# 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.

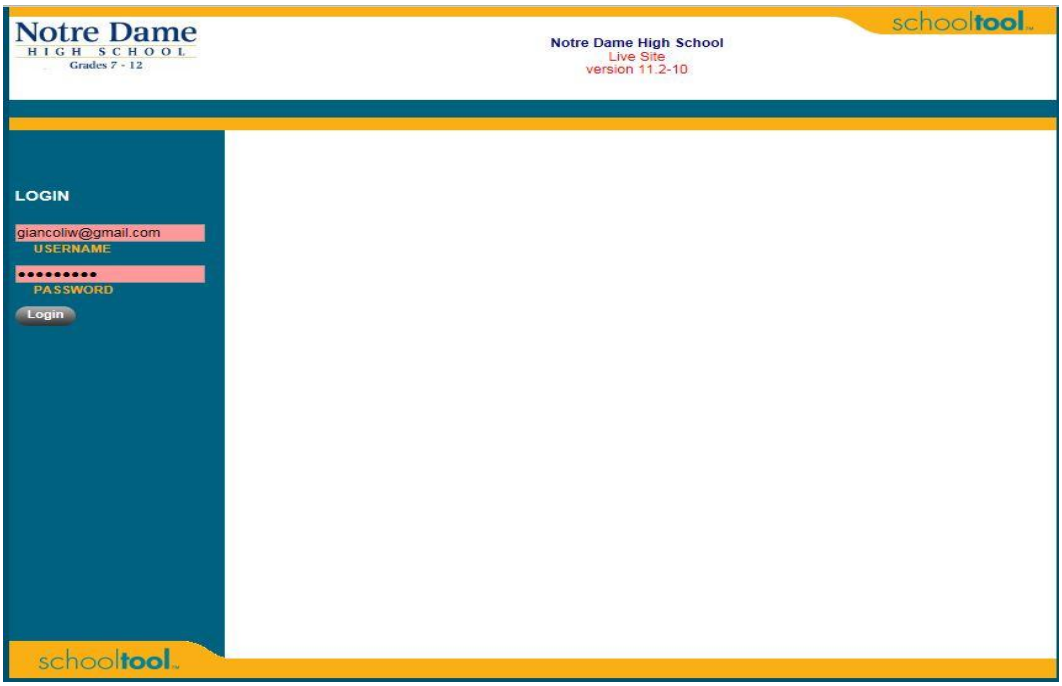
## LOGGING IN FOR THE FIRST TIME

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.

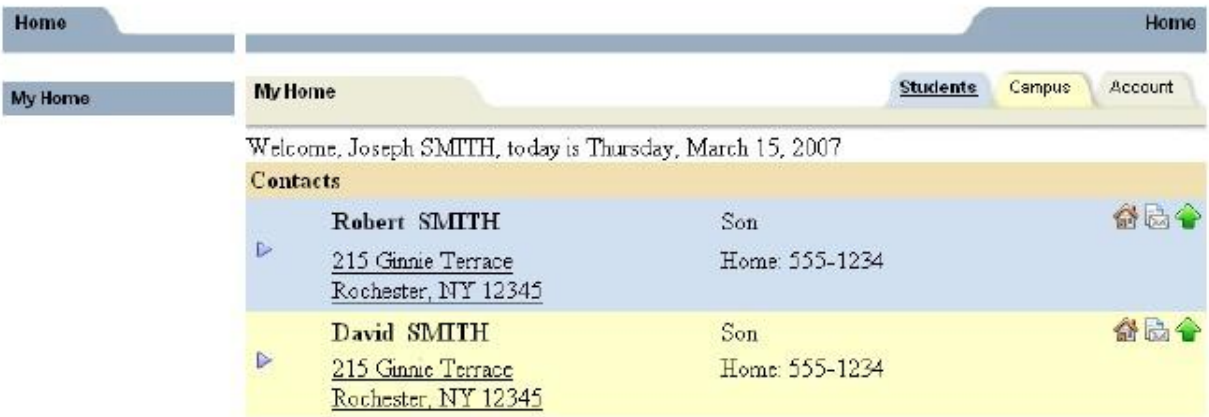
To access the Parent Portal:

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




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.

