

SchoolTool Parent Portal Accessing Guide

Preparation

When first logging in, a parent (in this case) will need three things:

1. An email address.

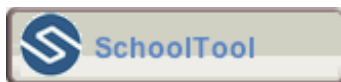
Your current email address may be used to access SchoolTool. For this to happen, simply make sure to provide the school with this, and confirm that they have allowed your email address to be used when logging into to SchoolTool.

2. The SchoolTool web site address.

You can access the SchoolTool web site directly using the below address,

<https://portbyron.schooltool.cnyric.org/SchoolToolWeb/>

Or simply go to the Port Byron school website and click on the SchoolTool button under the quick links on the right-hand side of the page.



3. Access to your own email.

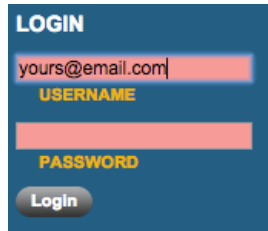
You will receive your first SchoolTool password through your email. It will be necessary to make sure you have access to your email for any passwords resets as well.

NOTE

Instruction on accessing your SchoolTool account is included with the initial account creation email. Remember to check the Junk/SPAM folder within your email if you think that you have an account but have not received any email notice from SchoolTool. You can always contact Guidance or the Registrar Office to verify the school has the correct email address listed for you. You can also email schooltool@pbcschools.org if additional assistance is needed.

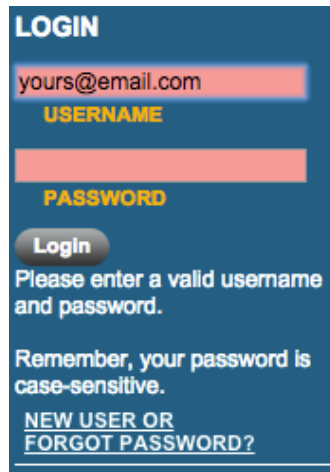
Logging In & Obtaining a New Password

1. Use your web browser (Internet Explorer, for instance) to access the internet and go to the SchoolTool web site (from step 2, above).
2. Where it says **USERNAME**, type in your full email address. Enter the password you were given or leave this field blank if you do not remember your password.



A screenshot of a login form titled "LOGIN" on a dark blue background. It features two input fields: the first is labeled "USERNAME" and contains the text "yours@email.com"; the second is labeled "PASSWORD" and is empty. Below the fields is a "Login" button.


3. Click on the **Login** button.
4. If the password you entered is incorrect (or if you left it blank), the words "New User or Forgot Password" will appear on the screen. Click once on those words to proceed with resetting your password if needed.



A screenshot of the login form after an incorrect password. The "Login" button is now disabled. Below it, the text reads: "Please enter a valid username and password." Below that, it says: "Remember, your password is case-sensitive." At the bottom, there is a link: "NEW USER OR FORGOT PASSWORD?"

5. You will be prompted again to enter your username. Fill in the box, again, with your email address, and click the **Submit** button.

Enter your Username to receive your password by email.



A form for requesting a new password. It has the label "Username:" followed by an input field containing "yours@email.com". Below the field is a "Submit" button.

6. Retrieve your new password from email. Look for an email message from SchoolTool.