



Parent Access Guide for SchoolTool

FAQs

Your username is your email.

- If you were George Washington and you signed up with the email gWashington@usa.gov then your username would be gWashington@usa.gov

Your password is created by you.

- Try "Forgot Password" if you remember your username (your email).
- If you have recently updated your password, take a look to see if your browser or phone is filling in the information automatically. It may be autofilling your old, not your new password.

Do not use Sign in with Google

- This is for staff and students only.
- If your child is having issues signing into SchoolTool, have them sign in with Google and use their school email and password. If you are on a home computer, make sure they are not accidentally selecting their personal home account

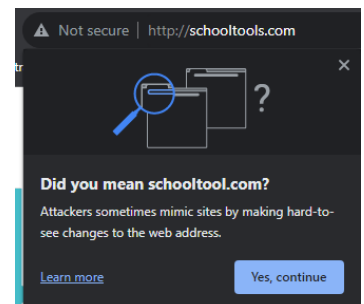
Do not use your username and password from a previous school district.

- If my child went to Valley Forge school and recently transferred, I would not use my Valley Forge username and password to sign into Central Square
- It is possible to change your password/username after you are able to sign in to make them the same, but best practice would be to use unique passwords for better security

Are you a new incoming parent (transfer student or Kindergarten)?

- We send the initial welcome emails on or around the start of the school year, and then about every two weeks thereafter.
- Check spam to see if you have a new account email or a password reset email. These emails expire after two weeks.

SchoolTool does not have an "s" at the end. It is not "SchoolTools" but rather "SchoolTool". Make sure you are not inadvertently adding an s to the end of SchoolTool and navigating to the wrong site.



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

v4 last updated 7/27/23 AD

For assistance with the mobile app, you can review the document below. *Unfortunately, the app is run by the developers at SchoolTool and we have very limited access to be able to help, other than signing in. You can always sign into SchoolTool using your internet browser on your phone instead of the app.*

- [School Tool Mobile Device Guide](#)
- [Central Square SchoolTool - Mobile App Settings 2023.pdf](#)

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://cnyric05.schooltool.com/cssd> (NEW as of 7/27/23)

Note: We have a new URL, you may see the old URL, which you should replace with the new one from above:
<https://cssd.schooltool.cnyric.org/schooltoolweb/>

Use your full email address and password. Sign in with Google is for students and staff only.

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.

Changing 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."

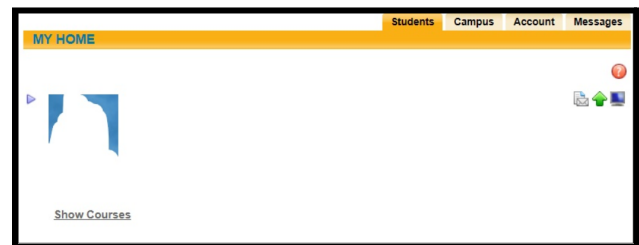
You'll now use this new password when you login to Schooltool

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

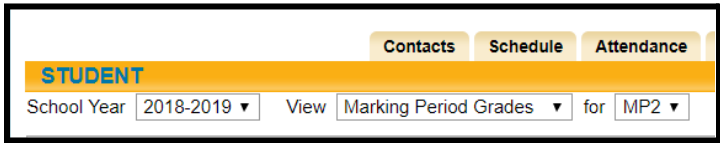


these tabs: 

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:

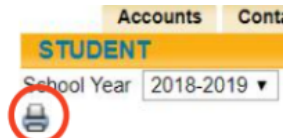
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Select the correct year in the first dropdown and marking period in the last dropdown to see all of the grades for that period.

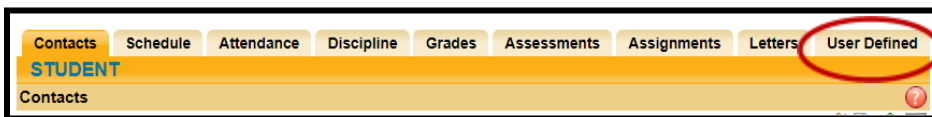
Click on the print icon under School Year to the report card



show a PDF of the printed version of

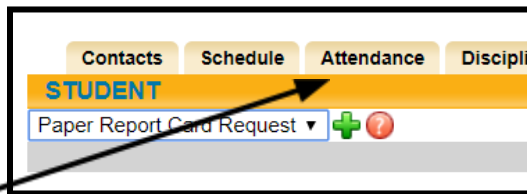
Requesting Paper Report Card

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.

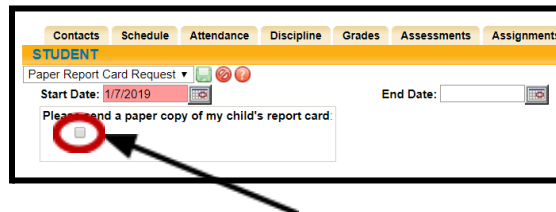
The section underneath the



tabs will change to look like this:

Click on the green "+" sign.

After clicking the "+," you'll start receiving paper report "End Date" box blank if you'd copies indefinitely. Check paper copy of my child's



be asked to fill in when you want to in the "Start Date" box. Leave the like to continue receiving paper the box under "Please send a report card."

When finished, click on the green save icon shown:



You can change this option whenever you like.