

## Parent Portal Log in Instructions:

1. Navigate to the SchoolTool web site:  
<http://schooltool.yorkcsd.org/yorkcsd/>

Here you will be asked to accept or decline the Parental Access Disclaimer. If you accept, you will proceed to the next step of logging in. If you decline, you will not proceed any further.

### **IMPORTANT PRIVACY NOTICE & DISCLAIMER**


You have been provided with a pass code to access confidential and private information relating to a student through the SchoolTool program based on your status as a parent/guardian of the student, or as another person authorized by law to access this information. This **pass code is confidential and should not be disclosed or made available to others**. If you disclose or otherwise allow the pass code to become available to other persons they will then have access to confidential and private student information.

**DISCLAIMER:** The York Central School District is not responsible, or liable, for the disclosure of otherwise confidential and private student information which results from an authorized user providing, or allowing, others access to their pass code.

2. Your email address will be your User ID:  
Example: [jsmith@yahoo.com](mailto:jsmith@yahoo.com)
3. Ignore the Password field and click on **“Login”**
4. Click the **“New User or Forgot Password”**
5. You will be asked for your user email address again
6. Click on **“Submit”**
7. Your password will be sent via your email
8. Return to SchoolTool web site
9. Log in with your email address and copy and paste your new password, which might include various symbols, numbers, and letters.
10. To change your password to a friendlier password, select the account tab.
11. Enter present password, then enter new password in both the **“New Password”** box and the **“Confirm”** box.

## **What Parents will have access to see:**

Once you have logged in, you will be presented with a screen containing three tabs:

- **Students:** A listing of all students that are “associated” to the logged-in parent. A parent may have the right to click on the student’s select button , to see all of the student’s details. You will have access to your students Contacts, Schedule, Attendance, Grades, and Assignments. Attendance for all grades has 1<sup>st</sup> period designated at the period that drives the Daily Attendance.
- **Campus:** A parent will see general campus information.
- **Account:** To change passwords.

After five minutes of inactivity on your account the program will automatically log out your session.