

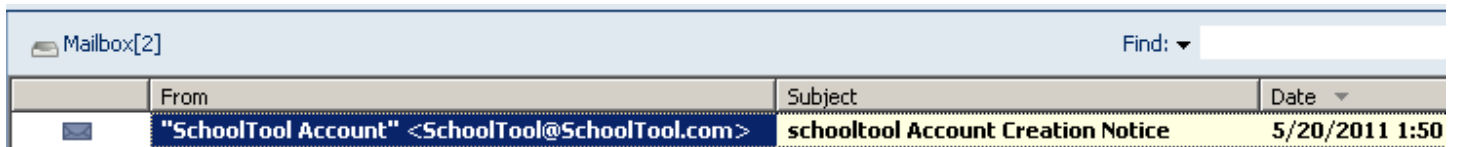
schooltool™ Parent Portal
User Guide

Before parents can log into schooltool Parent Portal, the following criteria is needed:

- Valid email address
- Parent Portal Consent Form signed and returned to the school district
- Internet Access
- Access to email, where the initial password email will be sent

Once parents have returned the Parent Portal Consent Form to the school district, they will receive notification in their email, that their account has been created with a generic password to log in with from schooltool.

Step 1: The parent logs into his/her email account. He/She will see an email from schooltool in the inbox.

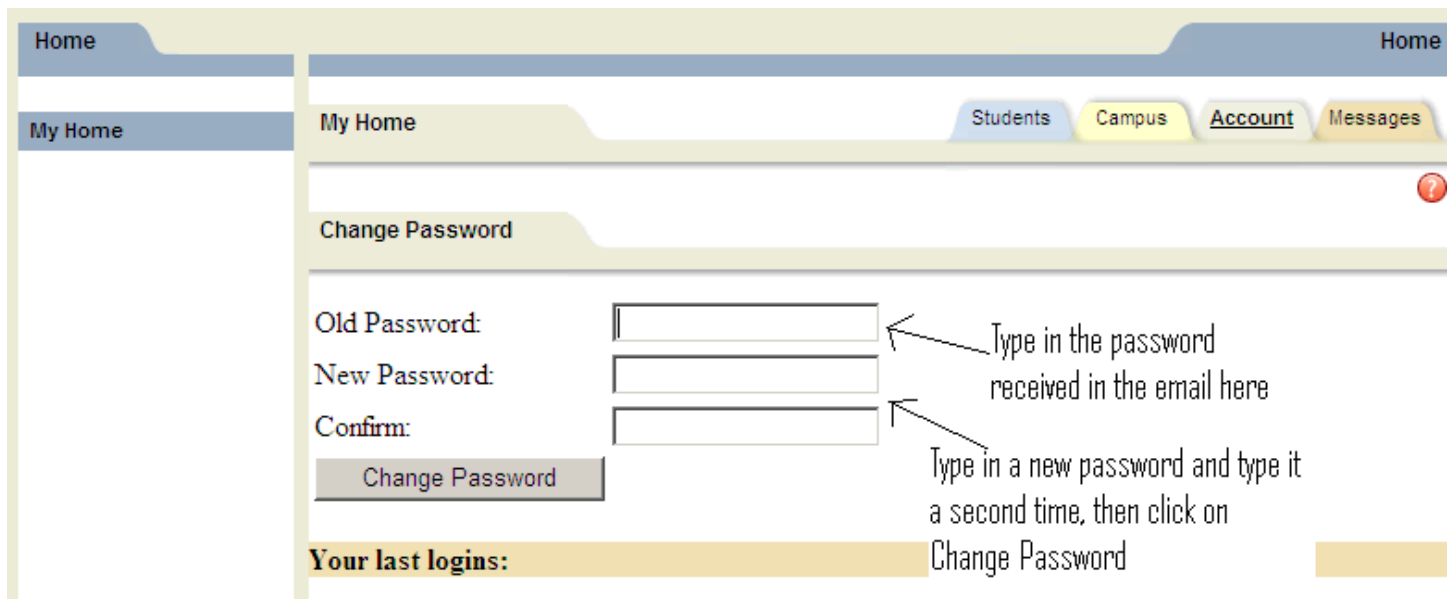
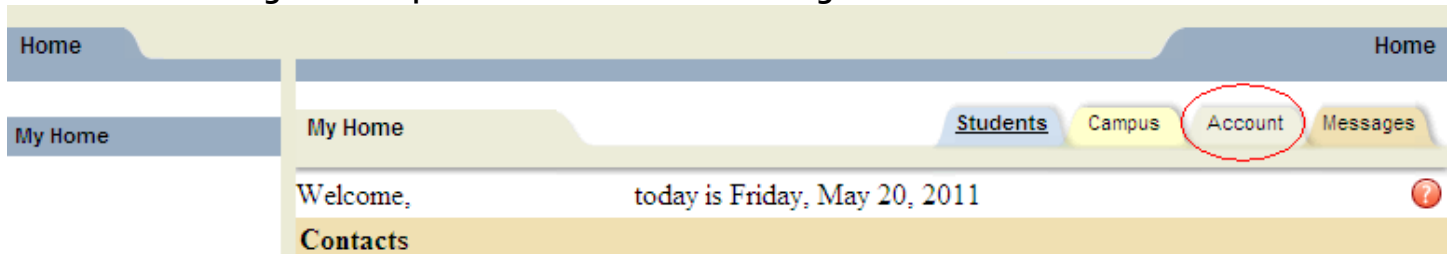


Step 2: The parent will click on the email and open it. There will be a message containing how to log into schooltool in the body of the email. This message should contain the schooltool url, and the password to log in with.

