

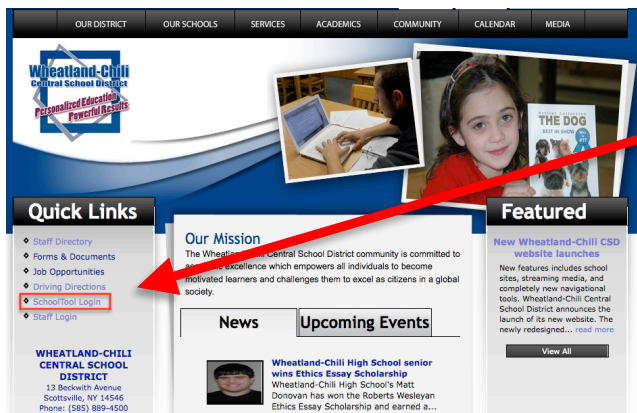
Login Instructions for the SchoolTool Parent Portal

The Parent Portal is a component of the SchoolTool program, and allows a parent or legal guardian to access their child's class schedule, grades, assignments, attendance record, discipline history, and contact information. (Please note that Elementary students will not have information under the Assignments tab).

New Users:

You must register to use the Parent Portal by completing the appropriate Parent Portal request form. Due to the nature of the information available through the Parent Portal, for security reasons you must provide a valid photo ID upon registration. Parent Portal Registration Forms are available in the Main Offices, and through the District Web Site. Once your registration information has been verified, you will receive an Email confirmation of an account and password. You can access the Parent Portal through the following web address:

<https://schooltool.wheatland.k12.ny.us/schooltool>



You can also access the Parent Portal SchoolTool login page by clicking the **SchoolTool Login** Quick Link located on the main page of each building website.

To Reset Forgotten Passwords:

A screenshot of the SchoolTool login page. It has a 'Home' tab at the top. Below it are fields for 'Username:' and 'Password:'. The 'Username' field is highlighted with a red box. Below the 'Password' field is a 'Login' button and a link that says 'New User or Forgot password?'. There is also a 'View All' button under the 'Featured' section.

- Type your registered Email address in the **Username** box.
- Leave the **Password** box blank and click the **Login** button.
- You will be presented with a “**New User or Forgot Password?**” link.

If this link does not appear, the Email Username entered is not registered with the district for a Parent Portal account. If you have not registered, or if your Email has changed, please contact the Parent Portal Liaison at the Email address below.

Click the “**New User or Forgot Password?**” link and input the desired Email address in the **Username** window. Click **Submit**. An Email will be generated with your new password, and sent to the Email address you entered.

After a few moments, your password will arrive at your registered Email account.

At the SchoolTool Login page, enter your registered Email address in the **Username** window, and enter the assigned password.

A screenshot of the 'Forgot Password' form. It has a title 'Enter your Username to receive your password by email.' Below it is a 'Username:' label followed by a text input field. At the bottom right is a 'Submit' button.

To Change Your Assigned Password:

Click on the **Account Tab**, and enter the assigned password in the **Old Password** window. Type the desired password in the **New Password** window, and again in the **Confirm** window. Click the **Change Password** button to finalize the change.

A screenshot of the 'Change Password' form. It has a top navigation bar with tabs for 'My Home', 'Students', 'Campus', and 'Account'. The 'Account' tab is selected. Below the tabs is a 'Change Password' section. It contains three rows: 'Old Password:' with a masked input field, 'New Password:' with a masked input field, and 'Confirm:' with a masked input field. At the bottom is a 'Change Password' button.

Password has been changed

**** PLEASE NOTE:** Keep your password in a safe place, as we do not keep a list of passwords. If you lose your password, you will need to go through the same process above to reset it. ******

Locked Accounts:

You have 3 attempts to enter the correct password before you are locked out of the account. Please contact the Parent Portal Liaison at the Email below to unlock your account.

Patrick_Criste@wheatland.k12.ny.us