



## schooltool™ Student & Parent Portal Quick Access Guide

### **Overview:**

The schooltool™ Student & Parent Portal is a web-based application that allows students to access the following information:

- Demographic Information (name, home address, adult contacts)
- School Information (counselor, current grade, schedule/teachers, locker)
- Attendance Record
- Assignments/Grades (grades 6-12)
- Progress Report Grades (interim report)
- Marking Period Grades (report card grades)
- Final Grades (end of year averages)
- CTE and Work-Based Hours

### **Accessing the Portal:**

- Use your Web browser to access the Internet and go to the schooltool portal: <https://schooltool.albany.k12.ny.us/schooltoolweb> or use the Parent & Student Portal link on the district homepage.
- Student Username/password:
  - Student Username: Your “Username” is your district computer network user ID. (Example: 123456)
  - Student Password: Your “Password” is your district computer network password.
- Parent Username/password:
  - Your parent account username is the email address you used to register the account
  - Your password was emailed to you upon account creation. You are able to change your password at any time subsequent to your first log in.

### **Navigation:**

- All information described above is categorized into “tabs” in the portal. To begin navigation, click the triangle (select) button next to your name.

MY HOME

Serena Johnson  
1301 PENNSYLVANIA AVE  
Unit #: 2  
Albany, NY 12206  
Home2: (518) 555-1234

▶ Contacts Schedule Attendance Grades Assignments Hours

- There is a link to a basic navigation guide, as well as a brief video tutorial, on the Parent & Student Portal page on the district website. Either of these will help you to find your way around and understand what you are seeing.

### **Mobile App for iOS and Android:**

- You may download and install the free mobile app from the [Google](#) or [Apple](#) store. A document containing setup instructions is also located on the district website portal page. The portal address is: <https://schooltool.albany.k12.ny.us/schooltoolweb/>

### **VISION STATEMENT**

*The City School District of Albany will be a district of excellence with caring relationships and engaging learning experiences that provide equitable opportunities for all students to reach their potential.*

### **MISSION STATEMENT**

*We will work in partnership with our diverse community to engage every learner in a robust educational program designed to provide the knowledge and skills necessary for success.*