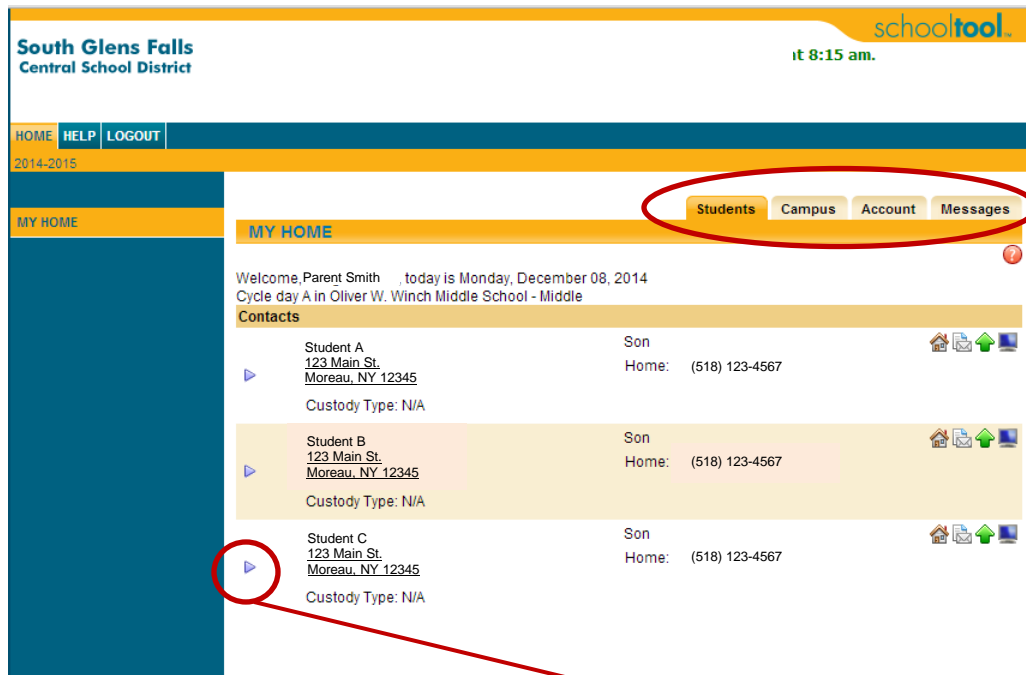
Once you have logged in using the password issued by the district, we recommend changing your password. We recommend a password that is:

- At least eight characters
- Includes a combination of letters, numbers and symbols
- Easy to remember

To change your password, click on the “Account” tab, enter your existing password where it says, “Old Password” and then enter your new password where it says “New Password.” You will need to enter your password twice to confirm the change. You may copy and paste the temporary password into the box.

5. Once you have logged in successfully, you will see the main home screen, which includes four tabs:
- **Students:** This is the list of all your children.
 - **Campus:** All users see this tab. This tab lists any pertinent school information, cycle days, announcements, etc.
 - **Account:** The Account tab is only visible to local users. This tab allows local users to change the password they use to log into SchoolTool and displays a list of the user's login history.
 - **Messages:** This tab displays any available messages. These messages may contain text, links, images, or attachments. If the message has an attachment, an icon and the attachment filename will be displayed at the bottom of the message. To download an attachment, simply click on the icon beside the filename.

Sample Home Screen



To view your child's information, be sure that you are in the "Students" tab and then click on the purple arrow next to the student's name on the home screen. Once you have clicked on the arrow, you will be brought to a screen showing placement, homeroom, locker (if applicable) and current class (during the school day).

South Glens Falls Central School District

schooltool

HOME HELP LOGOUT

2014-2015

MY HOME

PERSONAL INFORMATION

Student A 202101618

FIRST: Student A ADDRESS: 123 Main St. Moreau, NY 12345

MIDDLE: LAST: Student A PHONES: H: (518) 123-4567

LA: Student A GENDER: Male GRADE: 6

DOB: 09/06/2002 HOMEROOM: 114

1ST LANGUAGE: English HR TEACHER: Teacher A

Cycle day A, Period 7 (11:54AM to 12:34PM) LOCKER: 6 FL203

Science 6 in Room 112 Teacher: Teacher A COUNSELOR: Counselor A

BUILDING: Oliver W. Winch Middle School/Middle

Contacts Schedule Attendance Discipline Grades Assessments **Assignments** Letters

STUDENT

Contacts

Parent A 123 Main St. Moreau, NY 12345 Mother Home: (518) 123-4567 Cell: (518) 123-4567 Work: (518) 123-4567

Custody Type: N/A

Contact A No address available Grandmother Cell: (518) 123-4567 Home: (518) 123-4567

Custody Type: N/A

The green arrow will take you back to the previous screen.

Elementary students do not have the assignments tab.

Each contact is classified with specific privileges, which are listed as icons to the left of the name in the contacts box. The definitions are as follows:

- Yellow envelope: Individual has email address on file with district
- House icon: Primary contact
- White envelope icon: Receives mail on behalf of student
- Green arrow: Has ability to pick student up
- Computer screen: Has access to the Parent Portal

Parents are able to see scheduling, attendance, discipline, grades, assessments, and letters for their child by clicking on the SchoolTool Parent Portal tabs. Parents will also be able to see a number of assignments and grades for middle and high school students ONLY.

- **Important note regarding MS/HS assignments/grades:** The assignments listed on the Parent Portal may not reflect all assignments for the quarter. Please remember that any grades reported in the portal are grades in progress—the only official grades are those on report cards sent home at the end of each quarter.
- **To contact a teacher directly:** To email a teacher, click on your child's schedule tab and find the teacher's name. Click on the teacher's name.

If you have any questions about the information you see on the SchoolTool Parent Portal, or questions about your child's performance in general, do not hesitate to contact his or her teacher, guidance counselor or principal.

Logging Out of SchoolTool

When you are finished using SchoolTool and would like to end the session, click “Logout” in the top left-hand corner of the screen, or simply close the browser window.

Future Logins

Once you have logged in successfully for the first time, subsequent logins just require you to navigate to the SchoolTool Parent Portal homepage, enter your email and password and select “Login.”

