

Schooltool Parent Portal QuickStart Guide

Thank you for signing up for a Parent Portal account. We hope you find this information helpful in assisting you with the features of the Parent Portal.

LOGGING IN FOR THE FIRST TIME

Here is what you need to log in to the Parent Portal for the first time:

1. The e-mail address you provided to Notre Dame when you enrolled your student. **This e-mail address will be your username for the Parent Portal.**
2. Your temporary password. This was e-mailed to you at the e-mail address you used for registration. You'll use both your e-mail address and this password to log in to the Parent Portal.

To access the Parent Portal:

1. Go to <https://schooltool4.gstbooces.org/notredamehs/>
2. Click Parent Portal under the Quick Links on the left side
3. Click Login to Parent Portal

The screenshot shows the login interface for the Notre Dame High School Parent Portal. At the top, there is a header with the school's logo on the left and the text 'Notre Dame High School Live Site version 11.2-10' on the right. Below the header, on the left side, is a blue vertical panel containing the 'LOGIN' section. This section has two input fields: the first is labeled 'USERNAME' and contains the email address 'giancoliw@gmail.com'; the second is labeled 'PASSWORD' and contains a series of dots. Below these fields is a gray 'Login' button. The rest of the page is a large white area, and the 'schooltool.' logo is visible in the bottom left corner of the page.

4. Enter your e-mail address in the box that says "Username"
5. Enter the password in the box that says "Password"
6. Click on the gray Login button below the password box.
7. You should now be on your "Home" page.

The Home Page



The screenshot shows the 'Home' page of the Schooltool Parent Portal. At the top, there are navigation tabs: 'Home' (selected), 'My Home', 'Students', 'Campus', and 'Account'. Below the tabs, a welcome message reads: 'Welcome, Joseph SMITH, today is Thursday, March 15, 2007'. Underneath, there is a 'Contacts' section with two entries:

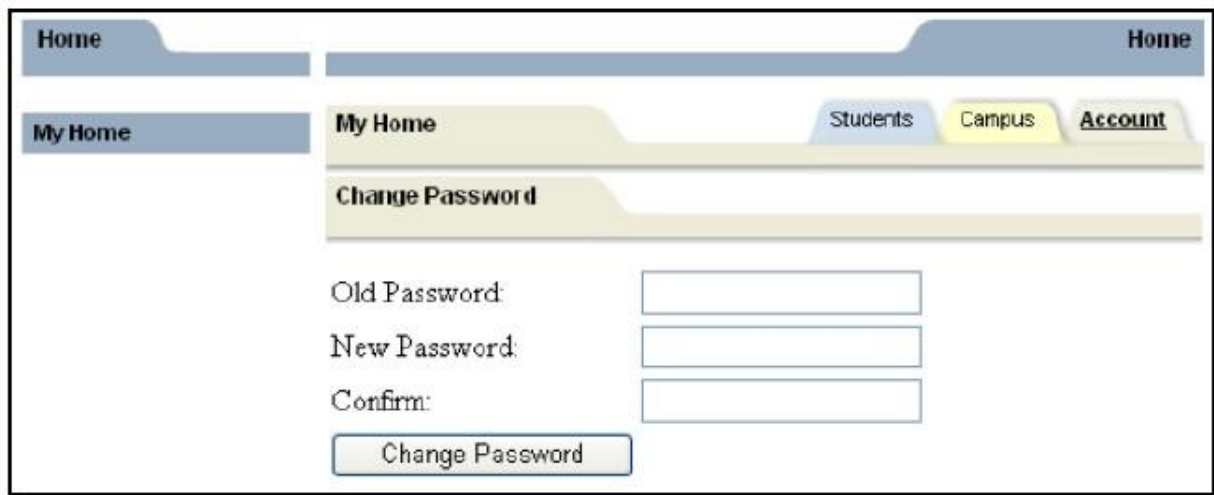
Name	Relationship	Address	Phone	Actions
Robert SMITH	Son	215 Ginne Terrace Rochester, NY 12345	Home: 555-1234	  
David SMITH	Son	215 Ginne Terrace Rochester, NY 12345	Home: 555-1234	  

PLEASE CHANGE YOUR PASSWORD!

Before doing anything else, click on the Account tab near the top of the screen and change your password to something you prefer and can remember. Enter your old password in the "Old Password" box. Then enter your new password in the "New Password" box. Enter your new password again in the "Confirm" box. To save your new password, click on the "Change Password" button.



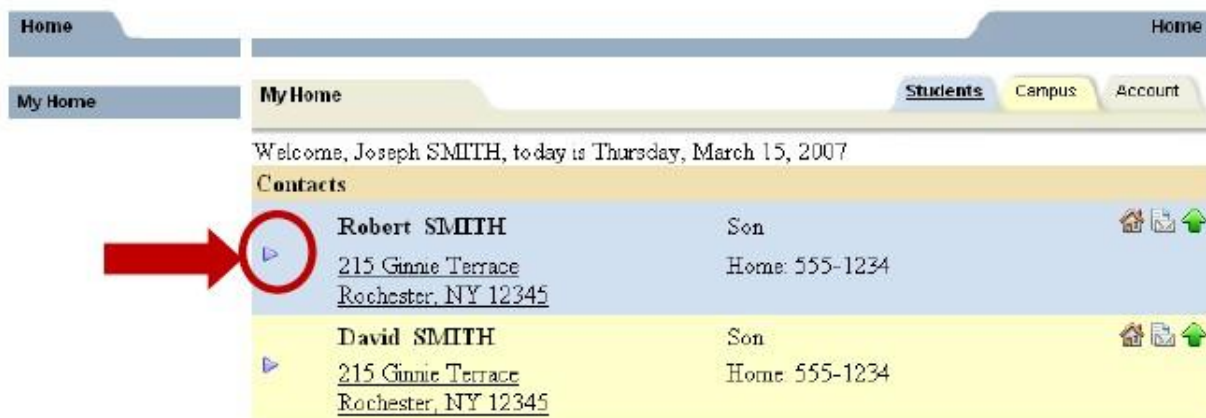
Make sure your password is something you can easily remember but is not too easy and is not something that your child(ren) would know or be able to guess.



The screenshot shows the 'Change Password' form within the 'Account' tab. The form has three input fields for 'Old Password', 'New Password', and 'Confirm'. Below these fields is a 'Change Password' button.

Field	Input
Old Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm:	<input type="text"/>
<input type="button" value="Change Password"/>	

NAVIGATING AROUND SCHOOLTOOL PARENT PORTAL



How to access information about your child – Students tab

Select your child by clicking on the blue arrow to the left of your child's name and address. This will take you to your child's basic information. At the top of this screen is basic information including name, birthdate, address, phone, grade, and homeroom. Please check the information to make sure it's correct.

Underneath the basic information are the various tabs available to you. The first tab will always be the **Contacts tab**. This is your child's contact information. It lists you and any other individual who is a contact for your child. Underneath the contacts are any siblings your child has, with their age, school and grade.

Note the icons at the far right of each contact's name. Below is a brief description of each one:



The **House Icon** indicates the primary contact for the child.



The **Paper/Envelope** icon means that this contact can receive district mailings



The **Green Up Arrow** indicates that this contact is allowed to pick up the child



The **Computer Monitor** means that this contact has a Parent Portal account.

The green text listed below your child's photo is the "Locator" and will reflect where your child is throughout the day.

The Attendance tab

The Attendance tab shows a summary of your child's absences for the current year. Beginning in the 2012-13 school year, prior year attendance information will also be available.

