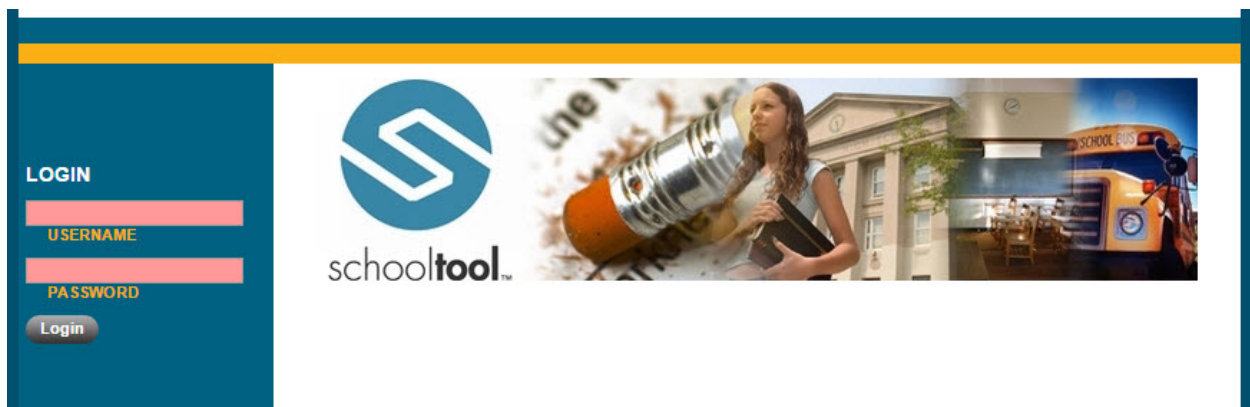


Sandy Creek Parent Portal to Schooltool

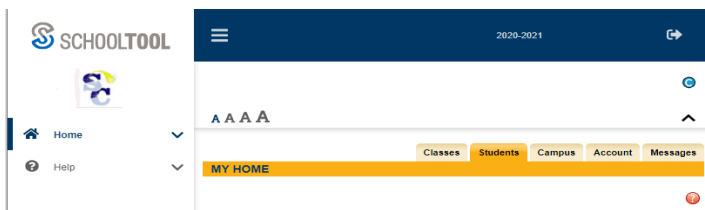
Schooltool is the web based student information system used by the SCCS District. Once you register your **e-mail address** with the district, we can create a log in account for you. This account will grant you access to some important information about your child in grades 6-12. This can include contact information, schedules, absences, grades and assignments.

When we create the account you will receive an e-mail with your username (your e-mail address) and a password. You can click the link in the e-mail to Schooltool or create a shortcut to access the website. The url is:

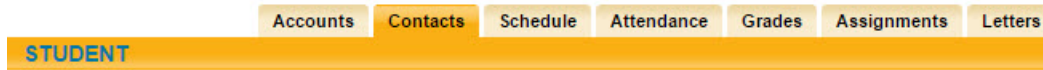
<https://scs.schooltool.cnyric.org/schooltoolweb>



1. After you log in, you will see your child(ren).
2. If you wish to change your password at this point or any point in the future you can do so by clicking on the **ACCOUNT** tab. Clicking the **STUDENTS** tab or the **HOME** button on the left will bring you back to your list of students **HINT: Use tabs to navigate through the screens. Do NOT use the back button as that may kick you out of the website.**



3. **If you forget your password**, put in your username (your full e-mail address) and click login. Additional instructions will pop-up instructing you to put in the username e-mail address registered to you. A reset password will be e-mailed to you.
4. Under the **STUDENTS** tab there is a **photo** next to your child's name. Click the photo or your student's name to access additional information. This will include biographical information about your child as well as counselor and homeroom information. The set of tabs below that biographical information will bring you to additional screens.

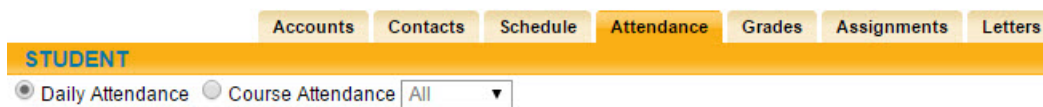


Accounts – Your students account at SCCS.

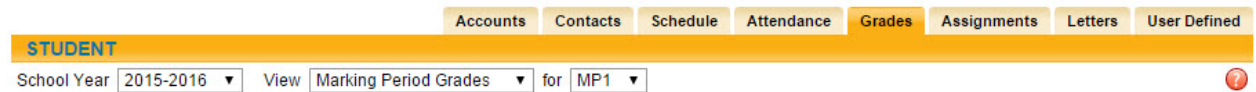
Contacts – The contacts listed for your child.

Schedule – Your child’s schedule for all four quarters of the school year.

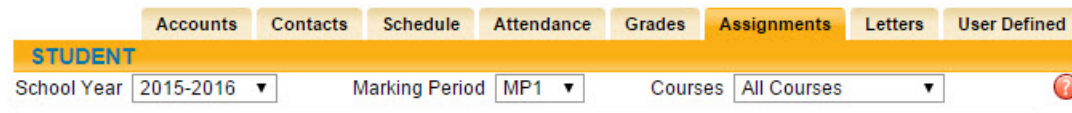
Attendance – You can view your child’s daily attendance record or by clicking the radial buttons you can view attendance in individual classes.



Grades – This screen will show the current grade in each class for the marking period. Use the drop down menus to view progress report grades or quarterly grades for each marking period **after they have been recorded**.



Assignments – Using the drop down menu you can view all assignments or specify individual classes. The assignment description, assignment date, possible score and students score (if graded) will be shown.



If you have comments or questions please email Chris Grieco at chris.grieco@sccs.cnyric.org
If you need biographical\demographic information changed or **wish to register an e-mail address, please contact the guidance department at 315-387-3445 x1930.**