

# Tutorial for Parent Portal

Once you have sent in a request for a School Tool account and been approved, you will receive your login information via email. Once you do, follow the link from our home page to the Parent Portal Login home page.

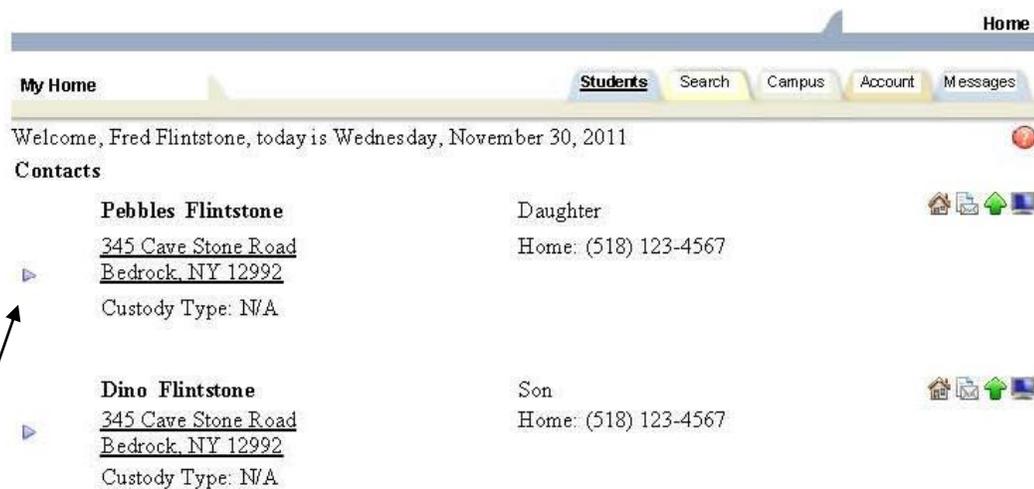


Type your login info

The next screen will be your "Home" page.

To change your password – at the “Home” page click on the Account tab and follow the prompts.

Each of your children enrolled in Harrisville Central will be listed here. Click the small triangle to the left of the student name you wish to view records for.



Click to select

Flintstone, Pebbles



First: Pebbles  
Middle:  
Last: Flintstone  
Gender: Female  
DOB: 1/2/1995 (16 yr 10 mo)  
1st Language: English

Address: 345 Cave Stone Road  
Bedrock, NY 12992  
Phone #: (518) 123-4567  
Grade: 11  
Homeroom: 209  
HR Teacher: Moore, Sean  
Counselor: Bard, Michelle  
Type: 0011-Regular School Year Enrollment  
Building: NERIC Demo High School/High School

Click for mailing address

Pebbles is in English 11

English 11 in Room 311 Teacher: Hall  
Created by Schooltool Administrator on 11/30/2011 at 10:01 AM  
Modified by Schooltool Administrator on 11/30/2011 at 10:20 AM

- Student
- Contacts
- Schedule
- Attendance
- Discipline
- Grades
- Assessments
- Assignments
- Letters
- User Defined
- Notes

Contacts

<b>Fred Flintstone</b>	Father	
<u>345 Cave Stone Road</u> <u>Bedrock, NY 12992</u>	Home: (518) 123-4567	
Custody Type: N/A		
<b>Wilma Flintstone</b>	Mother	
<u>345 Cave Stone Road</u> <u>Bedrock, NY 12992</u>	Home: (518) 123-4567	
Custody Type: N/A		
Barney Rubble	Emergency Contact - Adult	
343 Cave Stone Road Bedrock, NY 12992	Home: (518) 321-7654	
Custody Type: N/A		
Betty Rubble	Emergency Contact - Adult	
343 Cave Stone Road Bedrock, NY 12992	Home: (518) 321-7654	
Custody Type: N/A		

Siblings

Dino Flintstone      2/2/2001 (10 yr 9 mo)      NERIC Demo Elementary/4

The icons you see on the right side of the screen mean the following:  
House = This is the contact where the student resides.  
Envelope = This contact receives mailings concerning the student.  
Green Arrow=This contact has permission to pick up your student at school.  
Computer=This contact has parent portal access to this student's records.

