Recently, we opened the parent portal for our new student management system, SchoolTool. An email was automatically generated with information on how to access the system for parents of middle school and high school students, only. If you did not receive this notification, please contact Phil Luckette at 315-445-8222 or pluckette@jd.cnyric.org and be prepared to provide your name, your student's name, and which school he or she attends.

When you receive access to SchoolTool, please follow the directions below to view gradebook information.

Accessing SchoolTool Account

- ❖ Click on the "schooltool" link (https://jd.schooltool.cnyric.org/schooltoolweb/) in the email notice you received. 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.

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.