SchoolTool Parent/Guardian Portal Access Guide

APW Schools uses SchoolTool for your child's contact, grading, medical, and discipline information.

In order to access this portal, the district will need your email address as part of your contact information.

To access the SchoolTool Parent Portal, please do the following:

1. Open an Internet browser of your choice (Examples: Edge, Chrome, Safari)
2. Go to https://apw.schooltool.cnyric.org/schooltoolweb/
   This is also located on the District's Home Page under the Parent Info tab, found at https://www.apwschools.org/domain/1029
     a. It is recommended that you bookmark the SchoolTool site in your browser
3. Enter your full email address in the username box.
4. Enter the temporary password you received in the password box. This information should have been emailed to you. Please check your email spam/junk folder if you do not see this information in your inbox.
5. Click the Login button.

If you did not receive a temporary password email, and did not have one in your spam/junk folder, enter your email address in the username box and *do not* enter a password. Then, click the Login button.

If the *New User or Forgot Password* link appears, you have a SchoolTool account and can click on this link to start your password reset process. *If this link does not appear, please contact your child's school to have your email address added to your contact information.*

After you click the link, please enter your full email address in the Username field and click the Submit button. You will receive an email with your temporary password, and you can login to SchoolTool using steps 1-5 above.
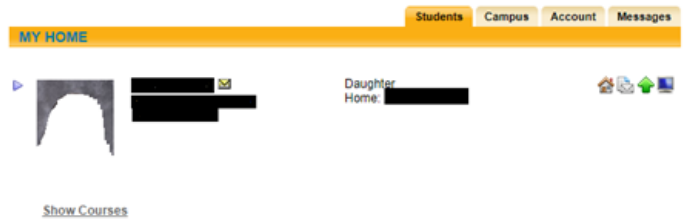
6. Once logged into SchoolTool, go to the "Account" tab.
7. Enter your temporary password in the Old Password box.
8. Enter a new password in both the New Password and Confirm boxes and click the Change Password button.
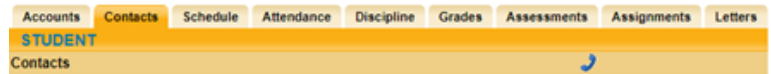
Going forward, you will use this password to login to SchoolTool.

Viewing your Child's Information in SchoolTool:

A. When you are logged into SchoolTool, a page will appear that lists child's information with a sideways purple triangle icon.

B. Click the purple triangle (▷) to access your child's information.

C. Many tabs will appear on the screen. Select the tab you wish to view and the current information available will be displayed.

Assignments will display running marking period averages and assignment grades. Grades will display marking period grades at the end of a marking period.