If any of the information is incorrect or needs updating, please contact the Guidance Office at 315-543-2920.

After selecting a student from the home screen, you can then click the Grades tab and see a screen like this:

**PERSONAL INFORMATION**

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No Photo

First:  
Middle:  
Last:  
Gender:  
DOB:  
1st Language:

Residence:  
Phones:  
Grade:  
Homeroom:  
 HR Teacher:  
Locker:  
 Counselor:  
Type:  
Building:  
Team:  
Bus Info:

Science 6K in Room A111 Teacher: Taylor  
Created by SchoolTool on 3/22/2012 at 2:56 PM  
Modified by Julie Chartrand on 10/1/2012 at 2:05 PM

Contacts Schedule Attendance Discipline **Grades** Assessments Assignments Letters Notes

**STUDENT**

School Year 2012-2013 View **Marking Period Grades** for T1

Course	Teacher	MP	Days	Period	Section	Grade	Comments
6th Grade Math Skills	<input checked="" type="checkbox"/> Ms. Parow	F,S	2,4,6	1	1	85	<ul style="list-style-type: none"> <li>Attentive and participates in class.</li> </ul>
Art 6K	<input checked="" type="checkbox"/> Ms. Keefer	F,S	1,3,5	5A	1	99	<ul style="list-style-type: none"> <li>Has a great attitude.</li> <li>Attentive and participates in class.</li> </ul>
ELA 6K	<input checked="" type="checkbox"/> Ms. Noftsier	F,S	1,2,3,4,5,6	9	1	87	
Library 6K	<input checked="" type="checkbox"/> Ms. French	F,S	4	5A	1	None	
M.S. Chorus	<input checked="" type="checkbox"/> Ms. Tully	F,S	1,3,5	7	1	97	<ul style="list-style-type: none"> <li>Work has improved this marking period.</li> </ul>
Math 6K	<input checked="" type="checkbox"/> Ms. Heise	F,S	1,2,3,4,5,6	8	1	92	
Music 6K	<input checked="" type="checkbox"/> Ms. Tully	F,S	2,6	5A	1	86	<ul style="list-style-type: none"> <li>Has a great attitude.</li> <li>Participation is outstanding.</li> </ul>
PE - Middle School	<input checked="" type="checkbox"/> Mr. Countryman	F,S	1,3,5	1	1	80	
Reading 6K	<input checked="" type="checkbox"/> Ms. Kelley	F,S	2,4,6	2	1	79	
Science 6K	<input checked="" type="checkbox"/> Ms. Taylor	F,S	1,2,3,4,5,6	6	1	96	
Social St. 6K	<input checked="" type="checkbox"/> Mr. Fraser	F,S	1,2,3,4,5,6	3	1	93	
Technology 6	<input checked="" type="checkbox"/> Mr. Buell	F,S	1,3,5	2	2	93	

Choose from the drop-down arrows to select what type of grades and which term you wish to view.

You can also get more detail by clicking on the assignments tab to see more details.

Feel free to explore each tab; however, you will not be able to see the discipline tab at this time.

## **Important Information**

To get started you will need to have access to the internet. It is recommended that you have the latest version of Internet Explorer or Safari; functionality & security may be compromised with other browsers. Adobe Reader is also necessary as some reports may require it. A free download is available at <http://get.adobe.com/reader/>.

You will only need to apply for a parent portal account once. Younger siblings will appear on your account once they are of school age. Your user information will also carry over from year to year as long as you don't move out of the district. If you forget your password, simply type in your email address and press "login". Follow the prompts for "Forgot..." and your password will be sent to your email.

If your email address changes, please contact Dorothy Kramer at 543-2920. Please allow 24-48 hours for this change to become effective.

Demographic and attendance information is updated in real time. If you notice any errors, please contact the guidance office. Scheduling information becomes available on the date the change is scheduled to occur. For assignment information, you may want to contact your child's individual teachers to ask how often they update assignment information. Teachers can be contacted directly through the parent portal by viewing the child's schedule and clicking on the email icon next to the teacher's name.

We at Harrisville Central School hope you found this tutorial to be useful and answered your questions. If you have any further questions or concerns, please contact me at:

Dorothy Kramer  
Harrisville Central School  
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dkramer@hcsk12.org