

Student Guide for Accessing SchoolTool

SchoolTool is a Web-based program that allows students to access scheduling, attendance and grading information.

Steps for Setting up and Logging In to SchoolTool

1. Access your school assigned Google e-mail account to retrieve your temporary password.
 - a. Guilderland students have been assigned a Google e-mail address (First Name.Last Name@guilderlandschools.net)
 - b. Students will receive a message containing detailed information on how to set-up their SchoolTool Portal account via this e-mail address. The message will include a temporary, secure password that students will use to log into the system for the first time.
2. Use your Web browser to access the internet and go to the SchoolTool Portal website (https://schooltool4.neric.org/schooltool_GUI/). This web address will also be contained in the introductory e-mail message sent to you by the school district.
3. Where it says "Username", type in your school assigned e-mail address.
4. Where it says "Password", enter the temporary password that was sent to you by the district in your introductory e-mail message.
5. Click on the blue **Login** button
6. Now would be a good time to change your temporary password. This new password should have the following characteristics:
 - Minimum of eight (8) characters
 - Combination of upper and lower case letters, numbers, and symbols
 - Something that can be remembered easily

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". *Click on the Change Password button to finalize the change.*

Logging in to SchoolTool after Initial Setup

1. Returning users simply need to navigate back to the **SchoolTool Portal** home page, https://schooltool4.neric.org/schooltool_GUI/, enter their username and password, and click on the Login button.
2. Once logged in, students will be presented with a screen containing three tabs:
 - **Student:** Students should click on the purple arrow next to their name to see all of his/her details.
 - **Campus:** A student will see general campus information.
 - **Account:** To change passwords and view previous login date/time stamps.

Logging out of SchoolTool

Students should click **Logout** in the module bar (located in the upper right-hand corner of the screen) when finished.