



# Frankfort-Schuyler Central School District

605 Palmer Street Frankfort, NY 13340 | 315-894-5083 Superintendent | 315-895-7781 Business Office | 315-895-7011 Fax

## INSTRUCTIONS FOR USING FRANKFORT-SCHUYLER SCHOOL TOOLS PARENT PORTAL

### **The First log-in, you will need three things:**

1. The address of the district website
2. Your full e-mail address
3. Access to your e-mail to receive your first password

### **Follow this process:**

1. Go to the district website, [www.frankfort-schuyler.org](http://www.frankfort-schuyler.org) and click on the School Tool link, named: *Frankfort-Schuyler School Tool Parent Portal*.
2. Type your full e-mail address in the Username Field.
3. Click on the *Log-in* button, and ignore the Password Field.
4. You now will be presented with a clickable "New User or Forgot Password" link. {This link will not be presented if your account has not been created by the district}.
5. Click the "*New User or Forgot Password Button*." You will be presented with a screen asking for your e-mail address {again}.
6. Enter your user name to receive your password by e-mail.  
[aaa@nanomail.com](mailto:aaa@nanomail.com)
7. Click the *submit* button.
8. If you have entered a valid e-mail address, an e-mail message will be sent to you with your new password.
9. Retrieve new password from e-mail.

Within moments you will be sent an e-mail message containing your new randomly-generated School Tool password. You should open your e-mail and retrieve the message from School Tool @ schooltool.com and carefully write the password down. The password is quite cryptic and contains letters, numbers and symbols.

10. You now need to go back to the frankfort-schuyler.org home page and access the School Tool Parent Portal. Now key in your e-mail address and the password sent to you.

Now would be a great time to change your password. We recommend creating a new password that has the following characteristics. To change the password, simply click on the *Account Sub* tab enter the existing cryptic password, and then the new password twice. Click on the *Change Password* button to finalize the change.

### **Recommended characteristics:**

1. Greater than or equal to 8 characters in length
2. Combination of letters, numbers and symbols
3. Include upper and lower case letters



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## REQUEST FOR PERMISSION TO ACCESS SCHOOL TOOLS PARENT PORTAL

My name is (please print) \_\_\_\_\_

I am a parent/guardian/person in parental relation of a student in the \_\_\_\_\_

School District,

(for more than one student check here \_\_\_\_\_ and list all students).

Student's First Name	Student's Last Name	Address	Student's Date of Birth

I request that the District provide me with a log-in/password that will allow me to access information about my student's school performance, which could include classes, teacher, names, attendance, grades, discipline and other information housed in the District's Student Management Database. I understand that this information is stored in a database called School Tools, which is maintained by the District with support from the Mohawk Regional Information Center of the Madison-Oneida BOCES. In return for the District providing me with a log-in/password, I agree to the following Terms of Network Access:

Please initial each item to acknowledge it, and sign at the end.

\_\_\_\_\_ I will maintain a valid e-mail address that the District may use to send me the pertinent information concerning my Parent Portal Account. My present e-mail address for this purpose is:

E-mail: \_\_\_\_\_

\_\_\_\_\_ I will only attempt to view information about the student(s) listed above. I will not attempt to "hack," manipulate, or otherwise try to evade the security measures to access information regarding any other person.

\_\_\_\_\_ I will not intentionally transfer to the School Tools system any virus, Trojan horse, or other malicious computer code.



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Middle-Senior High School  
605 Palmer Street  
315-895-7461 Principal  
315-895-4032 Fax  
315-895-7733 Special Education

FRANKFORT-SCHUYLER

*Pride*

Frankfort-Schuyler Elementary School  
610 Reese Road  
315-895-7491 Principal  
315-895-4102 Fax  
[www.frankfort-schuyler.org](http://www.frankfort-schuyler.org)