

# SCHOOLTOOL PARENT PORTAL USER GUIDE

Phoenix Central School District



The parent portal enables parents and legal guardians of students to review the following information online:

- Attendance
- Schedules
- Discipline
- Grades

## GETTING STARTED

Provide the district with a current email address

To access the parent portal, you need to have a current email address in the student database. Your email address is your username for the parent portal. If you have never provided your email address to the district for the student database, please contact the main office at your child's school and provide your current email address. Ask the school to create a parent portal account and generate a password for you. The system will then send you an email with a password to use for logging in.

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## LOGGING IN

In an email sent to your personal email account, you'll find your login credentials.

1. You can access the SchoolTool parent portal on the district's website, [www.phoenixcsd.org](http://www.phoenixcsd.org). Click the "Parents" tab at the top of the home page. Then click on "SchoolTool Parent Portal" in the Quick-Click Resources.
2. Where it says "Username" type in the email address you provided the district for the student database.
3. After the first sentence in the email from SchoolTool there will be an eight (8) digit password consisting of letters and numbers. This is your temporary password. You can highlight the password to copy and paste.
4. Changing the password – If this is your first log in, you will be required to change your password.

To change a password, simply click on the "Account" sub tab, enter your current password in the "Old Password" box, then the new desired password (twice). Click on the "Change Password" button to finalize the change.

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## WHAT YOU SEE AFTER LOGGING IN

A parent will be presented with a screen containing three tabs:

**Students:** A listing of all students that "belong" to the logged-in parent. If you have more than one child in school, you will see all children associated with you. Each student will have a blue arrow next to their name. Click on a student's blue arrow to view that student's information. There will be tabs for the following information.

- Accounts
- Contacts
- Schedule
- Attendance
- Discipline
- Grades
- Assessments
- Assignments
- Letters

**Campus:** pertinent school information, cycle days, announcements, etc.

**Account:** use this tab to change your password

**Messages:** displays any available messages

When it comes time to end the session, a parent may click "Logout" in the module bar near the top of the screen, or simply close the browser window.

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## FORGOT YOUR PASSWORD?

Enter your email address, with no password, and click the "login" button. You will then be presented with the "Forgot..." link. Follow that process to have a new password emailed to you.

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## EMAIL ADDRESS OR OTHER INFORMATION HAS CHANGED?

If your email address changes, please contact the main office at your child's building to have it changed in the student database.

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## MAIN OFFICE NUMBERS

MAM Elementary School  
695-1561

EJD Middle School  
695-1521

JCB High School  
695-1631