



## Lansingburgh CSD

# Schooltool Parent Portal Help Document

### To Log In

- Use your web browser (GoogleChrome, for instance) to access the internet and go to the SchoolTool web site. [https://schooltool5.neric.org/SchoolTool\\_LANS/](https://schooltool5.neric.org/SchoolTool_LANS/)
- Where it says "Username", type in your full email address. Use the temporary password provided in your introduction email or your current password

LOGIN

USERNAME

PASSWORD

Login


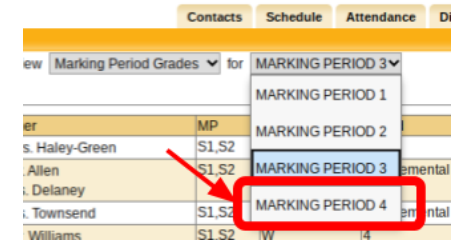
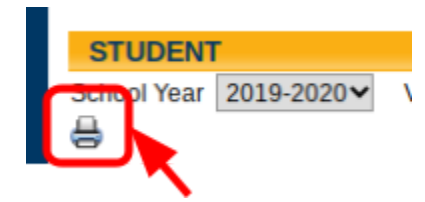
- Click on the gray Login Button

### To Change your Password


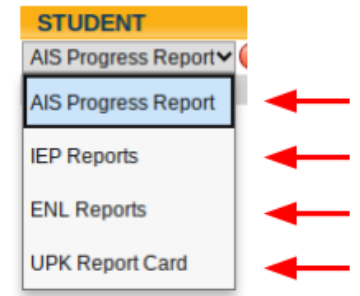
- Click the Account tab to change the password.
- Enter the existing password, then the new desired password (twice). Click on the Change Password button to finalize the change.

**Please email [parentportal@lansingburgh.org](mailto:parentportal@lansingburgh.org) with any questions.**

## To Access Student Report Cards (K-12)

<ul style="list-style-type: none"> <li>● Click on Student Name</li> <li>● Click on Grades tab</li> </ul>	
<ul style="list-style-type: none"> <li>● Select Marking Period 4 in the drop down box</li> </ul>	
<ul style="list-style-type: none"> <li>● For Traditional report card format, click the pinter icon             <ul style="list-style-type: none"> <li>○ Make sure pop-ups are not blocked on your browser!</li> </ul> </li> </ul>	

## To Access UPK Report Cards, IEP Reports, ENL Reports & AIS Progress Reports

<ul style="list-style-type: none"> <li>● Click on Student Name</li> <li>● Click on User Defined Tab</li> </ul>	
<ul style="list-style-type: none"> <li>● Select a Report from the Drop Down</li> </ul>	
<ul style="list-style-type: none"> <li>● Click the paper icon to view/print</li> </ul>	