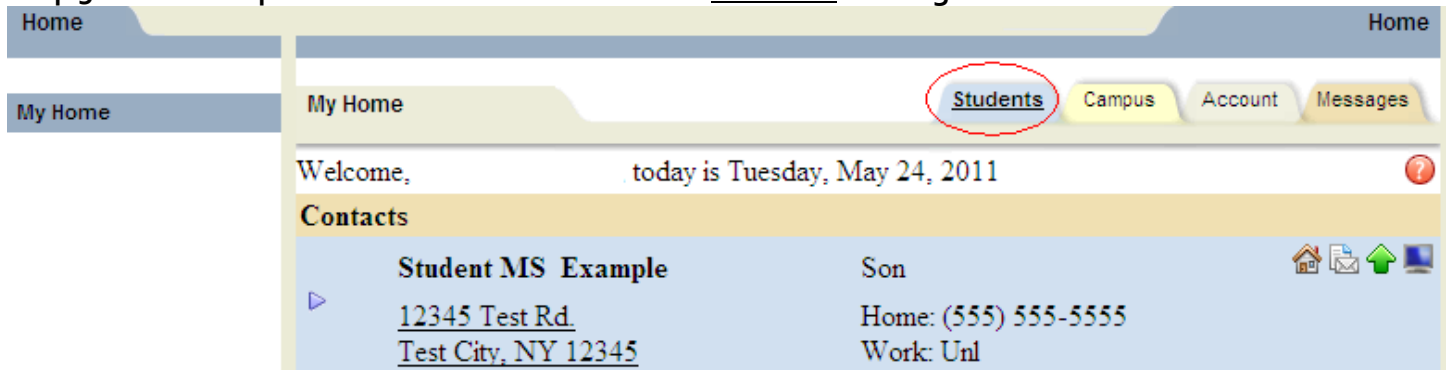
Step 3: From the schooltool login page, the parent will type in his/her user name, which is their entire email address. For Example: testparent@yahoo.com. Then, he/she will type in the password that was in the email. For Example: P&TRd#%. Then click on "Login".



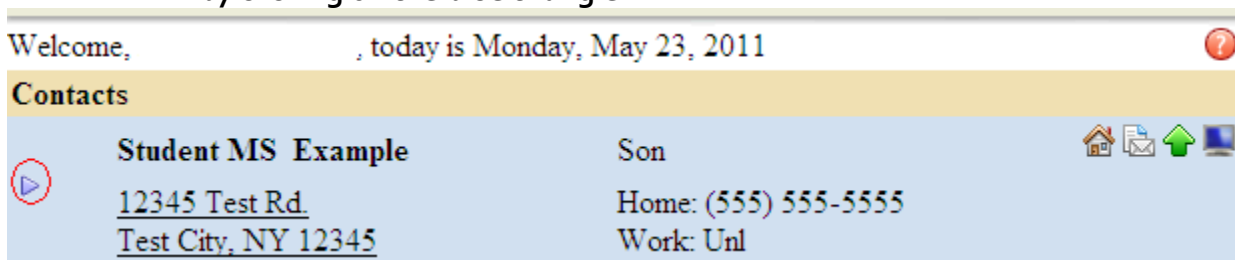
Step 4: The parent is then encouraged to click on the “Account” tab to change the password to a password he/she will remember. Once a new password is entered, the parent will use the new generated password each time he/she logs in.



Step 5: The parent will then click on the blue Students tab to get back to the Home Screen.



Step 6: From the Home Screen, the parent can click on the child’s record that he/she wants to view by clicking on the blue triangle.



Step 7: Once the parent clicks on the blue triangle, the child's Personal Information screen will display. From this screen, the parent can click on any of the tabs listed to view his/her child's educational records.

*Please note: Not every tab will display on the Personal Information screen. Each district customizes what is shown.

Step 8: Once the parent has finished reviewing the record and wants to log out of schooltool, or view another record, click on the green done arrow in the top right corner of the Personal Information screen to return to the Home screen.

Step 9: To log out, click on the Logout tab in the top right corner of the screen.

*If the parent forgets his/her password, he/she can click on the blue hyperlink "New User" or "Forgot Password" and a new window will prompt for the parent to re-type in his/her user name (entire email address) and click on submit.

Username:

estparent@yahoo.com

Password:

[Redacted Password]

Login

[New User or
Forgot password?](#)

Enter your Username to receive your password by email.

Username: testparent@yahoo.com

Submit

A password will then be generated through schooltool and sent to the parent in his/her email. The parent will open the email and begin the process of logging in again.



Please note: If the parent continues to have difficulty logging in with the new password sent via email, the parent will need to contact the Parent Portal Account Manager at the school district. Email the Parent Portal Account Manager at parentportal@uticaschools.org.

*If the parent types in the wrong password five (5) times consecutively, he/she will receive a message in red "Your account has been locked". The parent will need to contact the Parent Portal Account Manager at the school district to either unlock the account (if the parent knows his/her password but just typed it in wrong) or request another password. Email the Parent Portal Account Manager at parentportal@uticaschools.org.

Home

Home

Username: estparent@yahoo.com

Password: [Redacted]

Login

Your account has been locked

Please enter a valid username and password.

Remember, your password is case-sensitive.

UTICA CITY SCHOOL DISTRICT
UTICA, NEW YORK

Jefferson Magnet Elementary School