

# Chester Union Free School District's Parent Portal using SchoolTool

## First Time Use

1. Navigate to the SchoolTool web site by following the link found under Student/Parent Login on the District's home page [www.chesterufsd.org](http://www.chesterufsd.org)
2. Type Username by entering your complete email address as provided to the district.
3. Retrieve the new password from your email. The parent should open their email, locate the message from SchoolTool, and either copy/paste the new password or carefully write the password down. This password is challenging, so perform this step carefully. Enter this password in the designated section. Please remember that passwords are case sensitive and need to be entered exactly as provided.
4. Change your password by clicking the Account tab and typing your old password (the one you just entered), your new password that you want to use, and confirmation of the new password which is the new password re-typed and click "Change Password". Good passwords should be: easy to remember, have a minimum of 8 characters, and as a minimum include a combination of letters and numbers.

**Username:**  
jdoe@myemail.com

**Password:**  
●●●●●●●●

Login

My Home Students Campus Account

Change Password

Old Password:

New Password:

Confirm:

Change Password

## Subsequent Use

- Navigate to the SchoolTool web site by following the link found under Student/Parent Login on the District's home page [www.chesterufsd.org](http://www.chesterufsd.org)
- Type Username and Password which is your email address and the password created above.
- Logout when done working with SchoolTool Parent Portal.

## Information Available

Once Login is complete, a parent's child(ren) will appear in the Students section that can be accessed by clicking on the tab. Information on any child can be viewed by clicking the selector (triangle to left of name). This information includes:

- Contacts, including emergency contacts
- Schedule of classes
- Attendance for entire school year
- Current and past marking period grades
- Grades 3-8 state testing results providing they have been loaded into the system

Home

My Home Students Campus Account

Welcome, Joseph SMITH, today is Thursday, March 15, 2007

Contacts

▶ Robert SMITH	Son	🏠 📧 📅
▶ 215 Ginnie Terrace	Home: 555-1234	
▶ Rochester, NY 12345		
▶ David SMITH	Son	🏠 📧 📅
▶ 215 Ginnie Terrace	Home: 555-1234	
▶ Rochester, NY 12345		

## Parent/Guardian User Guidelines and Agreement for the SchoolTool Parent Portal

The Chester Union Free School District's SchoolTool Parent Portal is a free service offered to all parents and legal guardians of students actively enrolled in one of the District's schools. This new service will be implemented in a series of progressive stages, starting with our Sixth and Ninth graders. It is a protected Internet site that allows the viewing of their student's school information. The intention of this access is to enhance communication and dialog between school and home.

Access to SchoolTool Parent Portal is a privilege. The accuracy of information contained within the system is a joint responsibility between schools and parents/guardians. If inaccurate information is noticed, it is expected that parents/guardians will notify the school immediately.

Parents/guardians are required to adhere to the following guidelines:

1. Parents/guardians will act in a responsible, ethical, and legal manner.
2. Parents/guardians will not attempt to harm or alter data, networks, or systems.
3. Parents/guardians will not attempt to access another's account or use the system in any way that may be illegal or in violation of Federal and State privacy laws.
4. Parents/guardians are responsible for protecting their passwords and are prohibited from sharing them with unauthorized users.
5. Parents/guardians will not set their computer to automatically login to the site.
6. Parents/guardians are expected to report security issues or questions as well as any inaccurate information immediately to their student's school.

SchoolTool Parent Portal accounts are managed in cooperation with parents/guardians and the schools. Their accounts are based upon the email address listed on the reverse side. If an email address of a parent or guardian changes, the form on the reverse needs to be resubmitted. This must be done at school in person and include showing proper identification. In general, accounts may take up to ten (10) business days to be completed. Parents/guardians will be notified via email. If you have questions after you have received your electronic communication from the District, please direct them via email to the guidance office for middle & high schools or main office for elementary schools.

SchoolTool accounts are hosted at the Regional Information Center (RIC) in New Paltz, New York. One note that we have received from the RIC is that parents of sixth and/or ninth grade students who choose to participate in the Chester Parent Portal may see the name of other siblings. There is no way for the RIC to prevent this. While this is true, the only grades that we are initially opening up are the sixth and ninth grade at this time. Eventually all grade levels will be accessible over the course of this progressive rollout of the Parent Portal.

Please remember to keep passwords confidential. If you have questions, please direct them via phone or email to the guidance office at Chester Academy. All questions regarding grades/comments found on reports cards should be directed to the teacher in question. A copy of this document is also available on the Chester UFSD website on the K-12 Director of Instruction & Technology's page. Thank you.