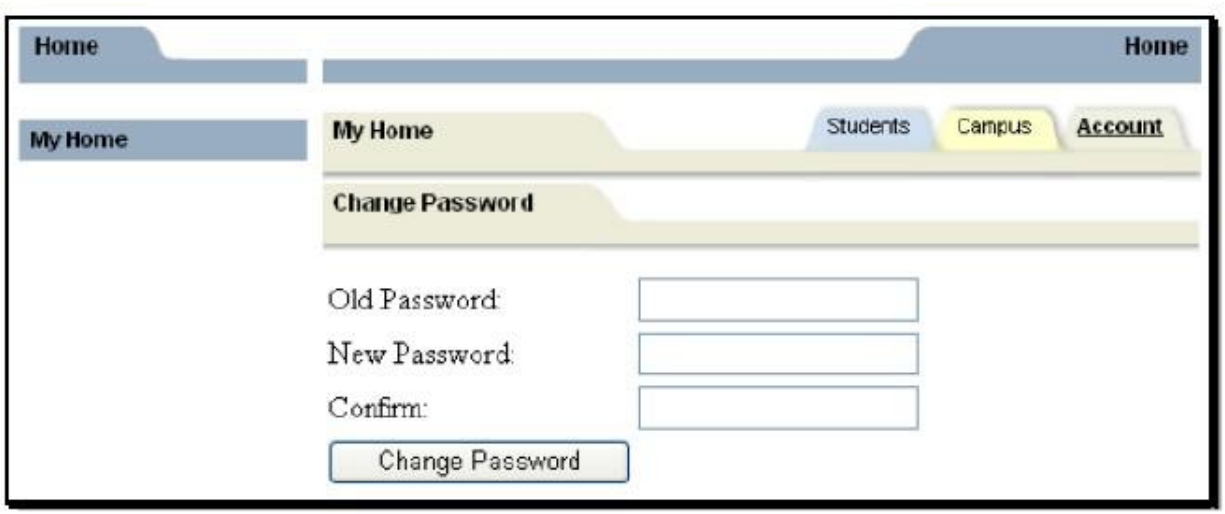
## The Home Page



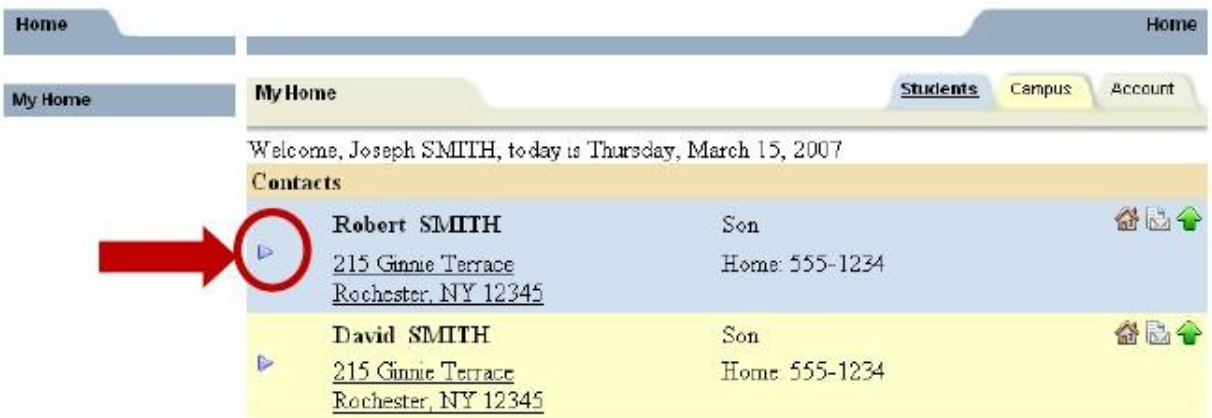

## PLEASE CHANGE YOUR PASSWORD!

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.***



## NAVIGATING AROUND SCHOOLTOOL PARENT PORTAL

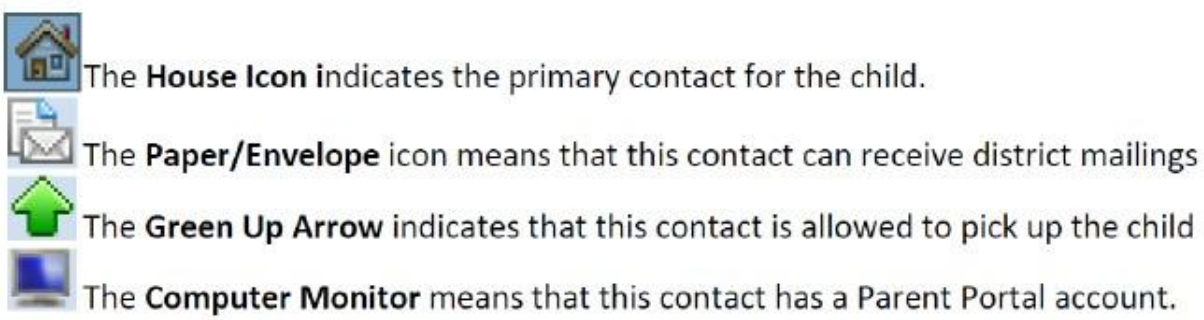



### How to access information about your child – Students tab

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 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.