Parent Access Guide for SchoolTool

Don't have an account? Forgot your password?

Open your web browser. If you have issues using a particular browser (ex. Safari or Firefox), we recommend trying again using Google Chrome.

Start by going to https://cssd.schooltool.cnyric.org/SchoolToolWeb/
Note: If there are issues with the above URL, retype the URL in all lowercase letters: https://cssd.schooltool.cnyric.org/schooltoolweb/

In the Username box, enter your full email address.
Don't put anything into the Password box, and click "Login."

If the "New User or Forgot Password" link appears, then you have an account in Schooltool and can continue to the next steps. **If it doesn't appear, you will need to contact your child's school to have your email address added to your contact information before doing anything else. Look on the bottom of this page for contact information.**

LOGIN
USERNAME
PASSWORD
Login
Please enter a valid username and password.
Remember, your password is case sensitive.
NEW USER OR FORGOT PASSWORD?

Click on the "New User or Forgot Password" and enter your email in the new Username box.

Enter your Username to receive your password by email.
Username:
Submit

You'll receive an email with a temporary password. Go back to Schooltool, enter your email in the Username box, and the temporary password in the Password box.

Go to the "Account" tab and enter your temporary password in the box labeled "Old Password." Come up with a new, more memorable password and enter it into the "New Password" and "Confirm" boxes before clicking "Change Password."

Students Campus Account Messages
MY HOME
CHANGE PASSWORD
Old Password:
New Password:
Confirm:
Change Password

You'll now use this new password when you login to Schooltool.

Need help still? Fill out the Google Form here: https://forms.gle/8hGdQ13xQLicEBrm7

Not receiving email from SchoolTool? If you have an Outlook, Hotmail, or Live email account, there is a chance that password reset emails or messages won't go through. To fix this, go into the options or settings of your account and add cssd.org to your list of safe senders. Don't forget to check your spam filter.
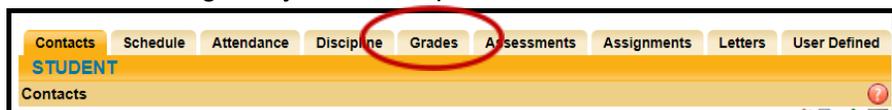
Viewing and Saving Digital Report Card

When you log into Schooltool, you'll see a page that looks like this with your child's information.
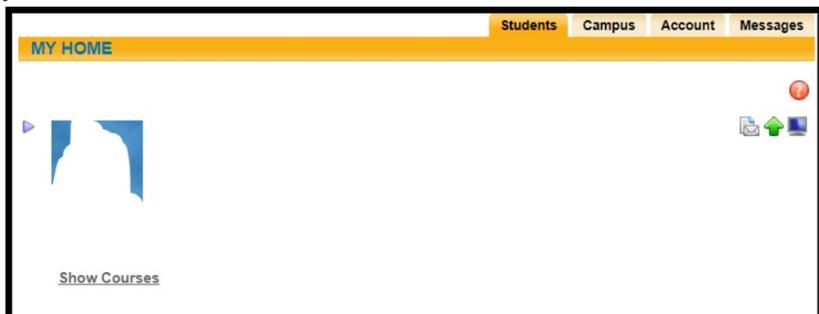
On the left side of their picture, you'll see a ▷ icon:

Click on ▷ to get to your child's profile, which will have these tabs:

To see the report card, click on the "Grades" tab located in the middle. The section underneath the tabs will change to look like this:
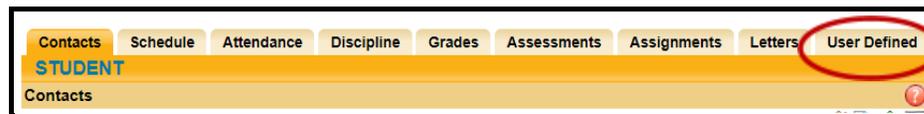

Select the correct year in the first dropdown and marking period in the last dropdown to see all of the grades for that period.

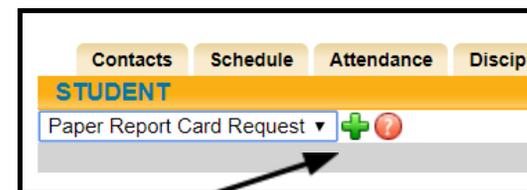Click on the print icon under School Year to show a PDF of the printed version of the report card.
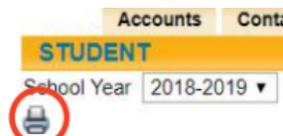
Requesting Paper Report Card

Log into SchoolTool and select your child's profile by clicking ▷

To request a paper report card, click on the "User Defined" tab on the right end of the list.

The section underneath the tabs will change to look like this:

Click on the green "+" sign.

After clicking the "+," you'll be asked to fill in when you want to start receiving paper report in the "Start Date" box. Leave the "End Date" box blank if you'd like to continue receiving paper copies indefinitely. Check the box under "Please send a paper copy of my child's report card."
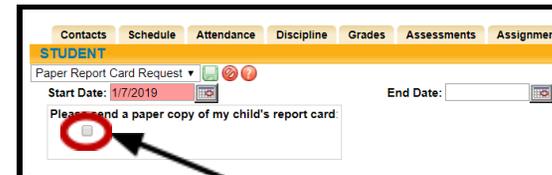
When finished, click on the green save icon shown:

You can change this option whenever you like.