

# Parent Access To The SchoolTool Parent Portal

The Parent Portal is a component of the SchoolTool program, and allows a parent or legal guardian secure access to their student's class schedule, grades, assignments, and contact information.

[www.monroe2boces.org/cteportal](http://www.monroe2boces.org/cteportal)

Look for the  
SchoolTool  
Login in the  
Quick Links  
section located  
on the CTE  
department website.



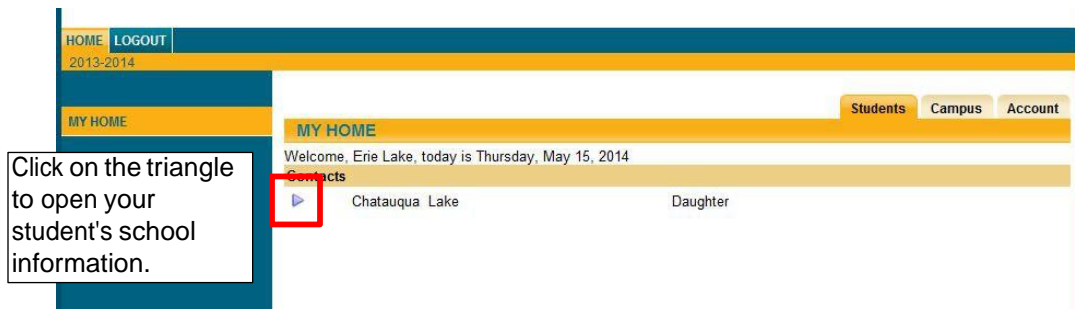
## Enter your Username and Password:

Your Username is your Email address that is on record with BOCES.

You have 5 password attempts before you will be locked out. See page 3 for instructions on unlocking your account.



Once logged in, you will be greeted with your **My Home** page, which will list your enrolled students.



**The Contacts Tab:**  
Allows you to review your student's personal information, such as all contacts, including emergency contacts.

The green arrow allows you to navigate back to the **My Home** page to view other students you have enrolled.  
**DO NOT USE THE BACK BUTTON** on your Internet browser

PERSONAL INFORMATION  
Lake, Chataqua

5001100

Contacts Grades Assignments

**STUDENT**  
Contacts

Erie Lake Father  
789 Wemoco Way Cell: 555-5656 Unl  
East Spencerport, NY 12789 Work: (888) 555-5656 x56  
Home: 555-5656

Siblings  
No siblings

**The Grades Tab:**  
Allows you to view your student's report card by school year, marking period, and quarter.

PERSONAL INFORMATION  
Lake, Chataqua

5001100

Contacts **Grades** Assignments

**STUDENT**

School Year  View  for

Course	Teacher	MP	Days	Period	Section	Grade	Comments
Cosmetology I	Mr. Muscarella Ms. Putney	F,S	M,T,W,R,F	PM	3	70	<ul style="list-style-type: none"> <li>39. Demonstrates initiative</li> <li>40. Manages time effectively</li> <li>55. Incomplete assignments has affected grade</li> </ul>

**The Assignments Tab:**  
Allows you to view your student's assignments by course.

Please note that if your student's Score window is blank, a grade has not yet been entered by the teacher. However, a zero in your student's Score indicates a grade of zero points.

PERSONAL INFORMATION  
Lake, Chataqua

5001100

Contacts Grades **Assignments**

**STUDENT**

School Year  Marking Period  Courses

Course	Assignment Name	Date	Max	Score
Cosmetology I (Muscarella / Putney)	written final exam	6/7/2014	300	
Cosmetology I (Muscarella / Putney)	up do final	6/5/2014	300	
Cosmetology I (Muscarella / Putney)	Roller set final	6/4/2014	300	
Cosmetology I (Muscarella / Putney)	perm final exam	6/3/2014	300	
Cosmetology I (Muscarella / Putney)	vocab	5/30/2014	100	
Cosmetology I (Muscarella / Putney)	pedicure final exam	5/29/2014	300	
Cosmetology I (Muscarella / Putney)	chapter 7 final test	5/23/2014	200	

For security reasons, always remember to Logout.

HOME **Logout**

2013-2014

MY HOME

## To Change your Assigned Password to One of Your Choice:

Click on the **Account Tab**, and enter your assigned password in the **Old Password** window. Type the desired password in the **New Password** window, and again in the **Confirm** window.

Click the **Change Password** button to finalize the change.

HOME LOGOUT  
2013-2014

MY HOME

Students Campus Account

MY HOME  
CHANGE PASSWORD

Old Password:

New Password:

Confirm:

Change Password

Your last logins:  
5/15/2014 10:18:09 AM

**\*\* PLEASE NOTE:** Keep your password in a safe place, as we do not keep a list of passwords. If you lose your password, you will need to go through the **Forgot Password** process described below to reset it. **\*\***

### For Forgotten Passwords:

#### Forgotten Password:

- Enter your **Username**
- Leave the **Password** window blank and click **Login**
- Select **New User or Forgot password?**

Enter your Username to receive your password by email.

Username:

Submit

- **Enter your Username** to have SchoolTool send you a new password

Home

Username:

Password:

Login

[New User or  
Forgot password?](#)

### For locked accounts or other access issues:

If you are having problems with access to your Parent Portal Account, or have a change in Email address, please e-mail the below address:

[cteparentportal@monroe2boces.org](mailto:cteparentportal@monroe2boces.org)

Please include your name, home address, Email address, and student's names in all correspondence.