



An Introductory Parent Guide for GCSD SchoolTool Parent & Student Portal

SchoolTool Parent & Student Portal is a Web-based access portal that allows parents to view information about their child's educational program, as well as how their son/daughter is doing in school. All Guilderland Central School District parents and students have access to the SchoolTool Parent & Student Portal; however, high school and middle school parents and students may have more detailed access to assignments, grades, and scheduling.

Beginning in 2014-15, all K-12 reports cards will be posted to the SchoolTool Parent & Student Portal—paper copies will no longer be sent/mailed home. In addition, parents can view their child's emergency contact and medical information via the portal.

Before parents can access their child's school records via the portal, they must:

1. Have an email address on file with the school district.

In order to create an account with SchoolTool Parent & Student Portal, you will need to know the e-mail address you have on file with the district. This is the e-mail address that you previously submitted with your child's Student/Parent Contact Information Sheet.

If you did not submit an e-mail address on your child's Student/Parent Contact Information Sheet, or if your e-mail address has recently changed, please contact:

- Elementary and High School Parents: Kim TenEyck at 456-6200, ext. 3123
- Middle School Parents: Please call your child's House Secretary
 - Hiawatha and Tawasentha House, 456-6010, ext. 3041
 - Seneca House, 456-6010, ext. 3060

Once your e-mail address has been entered into the system, you will be able to access and create an account with the SchoolTool Parent & Student Portal.

2. Know the web address of the SchoolTool Parent & Student Portal.

- https://schooltool4.neric.org/schooltool_GUIL/

3. Be able to access their e-mail account.

Parents will receive their SchoolTool Parent & Student Portal password via e-mail from the SchoolTool system. It will be necessary to make sure you have access to your e-mail when your first log in.

Once your e-mail address is on file with the district, you will receive a message containing detailed information on how to set-up your ParentPortal account. Please look for a message from the address "gcsdtechnology@guilderlandschools.org". This message will include a temporary, secure password you will use to log into the system for the first time. If you do not receive a message from SchoolTool in your inbox, please be sure to check your spam folder.

First Login to SchoolTool Parent & Student Portal

Now that you have done the basic preparation, it is time to log into the portal.

1. Use your Web browser—preferably Internet Explorer, Chrome or Safari—to access the Internet and go to the SchoolTool Parent & Student Portal website (from step 2, above). This information will also be contained in the introductory e-mail message sent to you by the school district.
2. Where it says "Username", type in your full e-mail address (from step 1, above).
3. Where it says "Password", enter the temporary password that was sent to you by the district in your introductory e-mail message. **Please note:** All passwords are case sensitive. Please do not "copy and paste" your temporary password; instead, users are encouraged to re-type their temporary passwords.



The image shows a login form with two input fields and a button. The first field is labeled "Username:" and contains the text "aaa@nanomail.com". The second field is labeled "Password:" and is empty. Below the password field is a blue button labeled "Login".

3. Click on the blue **Login** button
4. Change your password.

Now would be a good time to change your temporary password to a more comfortable one. We recommend creating a new password that has the following characteristics:

- Greater than or equal to eight (8) characters
- Combination of letters, numbers, and symbols (including upper and lower case letters)
- Something that can be remembered easily

Good passwords do not have to be hard to remember. "Late2School!", for instance, is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

To change your password, simply click on the **Account** sub tab, enter your existing temporary password where it says "Old Password" and then enter your desired new password where it says "New Password". You will need to enter your new password twice to confirm the change.

Click on the Change Password button to finalize the change.

Students Campus Account Messages

MY HOME

CHANGE PASSWORD

Old Password:

New Password:

Confirm:

Subsequent Logins to SchoolTool Parent & Student Portal

Returning users simply need to navigate back to the SchoolTool Parent & Student Portal home page, https://schooltool4.neric.org/schooltool_GUI/, enter their username and password, and click on the Login button.

Please note: If you cannot remember your username or password, please contact either Kim TenEyck (Elementary and High School parents) or your child's House Secretary (Middle School parents) at the numbers listed on page one of this document.

Once logged in, parents will be presented with a screen containing three tabs:

- **Students:** A listing of all students associated with the logged-in parent. Parents should click on the purple arrow next to a student's name to see all of his/her details.
- **Campus:** A parent will see general campus information.
- **Account:** To change passwords and view previous login date/time stamps.

** 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 purple arrow, parents will then be brought to a screen showing placement, homeroom, team and

bus route information (please note that this data is published on a variety of dates specified by the school district and is generally unavailable during the early part of the summer). Please see example below along with additional navigation choices:

FIRST: [Redacted]
 MIDDLE: [Redacted]
 LAST: [Redacted]
 GENDER: Female
 DOB: [Redacted]
 1ST LANGUAGE: Telugu
 2ND LANGUAGE: English
 EMAIL: [Redacted]@guilderlandschools.net ✉

ADDRESS: [Redacted] 2084
 PHONES: H: [Redacted] Uni
 GRADE: 1
 CLASS OF: 2025-2026
 HOMEROOM: 704
 HR TEACHER: Gonnely, Mark ✉
 TYPE: GR- Guilderland resident responsible
 BUILDING: Guilderland Elementary/K-5
 TEAM: Gonnely
 BUS INFO: RT 18 GES PM [Redacted]

Accounts Contacts Schedule Attendance Grades Assessments Assignments User Defined

STUDENT

By navigating through the SchoolTool Parent & Student Portal tabs, parents will be able to see scheduling information and attendance information for all of their child's classes. For most classes at the high school and middle school, they will also be able to see assignments and due dates, as well as grades on previous work and class grades.

Please note: For all classes that are using the grade book, all assignments will have grades posted. Please remember that any grades reported in the portal are grades in progress—the only official grades are those on Report Cards available via SchoolTool at the end of each quarter.

Please note: All parents and students will be able to view basic student information, including emergency contact, medical and attendance information. Middle and High School parents and students will also be able to see more detailed scheduling information. For most classes at the high school and middle school, you will be able to see assignments and due dates, as well as grades on previous work and class grades. Beginning in 2014-15, all K-12 reports cards will be posted to the SchoolTool Parent & Student Portal—paper copies will no longer be sent/mailed home. All parents will also be able to send emails directly to teachers and view important messages and reminders throughout the school year.

Parents can view family contact information under the “Contacts” tab and send emails directly to their child’s teachers by clicking on the teacher’s name under the “Schedule” tab.


To view marking period grades or to print out a user friendly version of the report cards, navigate to the student’s “Grades” tab. Scroll down to see the most recently posted marking period grades.

Elementary Report Cards are more easily viewed by clicking on the printer icon to display a user friendly version of all of the progress areas

Accounts Contacts Schedule Attendance **Grades**

STUDENT

School Year 2014-2015 View Marking Period Grades for QTR 2



Parents and students may access prior years' report cards by choosing the appropriate school year and marking period.

If you have any questions about the information you see on the SchoolTool Parent & Student Portal or about your child's performance in general, please do not hesitate to contact his/her teacher, school counselor, attendance clerk (high school), House Office secretary (middle school) or school administrator.

Logging out of SchoolTool

When it comes time to end the session, a parent may click **Logout** in the module bar (located in the upper right-hand corner of the screen) or simply close the browser window.