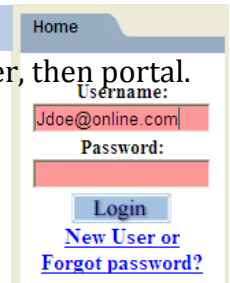
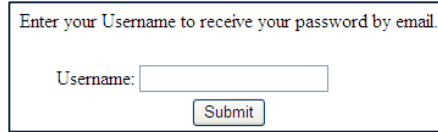


# Monticello Central School District's Parent Portal using SchoolTool

## First Time Use

1. Navigate to the School**T**ool web site: <http://www.monticelloschools.net>, parent corner, then portal.
2. Type Username by entering complete email address as provided to the district.
3. Click on the **Login** button, ignoring the Password field (far right).
4. Click the "New User or Forgot Password" button.
5. Type Username again by entering email address.
6. Click the Submit button (near right).



Retrieve the new password from your email. The parent should open their email, locate the message from School**T**ool, and either copy/paste the new password or carefully write the password down.

This password is challenging, so perform this step carefully.

7. Login into School**T**ool from the website listed in step #1 above and type your Username, your email address and Password from step #7.
8. Change your password by clicking the Account tab and typing your old password (from retrieved email step #7), new password, 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 include a combination of letters, numbers of special characters.
9. First time use is now complete.



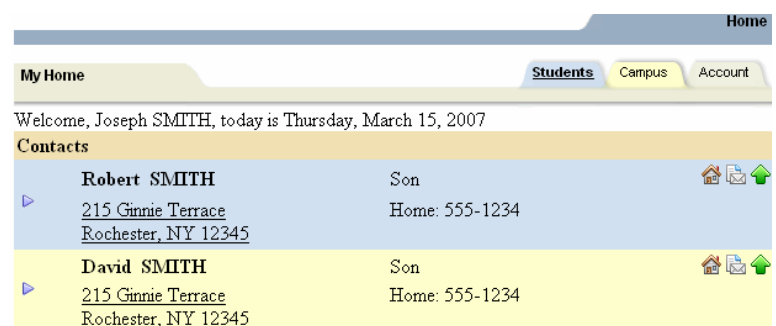
## Subsequent Use

- Navigate to the School**T**ool web site: <http://www.monticelloschools.net>, parent corner then portal.
- Type Username and Password which is your email address and the password created in step #8 above.
- Logout when done working with School**T**ool 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



Please remember that to keep passwords confidential and if you have any questions contact your building principal. Thank you.