Parent Portal Tutorial

Preparation

Parents/Guardians of students in Malone Central School District can access their child's information such as contact information, grades, schedules, attendance, and discipline record all on-line via our new "Parent Portal". Before this can be achieved, there are several things that need to be done to begin this process:

1. Parents/Guardians must have an e-mail address.

A current e-mail address will be used to access our Parent Portal. For this to happen, simply make sure to provide the school district with this information via the "Parent Portal Access Form" by completely filling out all fields of this form and returning it to the school building your student attends. A separate form should be used for EACH person requesting access. Remember, this email address will be used as your "Username" when logging into the Parent Portal.

2. The web site of the Parent Portal:
The Parent Portal link is found at the following web site address:
https://schooltool6.neric.org/schooltool_MALO/
It is important that this address is typed exactly as shown (Note, this address is https:// *without* "www")
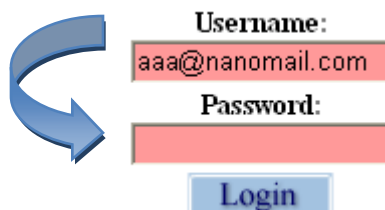
3. Be sure that you have access to your own email address as you will be receiving your first Parent Portal password through your email. It will be necessary to make sure you have access to your e-mail when you first log in.

Logging In

Now that you have completed the basic preparation and your "Parent Portal Access Form" has been submitted to the school building of student attendance and processed, it is time to log into Parent Portal *(This may take up to 5 days)*.

1.   Access the internet from any computer and go to the Parent Portal web site
https://schooltool6.neric.org/schooltool_MALO/

Where it says "Username", type in your full email address:

Username:
aaa@nanomail.com
Password:

Login

2. Click on the blue **Login** button, (ignore, for now, where it says "Password").

3. The words "New User or Forgot Password" will appear on the screen, in blue.
   Click once on these words.

**New User or
Forgot password?**

If these words did not appear, check all of the previous steps, and then call our school district for support if you still experience problems at 483-7800 X 7413.

4. You will see the screen refresh (flash), and you will be prompted again to enter your username. Fill in the box, again, with your email address, and click the **Submit** button.

*Clicking **Submit** will cause an email message to be sent to you that will contain your new password.*

Enter your Username to receive your password by email.

Username: aaa@nanomail.com

Submit

5. Retrieve your new password from email.
Log into your email account, as you would normally, and look for an email message from "**SchoolTool**".
When this email message arrives, open the message and write down, or print, the password that is displayed.

Be Careful, the password may have a lot of letters, numbers, and symbols. Also note that some letters are uppercase, and some are lower-case. This is important – Cut and Paste functions are ideal for this step.

SchoolTool Password

SchoolTool Password Recovery [SchoolTool@schooltool.com]

Please login, go to the account tab and change your
password. Your password has been reset to: hIXg*WOH>iX[._

6. Log in to **Parent Portal**
Navigate back to the Parent Portal web site (https://schooltool6.neric.org/schooltool_MALO/).
Key in the same email address in the "Username" and the new password.
Remember, the password may be copy/pasted from the email message, but be careful to grab each character.

7. Changing your password.
Now would be a good time to change the password to a more comfortable one. We recommend creating a new password that has the following characteristics:
- *Greater than or equal to eight (8) characters*
- *Combination of letters, numbers, and symbols (including upper and lower case letters)*
- *Something that can be remembered easily*

Good passwords do not have to be hard to remember. "Ready4School!", for instance, is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

To customize your password, simply click on the **Account** sub tab, enter the existing password sent to your e-mail account from school tool, then type in your new desired password (twice). Click on the Change Password button to finalize the change.

Subsequent Logins

Once a user has logged in for the first time, and changed his/her password, the user simply needs to navigate back to the Parent Portal web page (https://schooltool6.neric.org/schooltool_MALO/), enter their username and password, and click on the Login button.

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

- *Students: A listing of all students that "belong" to the logged-in parent/guardian. A parent will have the right to click on a student's select button (purple triangle next to the name), to see all of the student's details.*

- *Campus: A parent will see general campus information.*

- *Account: To change passwords.*

After a student record is selected, the following tabs will be available:

Student | Contacts | Schedule | Attendance | Discipline | Assignments | Letters

- **Contacts**: Shows all contacts that are associated with that student, this is a list of who is authorized to pick up a student, contact a student, or not authorized to contact a student (custody alert, order of protection, etc.)

- **Schedule**: Shows the schedule of a student in real time, any modifications made during the course of the school year will be shown in real time then the modification is made. (Prior years schedules are also available simply by changing the school year.)

- **Attendance**: Shows a comprehensive list of all Absences, Late Arrivals and Early Dismissals throughout the school year for the student (Prior years attendance is also available simply by changing the school year.)

- **Discipline:** Shows all infractions and consequences from referrals generated for student throughout the school year. (Prior years discipline records are also available simply by changing the school year.)

- **Assignments**: Shows all assignments and grades from students' classes.

- **Grades** (tab not shown): Shows student grades by quarter, progress reports, etc. (Prior years grades are also available simply by changing the school year.)

- **Letters**: Shows correspondences that have been sent to the parents in regard to attendance issue.

Notes

This icon will appear next to all staff members' names in the schedule, homeroom, grades and assignments tabs. Clicking on this icon will allow parents to e-mail teachers directly.

Amendments to addresses, contacts, phone numbers, etc., should be made in writing and submitted to the school building your student attends.

Questions about grades, assignments, attendance, discipline, etc. should be brought to the attention of the teacher or counseling office (grades/assignments), attendance office (attendance, contact information), and main office (discipline, other inquiry)

When it comes time to end the session, a parent may click Logout in the module bar, or simply close the Browser window.

DONE!