



Greenville CSD – Parent Guide to SchoolTool

Accessing your student's on-line **SchoolTool** school records is now a simple matter. There are several things that need to be done to begin this process.

1. Send your email address to us

Your current email address may be used to access **SchoolTool**. For this to happen, simply make sure to provide our Central Registrar with your email address. You can email this information to terrell@greenville.k12.ny.us or call 966-5070 x305. We will send you a confirmation email when your account has been setup.

2. The website of the SchoolTool database:

<http://schooltool.greenville.k12.ny.us/schooltoolweb>

3. Access to your own email.

You will be receiving your first **SchoolTool** password through your email. It will be necessary to make sure you have access to your email when you first log in.

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

1. Use your web browser (Internet Explorer, for example) to access the Internet and go to the **SchoolTool** web site (see step 2 above)
2. Where it says "Username", type in your full email address (from step 1, above)

Username:
aaa@nanomail.com
Password:
Login

3. Click on the blue Login button (for now ignore where it says "Password")
4. The words "New User or Forgot Password" will appear on the screen, in blue. Click once on these words.

[New User or
Forgot password?](#)



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If these words do not appear, check all of the previous steps, and then call the school district for support.

5. You will see the screen refresh, and you will be prompted again to enter your username. Fill in the box, again, with your email address, and click the **Submit** button.

Enter your Username to receive your password by email.

Username:

Clicking the cause an email you that will contain your new password.

Submit button will message to be sent to

6. Retrieve the new password from your email.

Log into your email account, as you would normally, and look for an email message from “**SchoolTool.**”

When this email message arrives, open the message and write down, or print, the password that is displayed. Be careful, the password may have a lot of letters, numbers, and symbols. Also note that some of the letters are uppercase, and some are lowercase. It is important to copy the password exactly. You may also copy and paste this password from the email into SchoolTool when you logon.

SchoolTool Password

SchoolTool Password Recovery [SchoolTool@schooltool.com]

Please login, go to the account tab and change your password. Your password has been reset to: hIXg*WOH>iX[._

Log into SchoolTool

Navigate back to the **SchoolTool** website, keying in the same email address and the new password. Remember, the password may be copied/pasted from the email message, but be careful to copy each character.



Change the horrible password

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

- Greater than or equal to eight (8) characters.
- Combination of letters and numbers.
- Something that can be easily remembered.

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, and is greater than 8 characters long, but is still easy to remember.

To change your password, simply click on the **Account** sub tab, enter the existing cryptic password, and then enter your new password (twice). Click on the Change Password button to finalize the change.

The screenshot shows a web interface for changing a password. At the top, there are navigation tabs: 'Home' (left), 'My Home' (selected), 'Students', 'Campus', and 'Account' (selected). Below the tabs is a section titled 'Change Password'. It contains three input fields: 'Old Password:', 'New Password:', and 'Confirm:'. Each field has a corresponding text input box. At the bottom of the form is a button labeled 'Change Password'.



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Subsequent logins

Once you have logged in for the first time, and changed your password, all you need to do is navigate back to the SchoolTool web page, enter your username and password, and click on the Login button.

You will be presented with a screen containing three tabs:

Students: A listing of all students that “belong” to you as a parent or guardian.

Campus: A listing of general campus information

Account: Where you can change your password

When it comes time to end the session, you may click on **Logout** in the module bar, or simply close your browser window.

The screenshot shows the SchoolTool parent portal interface. At the top left is the Greenville Central School District logo. The top right has a 'Logout' button. Below the logo is the 'schooltool.' logo. A red message says 'This is the LIVE site'. The main content area has a 'Home' tab selected, and 'My Home' is also visible. There are three tabs: 'Students', 'Campus', and 'Account'. A welcome message reads: 'Welcome, Scott Gardiner, today is Monday, October 19, 2009'. Below this is a 'Contacts' section with a table of student information:

| Name | Relationship | Home Phone | Work Phone | Actions |
|---|--------------|------------------|------------|---------------------------|
| Peter Gardiner Westerlo, NY 12193 | Son | (518) [REDACTED] | [REDACTED] | [Email] [Refresh] [Print] |
| Margaret Gardiner Westerlo, NY 12193 | Daughter | (518) [REDACTED] | [REDACTED] | [Email] [Refresh] [Print] |
| Molly Gardiner Westerlo, NY 12193 | Daughter | (518) [REDACTED] | [REDACTED] | [Email] [Refresh] [Print] |



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Accessing Student Information

- To view student information, simply click on the blue triangle next to the student's name.

The screenshot displays the SchoolTool parent portal. At the top, there is a header with the Greenville Central School District logo and the 'schooltool.' logo. Below the header, a navigation menu includes 'Home', 'My Home', 'Students', 'Campus', and 'Account'. The main content area shows a welcome message for Scott Gardiner, dated Monday, October 19, 2009. Under the 'Contacts' section, three student entries are listed:

| Name | Relationship | Home Phone | Work Phone |
|---|--------------|------------------|------------|
| Peter Gardiner Westerlo, NY 12193 | Son | (518) [REDACTED] | [REDACTED] |
| Margaret Gardiner Westerlo, NY 12193 | Daughter | (518) [REDACTED] | [REDACTED] |
| Molly Gardiner Westerlo, NY 12193 | Daughter | (518) [REDACTED] | [REDACTED] |

A red arrow points to the blue triangle next to Margaret Gardiner's name, with the text 'Click Here' next to it.

- The student's information will display.



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Accessing Student Information

Greenville CENTRAL SCHOOL DISTRICT Home | schooltool. Logout 10800843

Home My Home

Personal Information

Gardiner, Margaret

First: Margaret (Meg) **Address:** [Redacted]
Middle: [Redacted] **Westerlo, NY 12193**
Last: Gardiner **Phone #:** (518) [Redacted]
Gender: Female **Grade:** 8
DOB: 6/12/1996 (13 yr 10 mo) **Locker:** [Redacted]
1st Language: English

English Language Arts 8 in Room 501 Teacher: **Counselor:** Fisher, Michelle
Moylan **Type:** 0011-Regular School Year Enrollment
Building: Greenville Middle School/Middle
Bus Info: Route 1(Karen Gardiner)

Created by SchoolTool on 2/26/2008 at 1:31 PM
 Modified by Scott Gardiner on 9/17/2009 at 10:15 AM

Student **Contacts** Schedule Attendance Discipline Grades Assessments

Contacts

| | |
|----------------------------------|--|
| Karen Gardiner | Mother |
| [Redacted] Westerlo, NY 12193 | Home: (518) [Redacted] Cell: (518) [Redacted] Unl |
| Scott Gardiner | Father |
| [Redacted] Westerlo, NY 12193 | Home: (518) [Redacted] Cell: (518) [Redacted] Unl Work: (518) [Redacted] |
| Pamela Mitchell | Grandmother |
| [Redacted] Freehold, NY 12431 | Home: (518) [Redacted] |
| Linda Gardiner | Grandmother |
| [Redacted] Westerlo, NY 12193 | Home: (518) [Redacted] |