

If you have never logged in to SchoolTool or if you have forgotten your SchoolTool ID and/or password, please contact Phil Lockette at 315-445-8222 or [plockette@jd.cnyric.org](mailto:plockette@jd.cnyric.org). Be prepared to provide your name, your student's name, and which school he or she attends.

Please follow the directions below to view gradebook information.

#### Accessing SchoolTool Account

- ❖ Click on the “schooltool” link (<https://jd.schooltool.cnyric.org/schooltoolweb/>). Bookmark the webpage.
- ❖ The link takes you to the log in screen of School Tool.
- ❖ Log in with your email (the email that you provided to JD) and the temporary password that was provided to you.
- ❖ To change your password, click on the Accounts tab and enter the old password and the new one that you choose. Confirm password again. (Please note that your new password must be at least six characters and contain at least one capital letter.)
- ❖ To view student information, you must be in the Students tab.
- ❖ To access a student, click on the *purple wedge* next to the student's name. It will bring you to the contacts screen for that child.
- ❖ To see grades, click on the grades tab. In the “view” drop down box, choose “Marking Period Average”. The grades for that student will appear.
- ❖ To check assignments, click on the assignments tab. On the “courses” drop down box, choose the course you wish to view. Assignments will appear for that course.
- ❖ Clicking on the “?” icon will bring you to a help screen.

Instructions for Student Access on next page.

## **Student Access for School Tool**

Students should go to the same website (<https://jd.schooltool.cnyric.org/schooltoolweb/>) and log in with the following information:

Username – student uses a part of their school email address (last two digits of graduation year and their first initial and full last name) – (ex. 18jsmith).

Password – last 4 digits of student ID number and their first and last initials of their name. (ex. 1234js – *password is case sensitive*)

Once they are logged in, they may change their password if they choose to.

Follow the same instructions for maneuvering the site as the parent access.