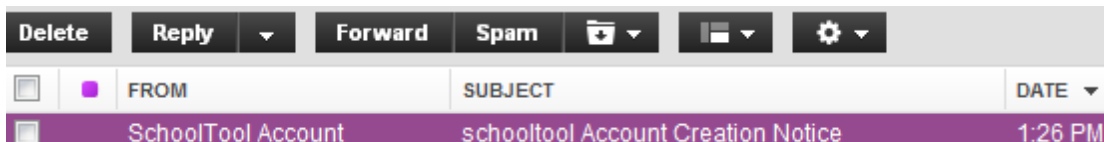## Parent *Quick Login* Guide

Before Logging in:

Before Parents/Guardians can log into Schooltool Parent Portal, the following criteria is needed:
- ➢ **Schooltool Parent Portal Acceptable Use and Login Access Form** signed and returned to the school district
- ➢ Internet access
- ➢ Valid email address, as provided to the district
- ➢ Access to email, where you will receive your first password
- ➢ The address of the district's school**tool** website www.wccsk12.org - under **Quick Links for Parents** at the bottom of the homepage, click on **Parent Portal Login**

Logging in:

		FROM	SUBJECT	DATE ▼
☐	■	SchoolTool Account	schooltool Account Creation Notice	1:26 PM

1. Log into your email account. Open the email from schooltool Account with the subject "schooltool Account Creation Notice" – the email will contain your new password, the school**tool** web link and a link for additional Parent Portal instructions.
2. Carefully write down or highlight and copy the new password.
3. Go to https://stweb.wccsk12.org/schooltoolweb/ from your web browser.
4. Under **Username:** type in your full email address.
5. Under **Password:** type in or paste the password you just copied.
6. Click on the blue Login.

Username:
aaaa@yahoo.com
Password:
••••••••
Login

Changing the password:

Now is a good time change the password to something more easily remembered:

Password Rules

Minimum Length: 8
☑ **Requires Upper Case Letters**
☑ **Requires Lower Case Letters**
☑ **Requires Numbers**

Home

My Home   Students   Campus   Account

Change Password

Old Password: [   ]   ⇐ Type in the password received in the email here

New Password: [   ]   ⇐ Type in a new password and type it a 2nd time then click on Change Password

Confirm: [   ]

Change Password

1. Click on Account tab [Account]
2. Type in or paste the original password you received in your email in Old Password.
3. Type in a New Password, then re-type to Confirm (follow the **Password Rules**).
   Password Rules should contain 8 characters or more, with a combination of upper and lower case letters, numbers, and symbols. Example: 1nceONtime!
4. Click on Change Password.

Forgot password OR obtain a new password:

1. Go to https://stweb.wccsk12.org/schooltoolweb/ from your web browser.
2. Under **Username:** type in your full email address.
3. Do not type in Password, leave blank.
4. Click on the blue Login.
5. Click once on the blue words "New User or Forgot password?"

Username:
aaaa@yahoo.com
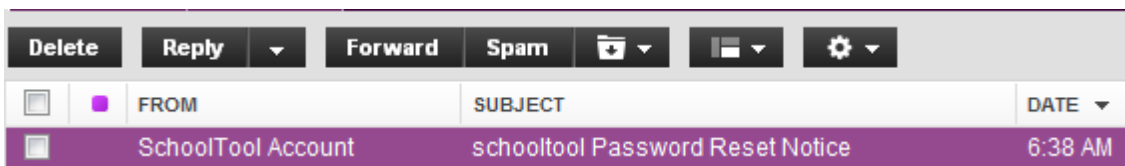**Password:**
[   ]
Login
New User or Forgot password?

6. You will be prompted again to enter your Username.

7. Fill in the box again with your email address. Click Submit.

8. Click green arrow ↪ for done.

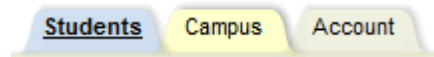|	FROM	SUBJECT	DATE ▼
Delete	Reply ▾	Forward	Spam ⬇▾
☐ ●	SchoolTool Account	schooltool Password Reset Notice	6:38 AM

9. Log into your email account. Open the email from Schooltool Account with the subject "schooltool Password Reset Notice" – the email will contain your new password.
10. Carefully write down or highlight and copy the new password.
11. Go back to the School**tool** website https://stweb.wccsk12.org/schooltoolweb/
12. Under **Username:** type in your same full email address.
13. Under **Password:** type in or paste the new password.
14. Click on the blue Login.

15. Go to the Account tab [Account] to change your password to something more easily remembered (see ***Changing the Password*** on page 1).

> For more detailed instructions, click here Parent Access Guide

Subsequent Use:

1. After you log in, you can click on each of the 3 tabs:

   Students   Campus   Account

   Students tab provides parents with a list of all children to the logged-in parent. Any child can be viewed by clicking on the purple triangle selector ▷ next to the child's name.
   Campus tab provides parents with general school district information.
   Account tab allows parents to change passwords and view your last logins by time and date.

   Home
   Username:
   aaaa@yahoo.com
   Password:
   ●●●●●●●●
   Login
   schooltool™

2. Under the **Students** tab, click on the purple triangle next to one of your children, and you will be able to view different information about that child. You can also email your child's ✉ **Counselor:** Click on any of the 6 tabs:

   Contacts   Schedule   Attendance   Discipline   Grades   Assignments

   Contacts tab includes emergency contacts and siblings
   Schedule tab shows your child's class schedules in 2 different formats, which you can print. Schedules also shows an envelope next to teachers' names for emailing the ✉ **Teacher**.
   Attendance tab shows 3 ways of viewing children's attendance.
   Discipline tab will show any incidents with any disciplinary action taken.
   Grades tab shows 5 ways of viewing grades with 4 marking periods.
   Assignments tab shows daily classroom assignments with the most current at top.

3. To return to the **Students** tab to view other students, click on the green arrow at top right hand corner ↪

   Wayland-Cohocton Central School   Home | Logout
   schooltool™

4. **Logout** when done working in school**tool** Parent Portal or simply close your browser window. You will be automatically logged out after 15 minutes of inactivity.

> **Please Note:** If a parent/guardian types in the wrong password five (5) times consecutively, he/she will receive a message in red "Your account has been locked". The parent will need to email the Parent Portal Account Manager at the school district at SchootoolMgr@wccsk12.org to have the account unlocked, or if you have any other questions.